

2022

# Guide to Enrolment

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# Aratohu Whakauru



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### Rainbow Diversity Support



UC is proud to partner with Ngāi Tūāhuriri and Ngāi Tahu to uphold the mana and aspirations of mana whenua.

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Information is correct at the time of print, but is subject to change. The University's official regulations are at [www.canterbury.ac.nz/regulations](http://www.canterbury.ac.nz/regulations)

# Kia ora

## Welcome to Te Aratohu Whakauru Guide to Enrolment

This guide contains all the information you need to complete your enrolment at UC.

Use this guide to plan your study in a way that suits you best. For example, you can study full-time or part-time, on campus, via distance, or online. You can combine different subjects, or you can specialise. There are certificates and diplomas if you want to have a go at university-level study, or if you want to upskill in your career.

We have student advisors, academic coordinators, and kaiārahi to help you navigate your study journey at UC.

Come and settle your waka here – we look forward to welcoming you to our UC whānau in 2022!

‘My time here has helped me find myself. Uni is the first time in your life where you get to choose who you want to hang out with and who you want to be.

UC is a great place to start fresh and be yourself, and hopefully that’s a better you!’

### **Soul**

*Ngāti Kahungunu*

Studying towards a Bachelor of Engineering with Honours in Civil Engineering

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# Enrolling at UC



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# Key dates

## 2021

### Oketopa | October

1 2022 Applications to Enrol open

### Noema | November

11 2021/22 Summer Programme starts for SU2 (Nov 21) courses


### Tīhema | December

9 Last date for first-year domestic students to apply to enrol  
(All applications received after this date may be subject to delays)


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## 2022

### Hānuere | January

5 UC reopens for 2022  
10 2021/22 Summer Programme starts for SU1 (Jan 22) courses  
10 International Enrolment in person opens 

### Pēpuere | February

7 Waitangi Day observed – University closed  
18 Herea tō waka | UC Orientation Day  
18 International Enrolment in person closes   
21 Semester 1 begins and lectures start

### Āperira | April

8 Lectures end for mid-semester break  
11–29 Mid-semester break  
12 Graduation ceremony  
14 Graduation ceremony  
15 Good Friday – University closed  
18 Easter Monday – University closed  
19 University holiday – University closed  
25 ANZAC Day – University closed

### Mei | May

2 Lectures resume for Semester 1 courses

### Hune | June

3 Lectures end for Semester 1 courses  
6 Queen's Birthday – University closed  
7–10 Study break  
13–25 Mid-year examinations and tests  
24 Matariki public holiday  
27 Mid-year break starts

### Hūrae | July

7–10 Mid-year enrolment for Semester 2  
15 Mid-year break ends  
18 Semester 2 begins and lectures start

### Ākuhata | August

26 Lectures end for mid-semester break  
29 Mid-semester break starts

### Hepetema | September

9 Mid-semester break ends  
12 Lectures resume for Semester 2 courses

### Oketopa | October

1 2023 Applications to Enrol open  
21 Lectures end for Semester 2 courses  
24 Labour Day – University closed  
24–28 Study break starts  
31 Examinations begin

### Noema | November

10 Examinations end and Semester 2 ends  
11 Canterbury Show Day – University closed  
14 2022/23 Summer Programme starts for SU2 (Nov 20) courses

### Tīhema | December

14 Graduation ceremony  
16 Graduation ceremony  
23 Lectures end for Summer courses, Christmas break starts



This icon highlights information especially useful to international students.



# Key enrolment dates

All dates are 2022 unless otherwise noted. Please refer to [www.canterbury.ac.nz/study/keydates](http://www.canterbury.ac.nz/study/keydates) and [www.canterbury.ac.nz/courses](http://www.canterbury.ac.nz/courses) for full course details.

| Semester indicator   | Semester description            | Official course start date and last date to accept the Enrolment Agreement* | Official course end date | Final date to add or withdraw with a full tuition fee refund (WDFR)** | Final date to withdraw (no refund) (WD)***      |
|----------------------|---------------------------------|---|--------------------------|---|---|
| S1                   | Semester One                    | Monday 21 February  | Friday 24 June           | Sunday 6 March  | Sunday 15 May                                   |
| S2                   | Semester Two                    | Monday 18 July  | Friday 11 November       | Sunday 31 July  | Sunday 2 October                                |
| W                    | Whole Year                      | Monday 21 February  | Friday 11 November       | Sunday 20 March   | Sunday 28 August                                |
| CY                   | Cross Year                      | Monday 18 July  | Friday 7 July 2023       | Sunday 21 August  | Sunday 9 April 2022 (38th week out of 51 weeks) |
| B1                   | Bridging One (Term 1)           | Monday 21 February  | Sunday 10 April          | Sunday 6 March  | Sunday 20 March                                 |
| B2                   | Bridging Two (Term 2)           | Monday 18 April   | Sunday 5 June            | Sunday 1 May  | Sunday 15 May                                   |
| B3                   | Bridging Three (Term 3)         | Monday 18 July  | Sunday 7 September       | Sunday 31 July  | Sunday 14 August                                |
| B4                   | Bridging Four (Term 4)          | Monday 12 September   | Sunday 30 October        | Sunday 25 September   | Sunday 9 October                                |
| B5/BSU2              | Bridging Five (Term 5 – Summer) | Monday 7 November   | Sunday 18 December       | Sunday 13 November  | Sunday 4 December                               |
| FY                   | Full Year                       | Monday 21 February  | Monday 20 February 2023  | Sunday 27 March   | Sunday 27 November                              |
| BTM22T1 <sup>†</sup> | BTM One                         | Monday 31 January   | Sunday 24 April          | Sunday 13 February  | Sunday 3 April                                  |
| BTM22T2              | BTM Two                         | Monday 16 May   | Sunday 7 August          | Sunday 29 May   | Sunday 17 July                                  |
| BTM22T3              | BTM Three                       | Monday 29 August  | Sunday 20 November       | Sunday 11 September   | Sunday 30 October                               |
| MBA22T1              | MBA One                         | Monday 14 February  | Sunday 8 May             | Sunday 27 February  | Sunday 17 April                                 |
| MBA22T2              | MBA Two                         | Monday 23 May   | Sunday 14 August         | Sunday 5 June   | Sunday 24 July                                  |
| MBA22T3              | MBA Three                       | Monday 5 September  | Sunday 27 November       | Sunday 18 September   | Sunday 6 November                               |
| YA                   | Full Year A (First Half)        | Monday 11 July  | Sunday 13 November       | Sunday 27 July  | Sunday 7 August                                 |
| YA1                  | Year A (First Half)             | Monday 31 January   | Sunday 26 June           | Sunday 13 February  | Sunday 8 May                                    |
| YA2                  | Year A (Second Half)            | Monday 11 July  | Sunday 13 November       | Sunday 24 July  | Sunday 16 October                               |
| YC1                  | Year C (First Half)             | Confirmed by the EHHD Academic Manager                                      | Sunday 26 June           | Sunday 27 February  | Sunday 22 May                                   |
| YC2                  | Year C (Second Half)            | Confirmed by the EHHD Academic Manager                                      | Sunday 20 November       | Sunday 31 July  | Sunday 23 October                               |

\* The Enrolment Agreement must be accepted by the Official Course Start Date to avoid a Late Enrolment Fee of \$130 and to ensure you keep your place in a programme or course with Limited Entry.

\*\* The "Final Date to Add or Withdraw with a Full Refund" is the date by which you need to have submitted all Changes of Enrolment (adding or withdrawing courses) without financial penalty. This means you will receive a full refund for any courses you withdraw from by this date.

\*\*\* The "Final Date to Withdraw (No Refund)" is the date by which you can withdraw from a course and not have it included on your academic transcript. You will not receive a refund for any courses you withdraw from after this date.

<sup>†</sup> BTM = Business Taught Masters programme – includes the following courses MBAZ, MBUS, MPAC, and MBIS.

# How to enrol step by step

## The Enrolment Process

All students enrolling at UC will follow the same enrolment process using the online enrolment portal called myUC. There may be some additional steps depending on your situation. Details of what each step involves can be found on the following pages.

1.

### Prepare (Pages 6–14)

- Check you meet admission requirements.
- Plan your study.
- Check if your chosen qualification/courses have an early closing date or require an additional application.
- Apply for your student loan, scholarships, accommodation (if applicable).

2.

### Apply to Enrol (Pages 15–18)

- Submit an Application to Enrol in myUC.
- Provide your personal details (such as contact details, citizenship, ethnicity, learning history, and learning needs).
- Agree to the Student Declaration.

3.

### Add your courses (Pages 19–22)

- Select your courses in your Application to Enrol in myUC, making sure you choose the correct occurrence for each course (semester and site codes).
- Complete your Application to Enrol.

4.

### Accept your Enrolment Agreement (Page 23)

#### Domestic students and international students studying offshore

- Once UC has assessed your eligibility for admission to the University, your results from high school and/or any other study you've completed, checked your identity in the NSI, and checked your admission to the qualification(s) and course(s) you've chosen, you will receive an Enrolment Agreement.
- Accept your Enrolment Agreement in myUC.

#### International students studying on campus



- You will need to attend an Enrolment in Person session with a valid visa (to study at UC in 2022) to receive your Enrolment Agreement.

5.

### Pay your fees (Pages 24–26)

You will need to arrange payment of your tuition and non-tuition fees (eg, the Student Services Levy). A number of payment options are available.

#### Waiting on secondary/high school results?

You'll receive a Conditional Offer of Place.

Once your results are available (normally mid-January) and your admission to UC is confirmed, we will email you an Enrolment Agreement. International students studying on campus will receive an Offer of Place and will need to attend an Enrolment in Person session.

Once you have accepted your Enrolment Agreement and arranged payment of your fees you have completed the Enrolment Process. You will receive a 'Welcome to UC' email together with an 'Activate your UC IT Account' email. This will get you started!

For your next steps once you've completed your enrolment, go to **page 29**.

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# 1. Prepare



## To do:

- ✓ Check if any of the qualifications and/or courses you're interested in have an early closing date or require a special application (**page 8–12**)

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- ✓ Choose how you will pay your fees (**page 24–26**). If you intend to use a student loan, apply for one now ([www.studylink.govt.nz](http://www.studylink.govt.nz)). If you intend to use Fees Free, check you qualify on the Fees Free website ([www.feesfree.govt.nz](http://www.feesfree.govt.nz)).

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- ✓ Check when you need to complete your enrolment to avoid paying a Late Enrolment Fee (**page 25**).

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- ✓ Check if you are eligible for any Scholarships (**page 14**) and apply before the closing date(s).

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- ✓ Plan your degree and choose your courses. You can check which courses are required for your qualification on the Qualifications page (see **page 19**).


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- ✓ Check if there are course planners specific for your qualification (engineering/science, etc). You can also book a course-planning session with Liaison (**page 27**).

## If you're new to UC:

- ✓ Check you meet (or will meet) admission requirements to the University
- ✓ Prepare a scan of the photo page of your passport or your birth certificate
- ✓ If you've attended school in Aotearoa, find out your National Student Number (NSN)
- ✓ Apply for one of the Halls of Residence by the closing date if this is your preferred accommodation option
- ✓ If you're an international student who has studied at a high school in Aotearoa, ask for proof of your attendance levels before school closes for the Christmas break.

## If you're a continuing student:

- ✓ Check your contact details (including emergency contact details) are up-to-date in myUC. 

## If you're an international student intending to study on campus:

- ✓ You will need to apply for your student visa for 2022 study online at [www.immigration.govt.nz](http://www.immigration.govt.nz) and then book an Enrolment in Person session to complete your enrolment. Sessions can be booked at [www.canterbury.ac.nz/enrol/international/inperson](http://www.canterbury.ac.nz/enrol/international/inperson)



# Admission Requirements

## You must meet University Entrance requirements before you can study at UC.

You are eligible to enrol at UC if you have one of the following:

- University Entrance through NCEA-approved subject credits (from the approved list of NZQA subjects)
- Cambridge International Examinations (CIE)
- International Baccalaureate Diploma (IB)
- Admission with Academic Equivalent Standing (AES)
- Discretionary Entrance
- Adult Entry.

### NCEA

To qualify for University Entrance through NCEA, you need to have achieved NCEA Level 3, and:

- 14 credits in each of three approved Level 3 subjects
- Literacy – 10 credits at Level 2 or above (from an approved list), made up of five credits in reading and five credits in writing
- Numeracy – 10 credits at Level 1 or above (from an approved list).

Students must have qualified for University Entrance through NCEA by the Monday before their official course start date.

### Cambridge International Examinations (CIE) taken in Aotearoa

#### A or AS level entrance requirement

At least 120 points on the NZ Tariff and a minimum grade of D in each of at least three subjects equivalent to those on the approved list (excluding 'Thinking Skills').

#### Literacy requirement

A pass in any of AS in any of AS English Language, Language and Literature in English, or Literature in English.

#### Numeracy requirement

Either (i) a D grade or better in IGCSE or GCSE mathematics or (ii) any mathematics pass at AS level.

### International Baccalaureate Diploma (IB)

You can gain admission to UC, if you have been awarded the IB Diploma.

The literacy requirement for admission to university will be met if the IB diploma has been completed with English as the language in any of:

- Language A: literature (SL or HL),
- Language A: language and literature (SL or HL), or
- Language B: (HL).

### Admission with Academic Equivalent Standing (AES)

If you're completing, or have completed, non-NCEA or overseas secondary school qualifications (excluding Cambridge International Examinations (CIE) or International Baccalaureate (IB)), or completed prior study at either an overseas university or at a non-university tertiary institution in Aotearoa or overseas, you need to apply to UC through Admission with Academic Equivalent Standing (AES).

Applicants with other qualifications may need to provide us with further documents when they apply to enrol, and may also need to wait until their admission has been assessed before completing the second part of their Application to Enrol (selecting courses).

### Discretionary Entrance

Discretionary Entrance is the pathway for Year 12 students with an exceptional academic record who would like to apply for university prior to gaining university entrance.

Returning Aotearoa New Zealand secondary school exchange students may also apply for Discretionary Entrance.

Students must meet the minimum requirements and scores to be eligible to apply for Discretionary Entrance.

[www.canterbury.ac.nz/enrol/eligibility](http://www.canterbury.ac.nz/enrol/eligibility)

### Adult Entry

You can apply to enter university for study in 2022 as an adult student if you are 20 years of age or older on or before the official course start date. You must also be a citizen or permanent resident of Aotearoa or Australia, or a citizen of the Cook Islands, Tokelau, or Niue.

UC has a range of preparatory or transition programmes that may be of interest to adult students.


### Other admission pathways

Students intending to apply to enrol at UC for the first time who do not meet one of the above categories may be eligible for admission based on other qualifications or alternative pathways.

When you work through your application to enrol in myUC, this will be applied or you will be notified.

### Gaining admission

If you don't meet any of these admission requirements, UC offers programmes to gain admission:

- Certificate in University Preparation
- Foundation Studies Certificate (International students) –  [www.ucic.ac.nz](http://www.ucic.ac.nz)

### Check your eligibility online

You can check what you need to apply for a particular qualification online at <https://checkwhatyouneed.canterbury.ac.nz>

# Limited entry and special admission requirements

Some qualifications and courses have 'Limited Entry' which means a limited number of students can enrol in them each year. There are also some qualifications and courses that require students to complete a Special Application for Admission (in addition to the Application to Enrol in myUC) and often have a set application closing date.

## Qualifications

Admission to the following qualifications require applicants to submit a special application by the stated deadline. Where applicable, admission will not exceed the number indicated unless approved by the relevant Amo | Dean.

| Qualification   | Requirement  | Limit |
|---|--|-------|
| Te Poari Akoranga   Academic Board                          |  |       |
| Certificate in University Preparation                       | Applications to the programme close three weeks prior to the official course start dates. Selection is based on previous academic record (NCEA or equivalent), or an internally administered test.   |       |
| Tangata   Arts  |  |       |
| Bachelor of Communication – Journalism                      | Special application required by <b>31 October</b> . Students who hope to enter the Journalism major will be required to submit a formal application and attend an interview at the end of their 2nd semester (Year1/S2). To progress to the 3rd year of the major (COMS331 and COMS332), students will be required to pass COMS233 Media Law.  | 25    |
| Bachelor of Fine Arts – Intermediate                        | The Head of School of Fine Arts must receive application for admission to the Intermediate Year (first year) no later than <b>15 November</b> .  | 78    |
| Bachelor of Fine Arts with Honours                          | Special application required. Applications should be received by <b>1 December</b> . Late applications will be accepted on a case-by-case basis.   |       |
| Bachelor of Music – Performance                             | Special application required by <b>20 September</b> of the preceding year.   |       |
| Bachelor of Music with Honours – Performance                | Special application including audition by <b>20 September</b> .  |       |
| Bachelor of Social Work with Honours                        | Special application required by <b>30 September</b> for second, third, and fourth years.   |       |
| Graduate Diploma in Journalism                              | Special application required by <b>31 October</b> . Late applications will be considered subject to availability of places on the programme.   | 5     |
| Master of Music – Performance                               | Special application including audition by <b>15 September</b> .  |       |
| Master of Social Work (Applied)                             | Special application required by <b>30 September</b> for Semester 1 start in the following year; special application required by <b>31 May</b> for Semester 2 start in the same year. Late applications may be accepted on a case-by-case basis.  |       |
| Umanga   Business   |  |       |
| Postgraduate Diploma in Business Administration             | Special application required.  |       |
| Master of Business Administration                           |  |       |
| Postgraduate Certificate in Strategic Leadership            |  |       |
| Ako me te Hauora   Education, Health and Human Development  |  |       |
| Bachelor of Teaching and Learning (Early Childhood)         | Application required by <b>1 December</b> (domestic students) or <b>31 October</b> (international students). Applications involve a selection process including: an interview; literacy and numeracy assessments; referee reports; and police vetting.   |       |
| Bachelor of Teaching and Learning (Primary)                 |  |       |
| Graduate Diploma in Teaching and Learning (Early Childhood) |  |       |
| Graduate Diploma in Teaching and Learning                   | Application required by <b>1 December</b> (domestic students) or <b>31 October</b> (international students). Entry for the following year may close earlier if available places in the programme are filled. Applications involve a selection process including: an interview; literacy and numeracy assessments; referee reports; teaching subject assessments, and police vetting. | 320   |
| Postgraduate Diploma in Teaching and Learning               |  |       |
| Master of Teaching and Learning                             |  |       |

|  |   |   |
|--|---|---|
| Certificate in Māori Language and Pedagogies: Aumiri Pounamu                     | Application involves a selection process including an interview and te reo Māori language competency assessment.  |   |
| Graduate Diploma in Māori Language and Pedagogies: Aumiri Pounamu                |   |   |
| Postgraduate Diploma in Child and Family Psychology                              | Special application required by <b>1 October</b> .  | 10  |
| Master of Counselling  |   | 15  |
| <b>Pūkaha   Engineering</b>  |   |   |
| Bachelor of Engineering with Honours – Year 2                                    |   |   |
| Computer Engineering   | Apply no later than <b>1 December</b> .   | 30  |
| Chemical and Process Engineering   |   | 75  |
| Civil Engineering  |   | 190   |
| Electrical and Electronic Engineering  |   | 90  |
| Forest Engineering   |   | 20  |
| Mechanical Engineering   |   | 120   |
| Mechatronics Engineering   |   | 50  |
| Natural Resources Engineering  |   | 35  |
| Software Engineering   |   | 30  |
| Master of Engineering  |   | Apply no later than <b>10 January</b> , or <b>15 June</b> . |
| Master of Engineering in Fire Engineering  | Apply no later than 1 June or <b>1 December</b> .   | 12  |
| <b>Pūtaiao   Science</b>   |   |   |
| Bachelor of Speech and Language Pathology with Honours – First Professional Year | Special application required by <b>1 October</b> . Late applications will be considered subject to availability of places on the programme.   | 40  |
| Master of Antarctic Studies  | Apply no later than <b>9 April</b> .  |   |
| Master of Disaster Risk and Resilience   | Apply no later than <b>12 January</b> .   |   |
| Master of Science  |   |   |
| Applied Psychology (Parts I and II)  | Special application required by <b>30 November</b> . Part II limited to those completing second year of professional programme.   | 15  |
| Medical Physics (Clinical)   | A student must have secured a registrar position with an Aotearoa New Zealand District Health Board before enrolling.   |   |
| Master of Speech and Language Pathology  | Special application required by <b>1 October</b> . Late applications will be considered subject to availability of places on the programme.   | 30  |
| Professional Master of Engineering Geology                                       | Students with a B+ grade average and fulfilling all prerequisites for the programme of study will be enrolled first; students with a B- to B grade average and fulfilling all prerequisites will be enrolled in the remaining spaces on a merit basis 3 weeks prior to the programme start date. Applications due no later than <b>12 January</b> . | 20  |
| Postgraduate Certificate in Antarctic Studies                                    | Special application required by <b>9 April</b> .  | 16  |
| Postgraduate Diploma in Clinical Psychology                                      | Special application required by <b>20 September</b>   | 12  |
| Postgraduate Diploma in Cognitive Behaviour Therapy                              | Special application required by <b>30 November</b>  | 24  |



## Courses

Listed below are all the courses with Limited Entry (indicated by the 'Limit' number on the right hand side), a Special Application requirement, and/or an application closing date.

| Course                                   | Requirement   | Limit |
|--|---|-------|
| <b>Biological Sciences</b>               |   |       |
| BIOL305                                  |   | 28    |
| <b>Biosecurity</b>                       |   |       |
| BIOS201                                  |   | 250   |
| <b>Child and Family Psychology</b>       |   |       |
| CFPY501<br>CFPY502                       | Special application required by <b>1 October</b> .  | 10    |
| <b>Communication</b>                     |   |       |
| COMS233                                  |   | 25    |
| COMS331                                  |   | 25    |
| COMS332                                  |   | 25    |
| <b>Communication Disorders</b>           |   |       |
| SPSC490                                  | Apply no later than <b>12 January</b> .   | 20    |
| <b>Computer Engineering</b>              |   |       |
| ENCE260                                  |   | 300   |
| <b>Counselling</b>                       |   |       |
| COUN675                                  | Special application required by <b>1 October</b> .  | 15    |
| <b>Fine Arts</b>                         |   |       |
| FINA101<br>FINA102<br>FINA103            | A separate application including 12 examples of work that supports each the NCEA Practical Art (or equivalent) subjects must be submitted by <b>15 November</b> . Format must be colour, laser printed and stapled, A4 photographs.   | 70    |
| <b>Graphic Design</b>                    |   |       |
| DESI211<br>DESI212<br>DESI311<br>DESI411 | Special application required by <b>30 September</b> .<br>A student must pass DESI211 and DESI212, a 200-level ARTH course and a further course at any level from the Arts Schedule.<br>A student must pass DESI311 and have passed the necessary ARTH and ARTS courses at this stage in their degree. | 12    |
| <b>Film</b>                              |   |       |
| FILM211<br>FILM212<br>FILM311<br>FILM411 | Special application required by <b>30 September</b> .   | 12    |
| <b>Painting</b>                          |   |       |
| PAIN211<br>PAIN212<br>PAIN311<br>PAIN411 | Special application required by <b>30 September</b> .   | 12    |
| <b>Photography</b>                       |   |       |
| PHOT211<br>PHOT212<br>PHOT311<br>PHOT411 | Special application required by <b>30 September</b> .   | 12    |

|   |   |                        |
|---|---|------------------------|
| <b>Sculpture</b>  |   |                        |
| SCUL211<br>SCUL212<br>SCUL311<br>SCUL411  | Special application required by <b>30 September</b> .   | 12                     |
| FINA450<br>FINA451  | Applications for the Bachelor of Fine Arts with Honours starting in Semester 1 of the following year are due on <b>1 October</b> of the preceding year. Late applications will be accepted for this qualification on a case-by-case basis.  | 60                     |
| <b>French</b>   |   |                        |
| FREN120   |   | 60                     |
| <b>Law</b>  |   |                        |
| A student transferring from another university and seeking admission to the limited entry LAWS courses must also send an original academic transcript or a transcript link via My eEquals if available at the other university, to the Ture   Law Senior Academic Advisor by the deadline for application to enrol in those courses. All Law students intending to enrol in limited entry courses, including those awaiting the outcome of transfer of credit applications, must apply to enrol by the deadlines set out below. |   |                        |
| LAWS202   | Apply no later than <b>30 November</b> of the preceding year.   | 265                    |
| LAWS204   | Up to 10 of Māori descent per course (these students must apply on the appropriate form, available from Ture   Law).  | 260                    |
| LAWS203<br>LAWS205<br>LAWS206   |   | 320                    |
| LAWS339   | Summer School only.<br>Preference will be given to final year students, followed by penultimate year students, then by date of application to enrol.<br>Apply to Enrol by <b>22 October 2021</b> .  | 24                     |
| LAWS359   | Semester 1 only.<br>Preference will be given to final year students, followed by penultimate year students, then by date of application to enrol.<br>Apply no later than <b>7 December</b> of the preceding year.   | 30                     |
| LAWS382   | Must contact the Ture   Law Senior Academic Advisor by the date advertised to submit an expression of interest. A student must also apply to enrol by the deadline. For the summer semester, preference will be given to final year students, followed by penultimate year students, then by date of application to enrol.<br>Apply no later than the second Friday in October for summer semester (if offered); the second Friday in January for Semester 1; the second Friday in June for Semester 2. | 20 for summer semester |
| <b>Management</b>   |   |                        |
| MGMT228   | Special application required by second Monday of Semester 2.  | 30                     |
| <b>Music</b>  |   |                        |
| MUSA141<br>MUSA143  | Application via audition, and approval by the Head of School. Deadline for audition applications by <b>20 September</b> .   |                        |
| <b>Psychology</b>   |   |                        |
| PSYC452   | Apply no later than <b>1 February</b> .   | 26                     |
| PSYC466   |   | 18                     |
| PSYC470   |   | 45                     |
| PSYC475   |   | 20                     |



## Courses with limited entry and special admission requirements, continued

| Course                           | Requirement  | Limit |
|----------------------------------|--|-------|
| <b>Social Work</b>               |  |       |
| SOWK205                          | Special application required by <b>30 September</b> . Selection will be based on students' academic records and an assessment arranged by the Programme Coordinator. | 40    |
| SOWK301                          |  |       |
| SOWK308                          |  |       |
| SOWK490                          |  |       |
| SOWK491                          |  |       |
| SOWK492                          |  |       |
| SOWK673                          |  | 25    |
| <b>Soil Science</b>              |  |       |
| SOIL203                          | Apply no later than <b>5 July</b> .  | 40    |
| <b>Water Resource Management</b> |  |       |
| WATR203                          |  | 30    |

### Graduate and postgraduate admission

UC offers a wide range of graduate and postgraduate qualifications. These allow you to further your interests in a particular area, to gain professional qualifications, and to stand out from the crowd.

You may apply for admission to graduate or postgraduate programmes and courses offered by UC if you have completed an undergraduate degree at a university in Aotearoa, are eligible to graduate, and you meet the programme prerequisites.

Complete your application online via myUC. You can also contact the relevant Student Advisor to discuss your preferred study option (see **page 27** for contact details).



# Accommodation

Deciding where to live in your first year is just as important as figuring out what to study.

A wide range of accommodation options is available to students – from Halls of residence, homestay, and boarding to private rental. Find what suits you at [www.canterbury.ac.nz/life/accommodation](http://www.canterbury.ac.nz/life/accommodation)

## Cost of Living

In addition to paying your fees, you will need to ensure you have enough money to cover your accommodation and living costs.

| Weekly costs  |  |   |
|---|--|---|
| Halls of Residence  | Flatting   | Homestay  |
| <b>\$240 Halls Accommodation</b><br>Costs vary from hall to hall between \$155 to \$306 (self-catered) to between \$370 to \$553 (fully-catered). The example provided is for a Kowhai 6-bedroom self-catered apartment at Ilam Apartments and includes power and laundry facilities on a 48 week contract. | <b>\$145 Shared rental accommodation</b><br>Costs vary depending on the area you live in and the number of people in the flat. This figure is based on an average 4 bedroom house in Ilam shared by 4 people. The median rent in Ilam <b>1 January–30 June 2021</b> was \$580. This does not factor in if the property is furnished or not or the condition of the property.<br><a href="http://www.tenancy.govt.nz">www.tenancy.govt.nz</a> | <b>\$280 Homestay accommodation</b><br>Usually includes power, internet, and three meals a day (minimum stay is 8 weeks – \$2,240 NZD). |
| <b>\$0 Internet</b><br>Unlimited Wifi access for UC students.   | <b>\$8 Internet</b><br>Depending on your plan and number of flatmates costs vary from \$6 to \$10 per week.  | <b>\$0 Internet</b>   |
| <b>\$5 Mobile phone</b><br>Cost will vary on use and if you are using pre-paid or a plan.   | <b>\$5 Mobile phone</b><br>Cost will vary on use and if you are using pre-paid or a plan.  | <b>\$5 Mobile phone</b><br>Cost will vary on use and if you are using pre-paid or a plan.   |
| <b>\$161 Food</b><br>Will vary depending on whether you are living in a fully-catered or self-catered hall. If you are in a self-catered hall you can choose to add dinners only for \$91.50 per week or three meals a day for \$161 per week.  | <b>\$100 Food</b><br>Will vary depending on your diet and how often you eat out.   | <b>\$50 Food</b><br>Will vary depending on your diet and how often you eat out.   |
| <b>\$10 Contents &amp; Liability insurance</b><br>Check out packages offered by insurance companies.  | <b>\$10 Contents &amp; Liability insurance</b><br>Check out packages offered by insurance companies.   | <b>\$10 Contents &amp; Liability insurance</b><br>Check out packages offered by insurance companies.                                    |
| <b>\$0 Transport</b>  | <b>\$25 Transport</b><br>This will vary depending on your chosen mode of transport.  | <b>\$25 Transport</b><br>This will vary depending on your chosen mode of transport.   |
| <b>\$0 Power</b>  | <b>\$30 Power</b><br>Will vary depending on your consumption and number of flatmates between \$20 to \$40.   | <b>\$0 Power</b>  |
| <b>\$20 Other</b><br>Incidentals such as emergencies, entertainment – costs will depend on what you choose to do.   | <b>\$20 Other</b><br>Incidentals such as emergencies, entertainment – costs will depend on what you choose to do.  | <b>\$20 Other</b><br>Incidentals such as emergencies, entertainment – costs will depend on what you choose to do.                       |

| Additional annual or one-off costs  |  |  |
|---|--|--|
| Halls of residence  | Flatting   | Homestay   |
| <b>\$300 Administration Fee</b> (Part of your deposit, non-refundable)<br>This fee is non-refundable and varies between \$300 to \$500. The example is for the Ilam Apartments.   | <b>\$580 Bond</b> (refundable minus damage or unpaid rent)<br>This is a deposit for your tenancy paid to your landlord before you move in, usually 1 to 4 weeks' rent.   | <b>\$350 One-off placement fee</b><br>This covers vetting and selection of the host family as well as other coordination costs.  |
| <b>\$200 Resident/student association fee</b> (part of your deposit)<br>This fee is used to help fund student activities and varies between \$200 to \$400. The example is for the Ilam Apartments.   | <b>\$290 Rent in advance</b><br>Most landlords will require you to pay your rent in advance of 1-2 weeks.  |  |
| <b>\$300 Contingency fee (refundable minus damage or unpaid rent) (part of your deposit)</b><br>This is a payment made at the start of the year in case of possible loss/damage of accommodation buildings or property and varies between \$250 to \$500. The example is for the Ilam Apartments. |  |  |
| <b>\$750 Books and stationery</b><br>Depending on your programme of study this can vary between \$500 to \$1,000 per year. Check with your lecturer before purchasing should resources be available online or from the UC Library.  | <b>\$750 Books and stationery</b><br>Depending on your programme of study this can vary between \$500 to \$1,000 per year. Check with your lecturer before purchasing should resources be available online or from the UC Library.   | <b>\$750 Books and stationery</b><br>Depending on your programme of study this can vary between \$500 to \$1,000 per year.   |
| <b>\$300 Parking</b><br>If you have a car and want to park it at the hall you need to pay an annual fee that varies from hall to hall from \$120 to \$300. The example is for the Ilam Apartments.  | <b>\$475 Parking</b><br>If you have a car and want to park on campus you need to pay parking fees – either hourly, daily, or annually.<br><a href="http://www.canterbury.ac.nz/life/parking/student-parking/apply-for-permit">www.canterbury.ac.nz/life/parking/student-parking/apply-for-permit</a> | <b>\$475 Parking</b><br>If you have a car and want to park on campus you need to pay parking fees – either hourly, daily, or annually.<br><a href="http://www.canterbury.ac.nz/life/parking/student-parking/apply-for-permit">www.canterbury.ac.nz/life/parking/student-parking/apply-for-permit</a> |
| <b>\$144 Bed linen pack</b> (for halls that do not provide linen)<br>Optional pack includes 2 bed sheets, 2 pillows, 2 pillow cases, 1 duvet inner, 1 duvet cover, 1 fleece blanket, 1 towel (some halls provide linen).  | <b>\$750 Furnishings</b><br>Depending on what you need and if you buy new or second hand, costs can vary between \$500 to \$1,000.   |  |
| <b>\$750 Clothing</b><br>Depending on your budget, clothing can cost between \$600–\$900 per year.  | <b>\$750 Clothing</b><br>Depending on your budget, clothing can cost between \$600–\$900 per year.   | <b>\$750 Clothing</b><br>Depending on your budget, clothing can cost between \$600–\$900 per year.   |

# 2. Apply to Enrol

## Ready to apply?

Create a myUC account or log in if you already have one. If you've forgotten your login details or you're having problems logging in, call 0800 827 748 or email [enrol@canterbury.ac.nz](mailto:enrol@canterbury.ac.nz) (see [page 27](#)).

Submit an Application to Enrol online in myUC. This will include providing your personal details such as your contact details, citizenship and ethnicity, your NSN, learning history, and learning needs, and agreeing to the Student Declaration. If you are new to UC you may also need to upload a scan of the photo page of your passport or birth certificate as part of the application process and provide your NSN if you have one.

If you need to make an additional Special Application for your qualification(s) or course(s), ensure you do this by the specified closing date (see [page 4](#)).

## What is myUC?

myUC is an online student portal for managing your enrolment at UC, viewing your academic transcript, and keeping your contact details up-to-date.

If you are new to UC you will first need to create a myUC account using a unique email address (that hasn't been used by someone else to create an account in myUC already). You will then need to provide some details about yourself to build a profile – for example your date of birth, contact details, education history, learning needs, and a scan of your passport or birth certificate.

myUC is where you manage all things related to your enrolment – applying to enrol, checking the status of your application, accepting your Enrolment Agreement, and changing your enrolment if you need to. Once you've completed courses you will also view your grades in myUC and can see a record of your academic learning.



## Cross-crediting

If you have already completed an undergraduate degree at UC and wish to undertake a different undergraduate degree at UC, you may be able to cross-credit (share) some courses between both degrees. See the Student Advisor of the appropriate college for advice. If your first degree was from another institution, then see 'Transfer credits'.

If you have nearly completed a qualification at another university and you wish to complete that qualification at UC, you should apply to the other university for permission to complete your qualification at UC by passing a course or courses which will be credited to the degree of the other university. In this case, you would apply to enrol for a Certificate of Proficiency (COP) at UC.

## Student ID number

You will be issued with a randomly generated lifetime student number so that UC can uniquely identify you during your time at UC. Please quote this number when contacting UC.

Your student ID number will appear under your name in the top left of the screen in myUC.

## Transferring credits

If you have previously studied at another tertiary education institution in Aotearoa or overseas, it may be possible to credit this study towards your UC degree.

To apply for a transfer of credit gained at an Aotearoa institution, send:

- a completed Transfer of Credit Form (located at the website below);
- an official transcript of your academic record from your previous institution; to the Student Advisor of the appropriate college (see [page 27](#) for contact details).

[www.canterbury.ac.nz/enrol/transfer/nz](http://www.canterbury.ac.nz/enrol/transfer/nz)

To transfer credit gained at an overseas institution, you must first have gained admission to UC. You can then apply for credit with equivalent status through the Admissions Office.

Īmēra: [admission@canterbury.ac.nz](mailto:admission@canterbury.ac.nz)  
[www.canterbury.ac.nz/enrol/transfer/overseas](http://www.canterbury.ac.nz/enrol/transfer/overseas)



# Identity and Citizenship Verification



New UC students (and returning UC students last enrolled before 1990) may be required to provide evidence of identity and citizenship/residency status.

After you have completed your Application to Enrol in myUC, UC will try to match your name, date of birth, and citizenship or residency status against the National Student Index (NSI) using your National Student Number (NSN).

If you do not have an NSN or UC is unable to match your details, you may be asked to provide documentation to verify your name, date of birth, and citizenship or residency status. This can either be done by presenting your original documents (such as your birth certificate or passport) in person to the Student Hub on the Ground Floor of the Matariki Building or by sending us certified copies of the original documents.

More details on what is required is available online at [www.canterbury.ac.nz/enrol/docs](http://www.canterbury.ac.nz/enrol/docs)

## Offshore international students



If you are studying offshore you will need to post or courier a certified copy of the photo page of your passport to:

### Postal address

UC Enrolments, Student Services,  
University of Canterbury,  
Private Bag 4800,  
Christchurch 8140,  
New Zealand

### Courier address

UC Enrolments, Student Services,  
University of Canterbury Warehouse,  
20 Kirkwood Ave, Ilam,  
Christchurch 8041,  
New Zealand  
Waea: +64 3 369 4999

## On-campus international students



If you are studying on campus in NZ, you will need to attend an 'Enrolment in Person session' where you will show your passport and current visa to the Enrolment Team.

## Who can verify your documents?

Copies of original documents may be certified by the following people in New Zealand:

NZ Justices of the Peace (JPs), Solicitors, Court Registrars or Deputy Registrars, a Notary Public, a designated UC staff member, or your school principal (ONLY if you are a secondary school student).

Outside New Zealand, documents may be certified by the following people: New Zealand Embassy/High Commission/Consulate staff, Australian Justices of the Peace, a Notary Public, an Apostille, or a Solicitor.

A copy will not be accepted if it has been certified by: a police officer, a bank manager, WINZ, a legal executive, StudyLink, medical professionals, or your employer.

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# Student Agreement

This Student Agreement governs the relationship between Te Whare Wānanga o Waitaha | University of Canterbury (UC) and our students. By applying to study at UC, accepting an enrolment offer, or signing the Student Agreement, you agree to this Student Agreement which includes the statutes, regulations, rules and policies of UC (available at [www.canterbury.ac.nz/regulations](http://www.canterbury.ac.nz/regulations) and [www.canterbury.ac.nz/about/governance/ucpolicy](http://www.canterbury.ac.nz/about/governance/ucpolicy)).

## Enrolment

1. When enrolling, you confirm that you have checked the details of the enrolment and accept enrolment in the listed qualification and courses and confirm they are correct. You will complete the enrolment process by promptly paying or satisfying the fees and charges listed on the invoice.
2. You confirm that all of the information you provide to UC, including your application for admission, is accurate and complete. You understand that if you withhold information or provide false or misleading information, your enrolment may be declined or terminated. You acknowledge that the submission of fraudulent, forged, or otherwise dishonest documentation in support of your application will automatically disqualify you from enrolment. In such a case, UC reserves the right to inform all other New Zealand universities of this fact, along with your name and date of birth, and that the Police and Immigration New Zealand may also be informed.
3. You will update UC as soon as practicable if any information that you have provided to UC changes (including but not limited to your contact details, current address while studying, immigration status, and contact details for your next of kin or emergency contacts).
4. You understand that you will not be admitted into a course or programme unless your application complies with the UC's admission and enrolment

requirements, relevant qualification regulations, and any additional conditions advised by UC.

## Your Obligations

5. You agree to comply with the statutes, regulations, rules, and policies of UC (as amended from time to time), and all other reasonable requirements of UC, and you accept the jurisdiction of UC in matters connected with your studies.
6. You agree to read and comply with the UC Student Code of Conduct, which outlines the behaviours expected of students enrolled at UC and what you can expect from UC. A breach of the Code of Conduct is a breach of your agreement with UC and may result in penalties imposed on you by UC. These penalties may include fines, academic penalties, and limits on academic progression, or in the worst cases suspension or expulsion from UC. The disciplinary procedures are available in the UC regulations.
7. The Academic Integrity Guidance for Staff and Students provides principles to ensure academic excellence within a framework of trust, fairness, mutual respect, and shared responsibility. UC may require that any written work submitted (including any research interest statement) be subject to plagiarism detection software and systems. You agree that a copy of your written work may be held, stored, and analysed in the plagiarism detection systems operated or used by UC and plagiarism detection providers.
8. You agree that you will use your reasonable endeavours to fulfil the requirements specified by UC for the programme of study and to enable UC to meet its obligations under the applicable pastoral care codes.
9. Once you have been assigned a UC email address, it will be UC's primary means of communication with you about matters relating to your enrolment and studies at UC. Emails

sent by UC to your UC email address will constitute written notice to you. You are responsible for checking your UC email regularly. UC may also provide written notice to you by other means.

## Fees and Payment

10. You must pay by the relevant due date the full amount of the tuition fees, general fees and any other applicable fees, or charges relating to each course you enrol in (or request enrolment in) as prescribed by UC. Unless your eligibility for Fees Free has been confirmed by the Tertiary Education Commission, you will be liable for full University fees and levies.
11. If any amounts are not paid by the due date, you acknowledge that UC has the right to cancel your enrolment. If UC doesn't cancel your enrolment, you agree to pay all applicable late fees and reinstatement fees. You also agree to reimburse UC for all third party legal and collection costs incurred by UC in recovering any overdue amounts.
12. You acknowledge that UC reserves the right to charge any additional taxes payable in New Zealand or in the country of study if required by any relevant legislation.
13. You acknowledge that non-payment of fees, ceasing to attend or verbally advising a member of staff will not be accepted as notice of withdrawal. Information on withdrawals and refunds is available on the UC website.
14. You acknowledge that if your course or programme involves an industry placement or internship, you may be required to travel away from the UC campus (including outside of Christchurch) for the placement or internship. You understand that you will be responsible for meeting your own travel and living costs relating to your placement or internship.

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## Our Obligations

15. UC will use its reasonable endeavours to provide you with tuition and supervision of a professional standard in the programme of study and the courses in which you are enrolled, and act reasonably and fairly in exercising its powers.
16. UC may make changes to its courses and programmes (including the offering, content, mode of delivery, fees, or timing for delivery of courses or programmes). UC will give you reasonable notice (having regard to the circumstances) of any such changes.
17. UC will use its reasonable endeavours to comply with any applicable pastoral care code legislation in New Zealand (as updated from time to time). UC may undertake certain actions which may impact you in order for UC to meet its obligations under the relevant code(s).

## Privacy

18. You agree that UC may collect, use, retain, and disclose personal information about you in accordance with the privacy statements available at [www.canterbury.ac.nz/privacy](http://www.canterbury.ac.nz/privacy), the UC Privacy Policy, and the Privacy Act 2020.
  - a. You should be aware that examination results and results for in-term assessment constitute personal information under the Privacy Act and you also have the right to request that your work be returned to you privately. Graduation information, including your name and award, will be made public information.
  - b. For domestic students, upon request, your graduation information may be provided to your secondary school for use in honours boards, school publications, and for the purposes of improving teaching practice.
  - c. If UC is concerned about your engagement, progress, or believes your safety or the safety of others is in jeopardy, UC may contact your emergency contact person, the Police, or other relevant person or agency.

- d. When participating in an international exchange or study abroad programme, you understand that your information, including your personal details, academic progress, results, medical conditions, and your wellbeing in an emergency, will be shared with the relevant international educational institution for the purposes of your participation in the relevant programme. You acknowledge that your information will therefore be shared outside New Zealand and that it may not be given the same protection as provided by the Privacy Act 2020.

## International Students

If you are an international student:

19. You must meet the requirements of Immigration New Zealand to study in New Zealand. If you do not have New Zealand citizenship or permanent residency status in New Zealand, you must ensure that you hold a valid student visa and comply at all times with the conditions of that visa (this is a prerequisite of your enrolment and a condition of your continued enrolment). You must have and maintain appropriate health and travel insurance either from UC's preferred insurance provider or from a provider which is compliant with the requirements of the New Zealand Government's Code of Practice for the Pastoral Care of International Students; and
20. Information concerning your academic progress or withdrawal, including grade and wellbeing information, may be provided to or shared with your agent, homestay host, sponsor, or home university upon request under agreements that facilitate your enrolment into UC, for the purposes of providing you academic and pastoral support or for the provision of Study Abroad transfer of credit and evidence relating to compliance with conditions of entitlement to study in New Zealand.

## General

21. To the maximum extent permitted by law, UC's liability to you is limited to the amount of tuition fees, general fees, and any other charges on your fees account that you have paid for the enrolment period in which the liability arises. UC is not liable to you for any indirect or consequential losses (including loss of opportunity, loss of future earnings, or loss of reputation), or for any losses, costs, or damages that you suffer or incur as a result of a breach of this Student Agreement by UC where that breach is caused by circumstances beyond UC's reasonable control.
22. If you do not, or cannot, comply with the requirements of this Student Agreement, UC may terminate this Agreement and your enrolment at UC. This is in addition to UC's rights under the statutes, regulations, rules, and policies of UC.
23. Any dispute arising out of or in connection with this Student Agreement, or otherwise relating to the performance of this Student Agreement by either party, shall be resolved through the applicable procedures prescribed by UC in the relevant statutes, regulations, rules, and policies, including the UC Appeals Process or as otherwise required by law.
24. This Student Agreement continues until your programme of study ends or the Student Agreement is cancelled. Certain provisions in this Student Agreement shall continue to apply after your enrolment has come to an end. These include paragraphs 7 (academic integrity and plagiarism), 10 to 14 (fees and payment), 18 (privacy), 21 (liability), 23 (disputes), as well as any other provisions that by their nature are intended to continue to apply.
25. This Student Agreement is subject to and governed by the laws of New Zealand.
26. UC may update this Student Agreement from time to time by updating the Student Agreement webpage at [www.canterbury.ac.nz/enrol/student-agreement](http://www.canterbury.ac.nz/enrol/student-agreement). From the date of each update, the most recent version of this Student Agreement will apply to you and will replace any previous version(s) of this Student Agreement.

# 3. Select your courses

## Add courses to your Application to Enrol in myUC.

Choose the correct occurrence (semester and site code), and complete your Application to Enrol.

120 points is considered a full-time workload. For most first year students, this normally means four 15-point 100-level courses in each of Semester 1 and Semester 2.

You can make changes to your courses at a later date if you change your mind. Details can be found on the Change Your Enrolment page [www.canterbury.ac.nz/enrol/change](http://www.canterbury.ac.nz/enrol/change)

## Site codes

| Code | Description               |
|------|---------------------------|
| A    | Christchurch, Arts Centre |
| C    | Christchurch, on campus   |
| D    | Distance                  |
| N    | Nelson                    |

## Semester indicators

| Indicator  | Description                  | Indicator | Description        | Indicator | Description        |
|------------|------------------------------|-----------|--------------------|-----------|--------------------|
| S1         | Semester One                 | A         | Any Time Start     | YC        | Full Year C        |
| S2         | Semester Two                 | NO        | Not Offered        | YC1       | Year C First Half  |
| W          | Whole Year                   | FY        | Full Year          | YC2       | Year C Second Half |
| SU1(Jan22) | Summer (January 2022 start)  | YB        | Full Year B        | YD        | Full Year D        |
| SU2(Nov22) | Summer (November 2022 start) | YB1       | Year B First Half  | YD1       | Year D First Half  |
| X          | General non-calendar-based   | YB2       | Year B Second Half | YD2       | Year D Second Half |
| CY         | Cross Year                   | B1        | Bridging 1         | B2        | Bridging 2         |
| B3         | Bridging 3                   |           |                    |           |                    |

For full details, see the 2022 UC Calendar or go to [www.canterbury.ac.nz/courses](http://www.canterbury.ac.nz/courses)

## How to read course codes

### Four-letter subject code (PHYS = Physics)

A full list of subject codes is available at [www.canterbury.ac.nz/study/qualifications-and-courses/course-codes](http://www.canterbury.ac.nz/study/qualifications-and-courses/course-codes)

**Semester indicator**  
(S1 = Semester one)

**Course number** (three digits) of which the first number indicates the level of the course (339 = 300-level)

**Year**  
(22 = 2022)

**Site code**  
((c) = on campus, in Christchurch)

**PHYS339-22S1 (C)**

## Course Information

| Course Code | Course Title   | Pts | 2022 | P/C/R/RP/EQ   |
|-------------|--|-----|------|---|
| PHYS399     | Physics Research<br><i>Note: Limited entry. See limitation of entry regulations.</i> | 15  | S1   | P: MATH105<br>C: PHYS398<br>R: ASTR392<br>EQ: ASTR392 |

Pts = Points

P = Prerequisite

EQ = Equivalent course(s)

C = Corequisite

R = Restriction(s)

RP = Recommended preparation

What these terms mean can be found in the Glossary of Terms (page 33).



# Planning a double degree or conjoint degree



## Double degrees

Working towards two degrees at the same time means you may complete some combinations in four or five years.

You will graduate with two different bachelor's degrees, giving you career flexibility and different opportunities. For those who have interests in diverse areas, a double degree can broaden your skillset, provide complementary and enhanced knowledge, and give you the flexibility to work in a number of different disciplines when you graduate.

You can enrol in two degrees at the same time, and are usually able to cross-credit (share) courses in common, up to a maximum of 120 points. Certain combinations of degrees may allow additional cross-credits or exemptions.

BA/BSc, BCom/BSc, BCom/BA, BA/BCJ

These double degree options may be completed in five years. Many other combinations are possible.

LLB/BA, LLB/BCom, LLB/BCJ, LLB/BSc, LLB/BC, LLB/BYCL

A typical LLB double degree combination may be completed in five-and-a-half years, although this will involve increased course loads in some years.

Students enrolling in these options must include LAWS101 and LAWS110 in their first year. If they are seeking to complete in the minimum time, they must also complete the 75-point, non-Law component of the LLB in the first year.

BE(Hons)/BCom, BE(Hons)/BSc

Double degree combination with the BE(Hons) are possible. The length of time taken will depend on the major or discipline chosen.

Other double degree combinations

- BHSc/BA and BHSc/BSc degree combinations are possible.
- A BFA/BA usually takes at least six years.
- The BSpC degree is flexible and students may wish to combine it with a BA, BCom, BSc, BYCL, or even an LLB or BCJ.
- BA/MusB, BC/BYCL, BForSc/BCom, and BForSc/BSc can be completed in five years.

For more double degree combinations, see [www.canterbury.ac.nz/study/qualifications-and-courses/bachelors-degrees/double-degrees](http://www.canterbury.ac.nz/study/qualifications-and-courses/bachelors-degrees/double-degrees)

## Conjoint degrees

Conjoint degrees are accelerated programmes for high-achieving students that combine two degrees into a single bachelor's degree, in as little as four years.

The accelerated programmes require a total of 540 points (ie, 60 points less than a double degree), as well as a minimum sustained Grade Point Average (equivalent to a B-) and a higher workload at 135 points per year. Students must graduate in both degrees that are part of the conjoint at the same time.

UC offers five conjoint degrees:

- Conjoint BA/BCom
- Conjoint BA/BSc
- Conjoint BCom/BSc
- Conjoint BProdDesign/BCom
- Conjoint BProdDesign/BSc.

### Conjoint BA/BCom

This Conjoint degree offers the breadth and depth of skills of both the arts and commerce disciplines. Graduates will be able to follow postgraduate pathways in Arts or Commerce, and/or choose arts-focused careers with a commercial or business incline.

To earn this degree, you must:

- be credited with a minimum of 255 points of BCom courses, where at least 165 points must be above 100-level; and at least 75 points must be at 300-level
- be credited with a minimum of 255 points of BA courses, where at least 180 points must be above 100-level; and at least 90 points must be at 300-level
- complete core courses for both the BA and BCom
- meet requirements for a major in both the BA and BCom
- meet the requirements of a minor in a BA subject (a BCom minor is optional).

### Conjoint BA/BSc

This Conjoint degree offers cross-disciplinary expertise in arts and science, and broadens your careers options so you can be more enterprising and innovative. It also opens up specialised postgraduate pathways.

With this Conjoint, you'll give your technical knowledge an edge by being able to look at complex problems differently, and better understanding social and ethical implications.

To earn this degree, you must:

- be credited with a minimum of 255 points of BSc courses, where at least 165 points must be above 100-level; and at least 75 points must be at 300-level
- be credited with a minimum of 255 points of BA courses, where at least 165 points must be above 100-level; and at least 75 points must be at 300-level
- complete core courses for both the BA and BSc
- meet requirements for a major in both the BA and BSc
- meet the requirements of a minor in a BA subject (a BSc minor is optional).



### Conjoint BCom/BSc

This Conjoint degree offers the breadth and depth of skills of both the science and commerce disciplines. Graduates will be able to follow postgraduate pathways in Commerce or Science or choose employment in science-focused careers, with both a business and scientific background.

To earn this degree, you must:

- be credited with a minimum of 255 points of BCom courses, where at least 165 points must be above 100-level; and at least 75 points must be at 300-level
- be credited with a minimum of 255 points of BSc courses, where at least 165 points must be above 100-level; and at least 75 points must be at 300-level
- complete core courses for both the BCom and BSc
- meet requirements for a major in both the BCom and BSc
- meet the requirements of a minor in a BSc subject (optional).

### Conjoint BProdDesign/BCom, Conjoint BProdDesign/BSc

By combining a BProdDesign with either a BCom or a BSc, students will develop skills in the aesthetic and technical design of products in their fields of interest, along with business skills or specialised scientific skills.

To earn this degree, you must:

- be credited with a minimum of 255 points from the Bachelor of Product Design, including a minimum of 75 points at 300-level to satisfy the requirements of a major
- be credited with a minimum of 255 points from one of either the Bachelor of Commerce or the Bachelor of Science. Requirements for at least one of the majors from the degree must also be met, including a minimum of 75 points at 300-level
- complete the core courses for the BCom
- complete the BSc core course
- include 330 points above 100-level and a minimum of 150 points at 300-level.



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# Getting your courses/study plan approved



Before submitting your Application to Enrol you may get some alerts about a course you have chosen, indicating there may be some extra steps to get your course approved.

## Workload check

A normal workload is 60 points for each of Semester 1 and 2, or up to 30 points for Summer School. If you apply for a workload of 75 points or more in Semester 1 or Semester 2, or more than 30 points in Summer School, you will need to apply to have your excess workload approved.

[www.canterbury.ac.nz/enrol/special/excessworkload](http://www.canterbury.ac.nz/enrol/special/excessworkload)

## Prerequisite or corequisite “fail”

A Prerequisite course is a course that you must take and pass before you can do another course (normally at a more advanced level). A Corequisite course is a course that must be taken at the same time (concurrently) or earlier with another

specified course. If you do not meet the prerequisite or corequisite requirements but believe you have grounds for an exemption, for example you have already studied material covered in the prerequisite course elsewhere or you can provide clear evidence of special ability in the subject area of the proposed course, you may apply for an exemption from the prerequisite or corequisite requirement.

If you have come from a NZ high school and receive a ‘prerequisite fail’ message, you will need to wait until your NCEA results are available. If your NCEA results satisfy the prerequisite/corequisite requirements for the course(s) you’ve applied for, the system will automatically approve you into the courses and resolve the prerequisite fail.

[www.canterbury.ac.nz/enrol/special/exemption](http://www.canterbury.ac.nz/enrol/special/exemption)

## Applying for a course you’ve already taken twice

You will need permission from the relevant Amo | Dean to enrol in a course for a third time and, if approved, it is considered your final opportunity to take and pass the course. Courses that are considered equivalent are included in the count.

[www.canterbury.ac.nz/enrol/special/thirdtime](http://www.canterbury.ac.nz/enrol/special/thirdtime)

## HOD Approval Required

You may need the Head of Department (HOD) or a designated Course Coordinator to look at your Application to Enrol and assess your eligibility for admission to the qualification(s) and/or course(s) you’ve applied for. If you have “HOD Approval Required” in your Application to Enrol status, you may need to contact the Department who teaches the course.

## Waitlisted

If you have applied for a programme or course with limited entry, it will likely have a “waitlisted” status. Applications will be assessed and possibly ranked according to the entrance requirements for the qualification or course, and you will either be offered a place in the programme or course or informed of your options. This process can take time, so you will need to be patient.

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# 4. Accept your Enrolment Agreement



Confirm your intention to study at UC by accepting your Enrolment Agreement.

## Domestic students

Once UC has assessed your eligibility for admission to the university, your results from high school and any other study you have completed, checked your identity in the NSI, and checked your admission to the course(s) and qualification(s) you have chosen, you will receive an Enrolment Agreement. You can accept this in myUC.

## International students

If you are studying on campus at UC as an international student in 2022, you will need to apply for your student visa online at [www.immigration.govt.nz](http://www.immigration.govt.nz) and bring your passport and visa on campus to have your Enrolment Agreement generated.

More information is available at [www.canterbury.ac.nz/enrol/international/inperson](http://www.canterbury.ac.nz/enrol/international/inperson)

## Late Enrolment Fee:

A Late Enrolment Fee of \$130 will apply if you accept your Enrolment Agreement after the Expiry Date (listed on your Enrolment Agreement). The Late Enrolment Fee is not loanable and must be paid before your enrolment can be completed.



# 5. Pay your fees

Arrange payment of your tuition fees and non-tuition fees to complete the enrolment process.

## Tuition Fees

A student must pay tuition fees on the basis of each and every course they enrol in, except when enrolling in a Special Fees Programme where an overall fee is levied. Courses are assigned to fee bands by subject area as shown in the tables below. All international students must pay tuition fees at the international rate except those on an approved reciprocal exchange programme (covered by a formal exchange agreement) and those enrolled as a PhD student and residing in Aotearoa.

## Calculating your tuition fees

Fees for individual courses are available online at [www.canterbury.ac.nz/courses](http://www.canterbury.ac.nz/courses) but to give you an idea of what your total annual tuition fee might be, you can use the Fees Estimator ([www.canterbury.ac.nz/courseinfo/Mygetcourses.aspx](http://www.canterbury.ac.nz/courseinfo/Mygetcourses.aspx)) or refer to the Fees Tables.

If your qualification has a Set Programme Fee (for example international postgraduate qualifications) you will need to refer to the fees pages online ([www.canterbury.ac.nz/get-started/fees/int-postgrad-fees](http://www.canterbury.ac.nz/get-started/fees/int-postgrad-fees)) to get an accurate tuition fee estimate.

## Banded fees versus set programme fees

Courses are assigned to fee bands based on subject area unless they are part of a Special (Set) Fees Programme. Banded fees are used for domestic and international undergraduate students, and domestic postgraduate (research and taught) students. Postgraduate courses for international students generally have special set fees instead of banded fees.

All fees listed are inclusive of New Zealand GST, or any equivalent overseas tax, unless otherwise stated. In addition to tuition fees, there are also non-tuition fees.

## Domestic fee bands

| Fee Band | Indicative Subject Area  | Undergraduate | Postgraduate taught | Postgraduate research |
|----------|--|---------------|---------------------|-----------------------|
| 1        | Arts, Education, Social Science  | \$6,388       | \$7,748             | \$7,220               |
| 2        | Business, Accounting, Law  | \$6,761       | \$8,073             | \$7,558               |
| 3        | Non-Bench Science, Fine Arts, Music, Computer Science, Theatre & Film, Computational Mathematics | \$7,134       | \$8,404             | \$7,900               |
| 4        | Bench Sciences and Antarctic Studies   | \$7,405       | \$8,670             | \$8,172               |
| 5        | Engineering and Forestry   | \$8,018       | \$89,062            | \$8,697               |
| 6        | Information Systems  | \$6,880       | \$8,044             | \$7,641               |
| 7        | Communication Disorders  | \$7,961       | \$9,018             | \$8,648               |
| 8        | Ecology  | \$7,691       | \$8,782             | \$8,402               |
| 9        | Mathematics, Statistics, Art Curatorship   | \$6,413       | \$8,132             | \$7,555               |
| 17       | Foundation Studies   | \$6,281       |                     |                       |

## International undergraduate fee bands

| Fee Band | Subject Areas                                     | 2022 per 120 points |
|----------|---|---------------------|
| 1        | Arts and Social Sciences                          | \$28,800            |
| 2        | Business and Accountancy                          | \$31,000            |
| 3        | Fine Arts and Law                                 | \$33,600            |
| 4        | Science (including non-bench and Health Sciences) | \$35,500            |
| 5        | Engineering                                       | \$44,000            |
| 7        | Communication Disorders and Forestry              | \$39,500            |

## International postgraduate programme fees

Postgraduate qualifications for international students generally have special set fees instead of banded fees. A full list of these set fees for international postgraduate students is available at [www.canterbury.ac.nz/get-started/fees/int-postgrad-fees](http://www.canterbury.ac.nz/get-started/fees/int-postgrad-fees)

## Offshore study

If you are living and studying outside of New Zealand, your fees will be exclusive of NZ GST. UC reserves the right to charge any additional taxes payable in NZ or in the country of study if required by any relevant legislation.

UC is bound by the Ministry of Education Rule ENR 011 which states that New Zealand residents and Australian citizens or Australian permanent residents who are not currently residing in New Zealand are not classified as domestic students. Therefore if you come under the above citizenship category and are not residing within New Zealand while studying you will be classified as an international student and incur international fees.

## Non-tuition fees and other costs

| Additional compulsory fees (\$NZ) |                                    |
|-----------------------------------|------------------------------------|
| Late Enrolment Fee                | \$130                              |
| Student Services Levy             | \$7.44 per academic point of study |

| International students enrolment fees and charges (\$NZ) |          |
|--|----------|
| Studentsafe insurance charge per semester                | \$348.50 |
| Studentsafe insurance charge per year                    | \$697    |

### Student Services Levy

Each year, universities around Aotearoa charge students a Student Services Levy (SSL), which shows up on your Statement of Fees. All the money collected for the SSL can only be used for the benefit of students – it can never be used for academic or administrative costs. The SSL funds on-campus student services including:

- Subsidised health services including the Health Centre and UCSA Dental
- Student advocacy and support services
- Te Rōpū Rapuara | Careers
- RecCentre membership
- University of Canterbury Students' Association (UCSA)
- Student events, including Orientation
- Māori student development and support
- Pacifica/Pasifika student development and support.
- Development of student spaces

All students will pay the SSL except the following:

- Offshore students
- STAR students
- Micro-credential students
- Research students residing outside Canterbury with approved extramural study.

There may also be additional study-related costs such as textbooks, stationery, parking permits, printing, photocopying, and optional costs such as club memberships. These will not be included in your Statement of Fees.



## Methods for paying your fees

There are a number of ways to pay your tuition fees and non-tuition fees.

### Student Loan

A student loan is available to domestic students via Hoto Akoranga | Studylink. You are recommended to apply for a student loan as early as possible (even before you Apply to Enrol at UC) to ensure it gets processed in time.

Students holding a New Zealand resident class visa and Australian citizens cannot access a student loan until they have lived in Aotearoa for three years. Check on the Studylink website for more details.

[www.studylink.govt.nz](http://www.studylink.govt.nz)

### Fees Free (for domestic students only)

To check if you're eligible for Fees Free tertiary study, visit [www.feesfree.govt.nz](http://www.feesfree.govt.nz)

If you're eligible, select the "Fees Free" payment status in your Enrolment Agreement and your fees will be paid for by the Government and you will be automatically fully enrolled.

### Online via myUC

When you accept your Enrolment Agreement via myUC, you have the option to pay your full fees online by Visa or Mastercard using UC's payment portal.

### In person

Visit Student Finance and pay in person via credit card or EFTPOS. Cash is not accepted.

### Direct bank payment

Bank to bank transfers can be made to UC through our bank, ANZ Bank New Zealand, using the following details:

Bank name: ANZ  
Branch name: Auckland (Q&V)  
Account name: University of Canterbury  
Account number: 01 1839 0036732 00  
Swift (routing) number: ANZBNZ22  
Address: Corner Queen and Victoria Street, Auckland

To ensure your payment is processed efficiently, provide the following payment details:

Particulars: [your name eg, Jay Smith]  
Code: [your student ID]

### Third-party sponsorship

#### International students

If your fees will be paid by a Sponsor, you will be required to provide a Financial Guarantee. Financial Guarantees must be on the Sponsor's official letterhead and include:

- Full Name and Student ID number
- Start and End date of Sponsorship
- Programme of Study
- Confirmation of what fees are covered by the Sponsorship
- Invoicing details.

#### Domestic students

If your fees will be paid by a company, employer, or other sponsor, you will be required to provide a letter signed by them specifying:

- name and address of the company, employer, or sponsor
- student name and address
- amount to be paid by the company, employer, or sponsor.

### Western Union (international funds transfer)



Western Union Business Solutions payment portal (WU GlobalPay) is UC's preferred payment method for international funds transfer. It enables you to pay NZD student fees using your home currency or another international currency.

#### To pay your fees using WU GlobalPay:

Open the Western Union Business Solutions payment portal (<https://student.globalpay.wu.com/geo-buyer/cu#!>) and follow the instructions. Make sure you enter your full name and UC student ID. Western Union will email you a Funds Transfer Confirmation. The exchange rate on the confirmation remains fixed for 72 hours. Arrange a transfer of funds from your bank to the Western Union partner or Custom House bank listed on your Funds Transfer Confirmation. On receipt of funds, the Western Union partner or Custom House bank makes a payment to UC and UC sends you a receipt. If you have any issues using this service, contact your local Western Union office or email [studentpayments@business.westernunion.com](mailto:studentpayments@business.westernunion.com).

### By phone

UC will accept credit card payments over the phone. Call Financial Services on +64 3 369 3467.

#### Non-payment of fees

Payment of your fees needs to be made by the due date, usually on or before the start date of your programme. Your Enrolment Agreement specifies the actions which will be undertaken should payment not be made by the due date.

# Scholarships

We understand that a university education is a major investment for you and your family. A scholarship might just provide the helping hand you need to make university life a little easier.

We offer over \$20 million in scholarships and prizes annually to help fund our students' study. A range of scholarships is available, many recognising factors like academic excellence or sporting achievement. Others have an emphasis on social inclusion and equality and are

awarded on the basis of financial need or other hardship.

You can search through the list of scholarships available through the UC Scholarships Office at [www.canterbury.ac.nz/get-started/scholarships](http://www.canterbury.ac.nz/get-started/scholarships) and make an application for any you think you might be eligible for in myUC. Other scholarships are available through Colleges and external organisations so it's worth checking what is available there too.

For any queries contact the Scholarships Office at [scholarships@canterbury.ac.nz](mailto:scholarships@canterbury.ac.nz).

# Need Help?

## Te Pātaka

Visit our brand new Te Pātaka for first year students in the Puaka-James Hight building. Open from January 2022 it will be a one-stop-shop for all your questions about studying at UC. You can also email, phone or web chat UC for enrolment enquiries or other queries about studying at UC

## Phone

Waea: +64 3 369 3999 or Freephone in NZ: 0800 VARSITY (0800 827 748)  
8.00am–6.00pm, Monday–Friday  
(except NZ public and UC holidays)

## Email

| Type of question                             | Email address                        |
|--|--------------------------------------|
| General Enrolment Advice                     | enrol@canterbury.ac.nz               |
| Domestic and International Admission         | admission@canterbury.ac.nz           |
| Document Validation and Citizenship Evidence | document-validation@canterbury.ac.nz |
| Postgraduate and Thesis Enrolment            | thesis-enrolment@canterbury.ac.nz    |
| Student Insurance                            | student-insurance@canterbury.ac.nz   |
| Student Visa                                 | student-visa@canterbury.ac.nz        |
| USA Financial Loan support                   | usaloans@canterbury.ac.nz            |

## Web chat

Ask UC: available on UC webpages (on the bottom right hand side of the page)  
8.00am–5.15pm, Monday–Friday (except NZ public and UC holidays)

# Academic advice

## New students

If you are a new student starting your first degree and need help planning your courses, please contact Te Rōpū Takawaenga | Liaison Office.

### Te Rōpū Takawaenga | UC Christchurch Liaison Office

Student Services Centre  
Freephone in NZ: 0800 VARSITY (827 748)  
Īmēra: liaison@canterbury.ac.nz  
www.canterbury.ac.nz/liaison

### Te Rōpū Takawaenga | UC Auckland Liaison Office

Canterbury Education Partners  
Level 9, DLA Piper Tower,  
205 Queen Street, Auckland  
Freephone in NZ: 0800 UCAUCK (822 825)  
Īmēra: auckland@canterbury.ac.nz

### Te Rōpū Takawaenga | UC Wellington Liaison Office

Freephone in NZ: 0800 VARSITY (827 748)  
Īmēra: wellington@canterbury.ac.nz

## Advancing Students

If you are an advancing student, transferring, or starting graduate or postgraduate study and need help with planning your degree, please contact the relevant college or school.

### Toi Tangata | Arts

Degree areas: Arts, Communication, Fine Arts, Māori Innovation, Music, Social and Environmental Sustainability, Social Work  
Īmēra: artsdegreeadvice@canterbury.ac.nz  
Waea: +64 3 369 3377  
www.canterbury.ac.nz/arts

### Umanga | Business

Degree area: Commerce  
Īmēra: studybusiness@canterbury.ac.nz  
Waea: +64 3 369 3888  
www.canterbury.ac.nz/business

### Ako me te Hauora | Education, Health and Human Development

Degree areas: Education, Health Sciences, Sport Coaching, Teacher Education, Youth and Community Leadership  
Īmēra: educationadvice@canterbury.ac.nz  
Waea: +64 3 369 3333  
www.canterbury.ac.nz/education

## Pūkaha | Engineering

Degrees: Engineering, Forestry, Product Design  
Īmēra: engdegreeadvice@canterbury.ac.nz  
Waea: +64 3 369 4271 or 369 4272  
www.canterbury.ac.nz/engineering

## Ture | Law

Degrees: Criminal Justice, Law  
Īmēra: lawandjusticedegreeadvice@canterbury.ac.nz  
Waea: +64 3 369 1404  
www.canterbury.ac.nz/law

## Pūtaiao | Science

Degree areas: Environmental Science, Science, Speech and Language Pathology  
Īmēra: scienceugadvice@canterbury.ac.nz  
Īmēra: sciencepgadvice@canterbury.ac.nz  
Waea: +64 3 369 4141  
www.canterbury.ac.nz/science



Once you've enrolled



# Once you've enrolled

## IT Account

You'll receive an email with details on how to activate your UC IT student account. This will give you access to a number of online resources for students. You will be given a username to log in to online resources and myUC.

## Student email account

You will be given a student email account to use while you are a student at UC. Make sure to check it regularly for communication from lecturers and other university-related communications. Postgraduate students have a postgraduate email account.

## My Timetable

Once courses are 'open for allocation' you will be able to allocate yourself to lecture streams, tutorials, and/or labs. Indicative lecture times are available on the Course Info pages online ([www.canterbury.ac.nz/courseinfo](http://www.canterbury.ac.nz/courseinfo)) but can sometimes be changed. Note that if you have enrolled in a D (Distance) course occurrence you will not be able to allocate yourself to lectures, tutorials, or labs.

## LEARN

The online student portal for course content and information. You will have access to your course pages on LEARN one week before your course start date.

## Canterbury Card

Your student ID card, more commonly known as your Canterbury Card, is your formal identification for around campus. It is available after you have fully enrolled and is valid for 5 years. Your Canterbury Card is used for:

- Student Association membership
- Access to UC Rec & Sport
- Access to library resources and paying library fines
- Access to other authorised University buildings
- After-hours access to the campus and computer workrooms
- As a debit card for printing, photocopying, and library charges
- Proving your identity when collecting University documents
- Proving your identity at examinations.

Collect your Canterbury Card from Security once you are on campus.

If you are studying offshore and would like a Canterbury Card, you will need to send a hardcopy photo\* and a 4-digit PIN to:



Student Services,  
Attn: Canterbury Card,  
University of Canterbury,  
Private Bag 4800,  
Christchurch 8140.

\* The photo should have the following statement written on the back "Certified as a true and correct likeness of [your full name]", plus the date, signature, and designation of a Justice of the Peace, school principal, or solicitor, along with this authoriser's official stamp if available. Photos cannot be sent electronically.

## Orientation+ online induction modules

The modules are designed to give students their best start at UC and are compulsory for all first-year undergraduate students. The topics covered include an introduction to UC, study, wellbeing, the UC community, and safety and security.

Completing the modules is a really important part of your introduction. They are designed to help you make the transition into university life easier, understand your responsibilities as part of the UC community, learn information critical to your success, and find out about the support services available on campus.

## UC Herea tō waka Orientation Day

The best way for new students to find out what university life has to offer. UC Herea tō waka | Orientation Day takes place on the Friday before term starts in Semester 1 and is a chance for new students to connect with their peers, get amongst the UC community, explore the campus, and find out what they need to know for day one at UC.

## Getting around

Work out how you're going to get to and from campus. Christchurch has a public transport system providing regular bus access to the campus. There are also designated cycle pathways throughout the city, providing routes to the University. Different options are outlined on the UC website at [www.canterbury.ac.nz/life/sustainability/sustainable-operations/transport-options](http://www.canterbury.ac.nz/life/sustainability/sustainable-operations/transport-options)

# Change your enrolment

If you would like to make changes to your course(s) and/or qualification(s) you will need to complete a Change of Enrolment in myUC.

[www.canterbury.ac.nz/enrol/change](http://www.canterbury.ac.nz/enrol/change)

Before changing your enrolment, check the Key Enrolment Dates (**page 4**). The 'Final Date to Add or Withdraw with a Full Refund' is when you can make changes to your enrolment and receive a full refund of your fees. After this date, you have until the 'Final Date to Withdraw (No Refund)' to withdraw from a course without a fee refund. From then you can only withdraw from a course if an application for Special Consideration for Late Discontinuation is approved. More info is available at [www.canterbury.ac.nz/study/special-consideration](http://www.canterbury.ac.nz/study/special-consideration)

If you are considering changing your qualification, you are best to contact the relevant Student Advisor first (see **page 27**). They will be able to advise you of any

prerequisites for the qualification, check if you are eligible for any transfer of credits, and help you choose appropriate courses. If you are an international student, you may need to apply for a new visa or a variation of conditions on your existing visa – contact Immigration New Zealand.

If you are considering fully withdrawing from study at UC, contact the Student Care Team first (see **page 31**) to discuss your options.

## Change of Enrolment Process:

1. Log in to myUC.
2. Click on 'Manage my study'.
3. Click on 'Change enrolment' and then the red 'Change enrolment' button.
4. Make changes to your Qualification/ Subjects or 'Save and Continue' to progress on to 'Change Courses' (or click on the 'Change Courses' tile on the left navigation bar).

5. Make changes to your Courses or 'Save and Continue' to progress on to 'Confirm Changes'.

6. Confirm Changes.

7. Complete Change of Enrolment.

Once your Application for a Change of Enrolment has been approved you will be notified of a Confirmation of Change of Enrolment. If your application has not been processed within a few days and you do not receive a Confirmation of Change of Enrolment, check the status of your application with the Contact Centre (0800 827 748).

## Refund policy

You may be eligible for a full or partial refund of tuition fees if you withdraw from your programme of study. Information on our Tuition Fee Refunds are on [www.canterbury.ac.nz/get-started/fees/tuition-fee-refunds](http://www.canterbury.ac.nz/get-started/fees/tuition-fee-refunds)

# Change your contact details

If you change your address or contact phone number or want to make a particular email address your preferred email address, you can update your contact details in myUC.

1. Login to myUC using your username and password.
2. Click the down arrow beside your name and click "My Profile".
3. Change your address and complete any other mandatory fields.
4. Confirm your changes by clicking on the "Update Profile" button.

## Halls of Residence addresses

If you're staying at a Hall, use the following address in myUC:

| Hall of Residence                                   | Email address   |
|---|---|
| Arcady Hall (formerly Bishop Julius Hall)           | 90 Waimairi Road, Ilam, Christchurch 8041                                     |
| College House                                       | 100 Waimairi Road, Ilam, Christchurch 8041                                    |
| Hayashi   | C/- Sonoda Christchurch Campus<br>32 Dovedale Avenue, Ilam, Christchurch 8041 |
| Kirkwood Flats<br>Kirkwood Flats<br>University Hall | C/- Ilam Apartments, 2 Homestead Lane,<br>Upper Riccarton, Christchurch 8041  |
| Rochester and Rutherford Hall                       | 77 Ilam Road, Ilam, Christchurch 8041   |
| Sonoda Christchurch Campus                          | 32 Dovedale Avenue, Ilam, Christchurch 8041                                   |
| Tupūānuku   | 3 Homestead Lane<br>Upper Riccarton, Christchurch 8041                        |



# Support services and resources

There is a wide range of support services and resources available, designed to encourage academic success and personal wellbeing for all students at UC.

|  |   |
|--|---|
| <b>Equity and Disability Service (EDS)</b><br>If you have a learning difficulty, physical impairment, medical condition, mental health condition, or any other condition that may affect your study while here at UC, Equity and Disability Service (EDS) offers academic support, including: <ul style="list-style-type: none"> <li>• Test and exam special arrangements</li> <li>• Practical support</li> <li>• Assistive technology (including text-to-speech and speech-to-text licensed software)</li> <li>• Information in alternate formats.</li> </ul>                       | General Enquiries<br>Room 125, Ground Floor, Forestry Building<br>Mon–Fri 8.30am–4.30pm<br>Waea: +64 369 3334<br>Īmēra: eds@canterbury.ac.nz  |
| <b>Student Care</b><br>Advisors offer one-to-one confidential appointments to anyone dealing with personal, financial, academic, and wellbeing related concerns. We work with students to develop personalised strategies to resolve issues and look after themselves while studying at UC. Our service is free, confidential, and for all domestic and international students at all levels of study at UC, including off-campus students.  | Level 1, Forestry Building<br>Mon–Fri 8.30am–4.30pm<br>Waea: +64 3 369 3388<br>Īmēra: studentcare@canterbury.ac.nz  |
| <b>Te Whare Hauora o UC   University Health Centre</b><br>For quality, affordable healthcare on campus, including medical care and counselling services.   | 90 Ilam Road<br>(the far right of the carpark)<br>Mon–Thurs 8.30am–5.15pm<br>Fri 9.00am–5.15pm<br>Waea: +64 3 369 4444  |
| <b>Pokapū Pūkenga Ako   Academic Skills Centre (ASC)</b><br>The Academic Skills Centre (ASC) is a free advisory service and resource hub that focuses on writing and study strategies to maximise student achievement at all levels. It offers individual consultations with a learning advisor to discuss a specific assignment, as well as workshops, seminars, lectures, and online resources on critical thinking and writing in a university context.   | Level 3, Puaka-James Hight<br>(Central Library)<br>Mon–Fri 8.30am–4.30pm<br>Waea: +64 3 369 3900<br>Īmēra: academicskills@canterbury.ac.nz  |
| <b>IT Helpdesk</b><br>Offering support on campus for IT problems – such as helping you access your email account on and off campus, connectivity, SPAM protection, and bookable resources.   | Te Pātaka   Student Hub, Puaka-James<br>Hight Building.<br>Mon–Fri 9.00am–5.00pm<br>Waea: +64 3 369 5000 or 0508 824 843  |
| <b>UC RecCentre</b><br>Look after your mental and physical wellbeing by getting involved in the many activities offered by the team at UC Rec & Sport, including the on-campus sport and fitness facility, the UC RecCentre. Once there, you'll find social sport leagues, drop-in sport, group fitness classes, a climbing wall, squash court, and a fully equipped gym.  | 22 Kirkwood Ave<br>Mon–Fri 6.00am–9.00pm<br>Sat–Sun 9.00am–5.00pm<br>Waea: +64 3 369 2433<br>Īmēra: reccentre@canterbury.ac.nz  |
| <b>Māori student support</b><br>Te Waka Pākākano, Office of the AVC Māori, Pacific & Equity, encourages all ākonga Māori to meet our team and find out how we can support you throughout your studies. We offer many events and workshops throughout the year for you to meet other students and staff.  | Level 1, Te Ao Mārama building<br>Waea: +64 369 3868<br>Īmēra:<br>Māoridevelopment@canterbury.ac.nz   |
| <b>Pasifika student support</b><br>The Pacific Development Team is here to help Pasifika students. Pacific Advisors who can provide advice and pastoral care. Our Pacific Academic Solutions and Success (PASS) Programme offers free tutoring, academic writing, and exam workshops. A dedicated space is also available for Pasifika students at 45 Creyke Road.   | Te Ao Mārama building<br>Waea: +64 3 369 2775<br>Īmēra: pasifika@canterbury.ac.nz   |
| <b>Rainbow student support</b><br>The University of Canterbury (UC) aims to provide a welcoming and inclusive environment, and recognises that belonging is important for everyone. UC supports rainbow students and staff with assistance on and off campus, and celebrates sexual and gender diversity on campus.  | Waea: +64 3 369 1071<br>Īmēra: ari.nicholson@canterbury.ac.nz   |
| <b>Libraries on campus</b><br>There are three libraries on campus: Puaka-James Hight (Central), Macmillan Brown, and Engineering & Physical Sciences (EPS) that offer a wide range of resources and services: books, copies of course text books, journals, newspapers, past exam papers, databases of material published in journals, ebooks, newspapers, legal and other specialist collections, study space, bookable rooms, computer facilities, printing, photocopying and scanning, interloans, Technology Enabled Learning Facility (TELF), and the Oceania Production Suite. | Waea: +64 3 369 4888<br>Īmēra: library@canterbury.ac.nz<br>Hours and locations on library website<br><a href="http://www.canterbury.ac.nz/library">www.canterbury.ac.nz/library</a> |



|   |  |
|---|--|
| <p><b>UC Mentoring Programme</b></p> <p>The UC Mentoring Programme can link you with a student Mentor who will provide friendly support and help you adjust to life on campus. Your Mentor is someone you can talk to about your experiences, and they can provide information about the services on campus. UC also offers specialist mentoring programmes for Māori and Pacific students.</p>   | <p>Īmēra: <a href="mailto:mentoring@canterbury.ac.nz">mentoring@canterbury.ac.nz</a></p>   |
| <p><b>Early Childhood Services</b></p> <p>Early childhood education is available to the children of students and staff at UC from the three Childhood Learning centres (right).</p> <p>The centres offer programmes for new borns to 5/6 years and are based on the principles of Te Whāriki New Zealand Early Childhood curriculum. The centres are committed to effective group sizes, teacher ratios, and the employment of qualified teachers.</p> <p>Although UC students and staff take priority, the centres are open to parents in the community.</p> | <p><b>Te Whare Kōhungahunga o Ilam<br/>Ilam Early Learning Centre</b><br/>(UCSA operated)<br/>Car Park 1, Dovedale Campus, off Parkstone Avenue<br/>Mon–Fri 7:45am–5:15pm<br/>Waea: +64 3 348 4336<br/>Īmēra: <a href="mailto:childcare@ucsa.org.nz">childcare@ucsa.org.nz</a></p> <p><b>Te Whare Kōhungahunga o Montana<br/>Montana Early Learning Centre</b><br/>(UCSA operated)<br/>31 Montana Ave<br/>Mon–Fri 8am–5pm<br/>Waea: +64 3 369 0585<br/>Īmēra: <a href="mailto:montanaelc@ucsa.org.nz">montanaelc@ucsa.org.nz</a></p> <p><b>Te Whare Kōhungahunga o UC<br/>Early Childhood Learning Centre</b><br/>(University operated)<br/>116 Ilam Road<br/>Mon–Fri 7:30am–5:30pm<br/>Waea: +64 3 369 5100<br/>Īmēra: <a href="mailto:earlychildhood@canterbury.ac.nz">earlychildhood@canterbury.ac.nz</a></p> |
| <p><b>Jobs and Career Advice</b></p> <p>Identify your strengths, explore career options, and plan the best way to reach your goals. Have your CV checked, learn interview skills, or book an appointment with a Careers Advisor for one-on-one advice.</p>  | <p>Level 1, Jane Soons Building<br/>Waea: +64 3 369 0303<br/>Īmēra: <a href="mailto:careers@canterbury.ac.nz">careers@canterbury.ac.nz</a></p>   |
| <p><b>University of Canterbury Students' Association (UCSA)</b></p> <p>The UCSA is a non-profit organisation that exists to help all students succeed and belong at UC. UCSA offers advocacy services, dental and optometry services, welfare and financial services, advisory groups, class reps, and other practical services.</p>  | <p><a href="http://www.ucsa.org.nz/student-support">www.ucsa.org.nz/student-support</a></p>  |
| <p><b>Businesses on campus</b></p> <p>There is a wide range of cafe, restaurant, and bar options on campus to cater to a variety of budgets and dietary requirements.</p> <p>The University Bookshop (UBS) sells textbooks and other books and stationery items plus a wide range of gifts and homeware.</p> <p>The Uni Pharmacy supplies medicines, photographic services, and health and beauty products as well as postal services.</p> <p>There is also an ATM on campus for student use.</p>   |  |
| <p><b>Legal Help</b></p> <p>Free legal advice is available on campus at the UC Law Clinic by appointment only. Information is available at <a href="http://www.canterbury.ac.nz/support/legal-help">www.canterbury.ac.nz/support/legal-help</a></p>   |  |
| <p><b>Chaplains</b></p> <p>Offering pastoral and practical support, regardless of your background or beliefs.</p>   | <p>Rev'd Dr John Fox<br/>Senior Ecumenical Chaplain<br/>027 357 1628<br/>Īmēra: <a href="mailto:john.fox@canterbury.ac.nz">john.fox@canterbury.ac.nz</a></p> <p>Jane Halliday<br/>Ecumenical Chaplain<br/>Īmēra: <a href="mailto:jane.halliday@canterbury.ac.nz">jane.halliday@canterbury.ac.nz</a></p> <p>Stowe Campbell<br/>Associate Ecumenical Chaplain<br/>Īmēra: <a href="mailto:stowe.campbell@canterbury.ac.nz">stowe.campbell@canterbury.ac.nz</a></p> <p>Father Philip Suelzer<br/>Catholic Chaplain<br/>Īmēra: <a href="mailto:ctcchristchurch@gmail.com">ctcchristchurch@gmail.com</a></p>   |

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# Glossary of Terms

## Academic transcript

A student's academic record at UC. This shows all of the courses taken and grade results received throughout study, as well as a student's Grade Point Average (see GPA). Enrolled students may view their own academic record via myUC.

## Academic year

The period from the beginning of the first semester (February) to the end of the second semester (November).

## Academic Equivalent Standing (AES)

Students that have overseas university or secondary school qualifications (excluding Cambridge International Examinations (CIE) or International Baccalaureate (IB)), or other non-NCEA qualifications, can apply for admission to UC with AES status.

## Additional Entry criteria

Some qualifications or courses require a special application for entry, which may involve extra processes such as an interview, academic tests, or an audition, or may require previous work experience in the subject area to enrol.

## Adult Entry

Students over the age of 20 that do not have University Entrance through NCEA or equivalent secondary school study can apply to UC through Adult Entry status. Places for Adult Entry students will be offered subject to priority and availability. International Students are not eligible for Adult Entry, and must seek AES Admission (see above).

## Aegrotat Consideration (bereavement, illness, or injury affecting assessments)

If you are prevented from completing any major assignments or exams in a course, or consider that your performance in these has been affected by illness, injury, bereavement, or any other critical circumstance, you may apply for aegrotat consideration.

An aegrotat will provide you with a new grade for your assignment or exam based on your overall academic performance in that course.

Major assignments and exams are worth not less than 10% of the total course work.

## Assessment

A mark or grade awarded for academic work within and overall for a course. For most courses part of the final overall grade is based on coursework undertaken during the year – typically about 40–50%. An examination usually accounts for the remaining percentage of the final grade. Some courses have no final exam and are assessed entirely on coursework.

## Assignment

A piece of academic work you must complete as part of your course. This could include essays, practical tasks, presentations, and a variety of other types of coursework.

## Bachelor's degree

After secondary school studies, the first degree level you can study at university is called a bachelor's degree eg, Bachelor of Arts, Bachelor of Criminal Justice. Bachelor's degrees usually take three or four years of full-time study to complete. After completing your first bachelor's degree, you can then go on to study a postgraduate or graduate degree (eg, honours, master's, PhD).

## Bibliography

A list of books, articles, videos, etc that you have used for research or referenced within an assignment, listed at the end of the assignment.

## Break

Period between terms or semesters when no teaching takes place.

## Calendar

The official published record of the current Regulations of the University, the Calendar contains important information on the qualifications, subjects, and courses available at UC, including enrolment requirements and the courses you need to complete to graduate.

## Campus

The grounds and buildings of the University. UC has the Ilam campus, the Dovedale campus, and some buildings located in Te Matatiki Toi Ora | Arts Centre in Ōtautahi Christchurch.

## Canterbury Card

UC student ID card, which can be used as ID on campus, to access buildings after hours, and for the campus libraries.

## Certificate in University Preparation

The Certificate in University Preparation (CUP) is a one-semester programme available for students who do not meet the enrolment requirements for UC, or who have been out of study for a substantial period and want to refresh and prepare their study skills before starting university. Students who successfully complete the programme will be eligible to apply for entry to 100-level degree courses at UC.

CUP intakes are in February, July, and Summer School offerings in November or January.

### Certificate of Proficiency

You can enrol for a Certificate of Proficiency if a course (or courses) you are taking is/are not counted towards the qualification you are currently studying eg, if you are an Exchange student studying at UC and crediting your courses to your home university studies, or you want to take a course in an unrelated area to your studies for extra background.

### Certified Copy

A photocopied document signed by someone with statutory authority to certify copies as true and correct, for example a solicitor, Justice of the Peace, or kaumatua, who has seen the original document and checked and signed that the photocopy is a genuine, unaltered copy.

### Conjoint Degrees

A Conjoint Degree combines two bachelor's degrees into one degree (unlike a Double Degree, where students enrol and study towards two bachelor's degrees at the same time). Conjoint Degrees are for high-achieving students, as they require a higher workload and shorter completion time.

See also Double degrees.

### Corequisite

A course which you must take at the same time (or concurrently) with another specified course. For example, enrolment in LAWS101 requires a student to also enrol in LAWS110.

### Courses

A course (sometimes called a 'paper' or 'class') is a series of lectures on a particular topic within a wider subject area, usually taught over one semester or over the whole year. A typical course includes lectures, assignments, tests, and exams; and either tutorials or laboratories, which are smaller accompanying classes (see Laboratories and Tutorials).

When you pass a course the points are credited towards your degree. Each course has a point value that reflects the workload for the course. All courses have a point value of 15 or multiples of 15. You must complete a certain number of points to complete your qualification.

Courses can be taught in Semester 1 (February–June), Semester 2 (July–November), over the Whole Year (Semester 1 and Semester 2, February–November) or over summer (November–February). Some courses are offered more than once in the same year, for example, in Semester 1 and in Semester 2.

Courses are grouped into levels. You usually have to pass certain courses in a subject – called prerequisites – before you can continue on to 200-level courses, and so on. For instance, if you want to take JAPA325 (a 300-level advanced Japanese language course), you have to pass JAPA215 (a 200-level intermediate Japanese language course) first.

### Course advice

Te Rōpū Takawaenga | UC Liaison Office offers course advice, planning, and information to new students starting at UC.

Student Advisors are available to assist second-year and advancing students with course advice and degree planning, and help with any academic problems students may have.

### Course code

Each course is identified by a unique code. This code is made up of a four-letter abbreviation for the subject and an identifying number which indicates the level of the course. For example, MATH220 is a Mathematics course taught at 200-level, and CINE302 is a Cinema Studies course taught at 300-level.

### Credit points

Each course has a point value which is counted towards a qualification (see Points).

### Credit Transfer

Some completed courses from one qualification can be transferred to another within UC, provided you have not already graduated with your initial qualification. Students may consider this option if they find they prefer a different area of study, or are able to upgrade to a higher level of qualification in their studies.

Transfer can also refer to students crediting their completed courses from one qualification to another between universities, provided they have not already completed their initial qualification. Credit transfer involves the evaluation of a student's academic transcript, course outlines, and other information relevant to the application.

### Cross-crediting

Cross-crediting is where credit is shared between qualifications. In many cases this enables you to complete two degrees (a double degree) in a shorter timeframe.

### Dean

There are seven broad areas of study at UC each chaired by a Dean, whose role is to oversee courses of study and academic activities from undergraduate through to master's level. These areas include Arts, Business, Education and Health Sciences, Engineering, Law, Science, and Postgraduate Research. The Dean is often assisted by an Associate Dean.

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## Degree

A degree is the standard qualification you study towards at university. Your first degree at university after secondary school is called a bachelor's degree, and usually takes three or four years of full-time study to complete. After your first degree, you can carry on to a postgraduate or graduate degree (eg, master's, PhD).

### Degree regulations

The degree regulations are the official rules that you must follow in order to graduate in a degree. The University's official degree, diploma, and certificate regulations are detailed on the Regulations website.

### Degree schedule

A degree schedule lists the course requirements and options available within a degree needed to graduate. It can include major and minor subject course requirements, compulsory courses, and other courses that can be credited towards the degree.

### Department

A section of the university devoted to teaching and researching a specific academic subject eg, Department of History.

### Direct entry

With excellent NCEA Level 3 and/or Scholarship results, you may be offered a place at 200-level in some subjects, or second-year study for some programmes.

### Discretionary Entrance

Aotearoa and Australian citizens and permanent residents who are under 20 years of age, and who are not otherwise qualified to enrol for an undergraduate degree programme, may qualify to apply for Discretionary Entrance.

## Doctoral degrees

A Doctoral degree is the highest level qualification you can study and receive from university, involving original research in a field of study. UC offers a Doctor of Philosophy (PhD) as well as other specialised doctoral degrees, such as a Doctor of Musical Arts.

UC, like other universities, may also award Honourary Doctorates. Honourary Doctoral degrees are presented to individuals that have made a strong contribution to an industry or society, in a ceremonial recognition of their achievements.

### Double degree

A double degree means studying towards two degrees at the same time. Some popular options are the Bachelor of Laws with a Bachelor of Arts, Bachelor of Commerce with a Bachelor of Science degree, but almost any combination is possible. Points can be cross-credited (or shared) between your degrees, which means, for example, you could complete a Bachelor of Laws (normally a four-year degree) together with a Bachelor of Arts (normally a three-year degree) in only five years.

See also Conjoint degrees.

### EFTS

The workload of a course is specified by its EFTS (Equivalent Full-Time Student) value. Course EFTS are directly related to course credit points so either may be used as a guide when planning your workload and for Student Loans.

The StudyLink definition of a full-time workload is a minimum of 0.8 EFTS (normally 96 points per year). A workload of 0.4 EFTS in Semester 1 or Semester 2 also qualifies as a full-time workload for students undertaking part-year study.

## Endorsement

An endorsement is an area of specialisation within a degree programme eg, an endorsement in Teaching and Learning Languages within the Master of Education. To gain an endorsement you must pass certain required courses, in addition to the general requirements for the degree you are studying.

### Equivalent courses

Equivalent courses (EQ) are multiple courses which cover the same study material, but which are coded to different subjects or different qualifications (also known as 'double-coding') eg, the Astronomy course ASTR381 is equivalent to the Physics course PHYS381.

### Exchange

Exchange refers to either incoming students from an overseas university that study for a short period at UC, or outgoing UC students that study for a short period at an overseas partner university, while retaining their enrolment status with UC. The courses they study will be credited to their UC degree.

### Fieldwork

Many courses in subjects such as Astronomy, Biological Sciences, Geography, Forestry, and Geology incorporate practical work outside of a classroom or laboratory setting, such as study trips to field stations.

### Foundation studies

International students that do not meet English language or other academic requirements to enrol at UC, or those that want to prepare their study skills before starting university, can apply for one of the foundation studies programmes.



## Grade Point Average

A Grade Point Average (or GPA) is the system of recording academic achievement, based on an average which is calculated by multiplying each grade's value by the course's weight (points) to achieve a sum, which is then divided by the sum of the course weightings. At UC, the value assigned to each grade is as follows:

|    |   |    |    |   |    |    |   |    |   |    |    |
|----|---|----|----|---|----|----|---|----|---|----|----|
| A+ | A | A- | B+ | B | B- | C+ | C | C- | D | E  | X  |
| 9  | 8 | 7  | 6  | 5 | 4  | 3  | 2 | 1  | 0 | -1 | -3 |

For example:

| Course code  | Grade | Grade value | Points    |            |
|--------------|-------|-------------|-----------|------------|
| TREO110      | A     | 8           | x15       | =120       |
| SOCI112      | A-    | 7           | x15       | =105       |
| PSYC105      | B     | 5           | x15       | =75        |
| PSYC106      | A-    | 7           | x15       | =105       |
| LAWS101      | B+    | 6           | x30       | =180       |
| <b>TOTAL</b> |       |             | <b>90</b> | <b>585</b> |

The Grade Point Average (GPA) of a student who received the grades above would be  $585 \div 90 = 6.5$  or B+.

## Graduate

A graduate is a person who has met the requirements for a degree and been awarded it.

Graduate qualifications can only be taken by students who have already completed a bachelor's degree ie, graduates. They normally involve study in an area other than the area of your first degree. They allow you to change subject areas and some prepare you for employment in a certain field eg, journalism or teaching. Graduate qualifications include graduate certificates and diplomas.

## HOD/HOS

Head of Department/Head of School – the person responsible for the management of an academic Department or School.

## Honours degree

An honours degree is a bachelor's degree which requires advanced study, either as part of a one-year programme following a three-year degree, or by completing a research component and/or other additional requirements in the final year of a four-year degree.

At UC undergraduate degrees in Engineering, Fine Arts, Forestry, Law, Social Work, and Speech and Language Pathology can be awarded with honours, while other honours degrees are postgraduate qualifications after completing a bachelor's degree.

## Intermediate Year

The Intermediate Year is the first-year programme of study for some professional degrees eg, the Bachelor of Speech and Language Pathology with Honours. You must first pass the Intermediate Year to the required standard before being able to enrol in the second year (First Professional Year) of the degree.

The Intermediate Year of the Bachelor of Veterinary Science (Massey) and Bachelor of Chiropractic (New Zealand College of Chiropractic, Auckland) degrees can be completed at UC. If you are intending to continue your studies at another institution, it is important that you contact them to ensure that your proposed course of study meets their requirements.

## Laboratories

Laboratory classes (also known as 'labs') usually run for two to four hours and are common in science subjects. You will get the chance to carry out experiments and tasks, and write up lab reports using your findings. Like tutorials, they are smaller groups where you can ask questions and put your new knowledge into practice.

## Lectures

Lectures (also known as 'classes') usually last for 50 minutes with a 10 minute break between lectures. Lectures start on the hour and finish 10 minutes to the next hour. In first-year courses there can be up to 400 students in a lecture; in later years classes are usually much smaller.

## Levels

This term describes the stage (or year) at which a course is taught.

Courses which you will usually study in your first year are called 100-level courses eg, SPAN101 is a first-year Spanish course. Courses at 200-level usually begin with a '2' eg, SPAN201 is the code for a 200-level Spanish course, and 300-level courses usually begin with a '3' eg, SPAN301. However, depending on your study planning and previous knowledge, you may study different course levels at any year of your degree.

## Liaison

Te Rōpū Takawaenga | UC Liaison Office can provide academic advice for future or first-year students to UC, including planning your degree and course options, and the enrolment process.

## Limited entry

Some programmes and courses have limits on the number of students that are able to be accepted into them and many require a separate application (in addition to the standard UC Application to Enrol).

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### Master's degree

A master's degree is a postgraduate level qualification involving independent research and/or coursework in a subject area eg, Master of Fine Arts, Master of Master of Human Interface Technology, Master of Teaching and Learning. Master's degrees often take up to two years to complete full-time. A master's degree is usually required before students can enrol for a doctoral degree, the highest level of qualification at university.

### Major

Your major is the subject you decide to study in-depth or specialise in within a degree. In most cases this means you take a majority of your courses in this subject within your final years of study. A double major is when you specialise and meet the study requirements for two subjects at the same time.

### Mid-term exam

Exam or test held during the term, usually halfway through the semester, as opposed to the exams held at the end of a semester. Mid-term exams usually make up less of your overall course grade than a final exam.

### Minor

Within some degrees, you can choose to study a minor subject as well as your major subject (see Major above). Your minor is another specialisation within your studies, but you will usually take less courses in this subject than your major.

### Part-time study

Some students choose to study part-time because of other commitments. This means the degree will take longer to complete (up to a maximum time limit) but the courses and end qualification will be the same as a full-time student.

### PhD

A PhD, otherwise known as a Doctor of Philosophy, is among the highest level of university study you can complete. PhD studies include in-depth, original research on a topic or subject of choosing, and can take a minimum of three years full-time to complete.

See also Doctoral degree.

### Points

Each course has a point value that reflects the workload for the course. All courses have a point value of 15 or multiples of 15.

When you pass a course the points are credited towards your degree. If you fail a course you will not get those points. You must complete a certain number of points to complete your degree.

### Postgraduate

Postgraduate qualifications can only be taken by students who have already completed a bachelor's degree ie, graduates. They involve more advanced study in the area of your first (undergraduate) degree. They include honours and master's degrees, postgraduate certificates and diplomas, and doctorates.

### Preparatory courses

Preparatory courses are non-credit, catch-up courses that can help prepare students for first-year degree study.

These can include Headstart courses for background knowledge in some subjects, English language and foundation studies for international students, and the Certificate in University Preparation.

### Prerequisite

A prerequisite is a course that you must pass before you can do another, usually more advanced, course. For example, since BIOL113 is a prerequisite for BIOL210, you must pass BIOL113 before you can enrol in BIOL210.

It is important to research these thoroughly when planning your degree, so that you take the right prerequisite courses at each level to get into the courses you want at advanced levels.

### Programme Director/Coordinator

The academic staff member responsible for the coordination of a programme of study within a Department or School.

### Restricted credit

Students enrolled in a 100 or 200-level course may receive restricted credit which cannot be used as a prerequisite for other courses, but is considered a pass.

### Restriction

Course(s) which cannot all be credited to the same degree because of an overlap in content between the courses. For example, SOCI212 and ANTH212 are restricted against each other, due to a similarity of content. A student may enrol in a restricted course for a Certificate of Proficiency (COP).

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## Semester

Semesters split the academic year into two periods of study, known as Semester 1 (February–June) and Semester 2 (July–November). A mid-year break and summer break occurs between these in which no lectures take place.

Semesters are in turn split into two terms with a mid-semester break between these, in which no lectures take place, but usually some self-study or assignment work is still expected. Each semester then concludes with a study break and exam period.

Courses usually run over one semester (or both, known as ‘whole year’ courses). UC also offers Summer School courses that run over the summer months outside of the academic year.

## Special Admission

If a person does not otherwise qualify for University Entrance they may be eligible to apply for Special Admission.

## Student Advisors

These are specialist staff within the Colleges who give academic advice and help with any academic problems students may face. Student Advisors can help with structuring your degree (including double majors and double or conjoint degrees), course advice, and other assistance regarding your study plans and choices.

New or first-year students should instead consult with Te Rōpū Takawaenga Liaison Office.

## Subject

A subject is a particular area of study that the University offers courses in eg, English, French, Mathematics, or Geology. While you can study many subjects in your first degree, some subjects eg, Counselling, Diplomacy and International Relations, and Fire Engineering, are only available at honours, graduate, or postgraduate level after first completing a bachelor’s degree.

## Summer School

UC offers a wide selection of degree courses in a range of subjects over summer (November–February). Summer courses are an opportunity for you to shorten the duration of your degree, spread your workload due to other commitments, or pick up a prerequisite course for the following year. Due to their intensive nature, summer degree courses are not recommended for students who are new to university study.

## Term

Terms are brief study periods that make up a semester within the academic year, separated by a mid-semester study break.

Term 1 (February–March) and Term 2 (April–May) occur during Semester 1, and Term 3 (July–August) and Term 4 (September–October) occur during Semester 2. A study break and exam period occurs after the conclusion of Terms 2 and 4.

## Transfer of credit

See Credit transfer.

## Tutorials

Tutorials are smaller-sized classes as part of your course – typically a staff member (tutor) and 10–20 students. Tutorials are more interactive than lectures. They give you the chance to discuss material covered in lectures, go over assignments, and seek help if you need it, sometimes involving group work or presentations. Attendance is normally compulsory. You are usually able to choose tutorial times to suit your timetable and often choose them in the first week of your lecture.

## Undergraduate

The first degree you study towards at university after secondary school is called an undergraduate degree eg, Bachelor of Arts, Certificate in Science, Diploma in Languages. An undergraduate student is one who is studying for their first degree at university after completing secondary school studies.

## University Entrance

Certain criteria from your secondary school studies is needed to gain University Entrance status, which allows you to enrol at UC.

Students that have not met the requirements for University Entrance may still gain admission to UC through the Transition programmes.

## Workload

The number of points you are taking (courses you have enrolled in) at any one time.





**UC Contact Centre:**

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Waea: +64 3 369 3999

Īmēra: [info@canterbury.ac.nz](mailto:info@canterbury.ac.nz)

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