

### 3.0 Academic Entry, Admission and Enrolment

#### 3.1 Admission

- a) Admission, entry, selection and enrolment into programmes will be in accordance with the Academic Regulations and/or, where approved, specific programme regulations.
- b) Students must provide evidence that entry criteria have been met and all documentary evidence required for admission, including academic records, must be either an original, a certified copy or a certified translation. Note: Original IELTS records are required.
- c) Students may be admitted and enter their programme at an appropriate point through the granting of academic credit, credit exemptions or as a result of the assessment of prior learning (APL) process, unless expressly prohibited in the programme regulations, and on payment of a fee approved by Council.

##### 3.1.1 General Admission Requirements

- a) Where no separate programme regulations have been approved for a programme, the academic admission requirements will be:

- i. Admission to Master's Degrees (Level 9)

All students (domestic and international) must:

- have completed a Bachelor's degree, Bachelor's degree with Honours, or a Postgraduate Diploma in a cognate subject recognised by Toi Ohomai; or
- be able to demonstrate at least five years' equivalent relevant practical and/or professional experience; and
- provide evidence of ability to complete academic and other requirements (special admission requirements).

- ii. Admission to Postgraduate Certificates and Postgraduate Diplomas (Level 8)

All students (domestic and international) must:

- have completed a Graduate Certificate, Graduate Diploma or a Bachelor's degree in a cognate subject recognised by Toi Ohomai; or
- be able to demonstrate at least five years' equivalent relevant practical and/or professional experience and
- provide evidence of ability to complete academic and other requirements (special admission requirements).

- iii. Admission to Bachelor's Degrees (Level 7)

Domestic students under 20 and all international students must:

- meet the University Entrance criteria as specified by NZQA or have education achievement at least equivalent to NZQA University Entrance. Where an applicant did not attend schooling in New Zealand, the relevant equivalent to University Entrance will be considered on a case-by-case basis; and
- meet all programme entry requirements; or
- provide evidence of ability to complete academic and other requirements (special admission requirements).

Domestic students over 20:

- students who do not hold a University Entrance qualification or equivalent may be eligible for admission to a Bachelor's degree programme subject to any entry and selection requirements specified in the respective programme regulations, and have evidence of ability to complete academic requirements.

- iv. Admission to Graduate Certificates and Graduate Diplomas (Level 7)  
**All students (domestic and international) must:**
- have completed an undergraduate degree in any discipline; or
  - have completed a minimum of a two-year diploma equivalent to NZQA Level 7 or higher in a related discipline; or
  - be able to demonstrate at least three years' equivalent relevant practical and/or professional experience (a curriculum vitae must be submitted detailing relevant work experience and professional achievements).
- v. Admission to Certificate and Diplomas (Levels 5-7)  
**For certificate and diploma programmes at Levels 5, 6 and 7, domestic students under 20 and all international students must have:**
- NCEA Level 2 with passes in English/Te Reo Māori or education achievement at least equivalent to NCEA Level 2, and a minimum of 42 credits at Level 3; or
  - evidence of ability to complete academic requirements for the programme.
- vi. Admission to Certificates (Levels 4)  
**For programmes at Level 4, domestic students will normally be required to have:**
- NCEA Level 2 with passes in English/Te Reo Māori or education achievement at least equivalent to NCEA Level 2; or
  - evidence of ability to complete academic and any other programme requirements.
- vii. Admission to Certificates (Levels 1-3)  
**For programmes at Levels 1-3, domestic and international students will be required to:**
- complete a diagnostic assessment either prior to or in the first two weeks of their study to ensure students have adequate literacy and numeracy skills to enable them to meet all academic, health and safety requirements of their programme, and to enable appropriate support to be provided; and
  - provide evidence of ability to complete academic requirements.

3.1.2 *Additional requirements for International students*

- a) In addition to meeting the programme entry requirements, international students must:
- Have evidence of receipt of an appropriate visa; and
  - Be over 18 years of age (applicants between the ages of 14 and 18 years will only be accepted after an assessment of the student's support systems has been made)<sup>1</sup>.
- b) International students must demonstrate ability to meet the English language requirements of the programme in which they enrol including any professional requirements for English capability.
- c) Unless otherwise specified in the Programme Regulations the English language requirements for students who come from non-English speaking backgrounds are those equivalent to:

Qualification Level	L3	L4	L5	L6	L7	L8 and Above

<sup>1</sup> Ref. Education (Pastoral Care of International Students) Code of Practice 2016

<b>IELTS</b>	General or Academic score of 5 with no band score lower than 5.	General or Academic score of 5.5 with no band score lower than 5.	Academic score of 5.5 with no band score lower than 5.	Academic score of 6 with no band score lower than 5.5.	Academic score of 6 with no band score lower than 5.5.	Academic score of 6.5 with no band score lower than 6.
<b>Toi Ohomai English Test</b>	Overall score of 50 with no individual score lower than 50.	Overall score of 55 with no individual score lower than 50.	Overall score of 55 with no individual score lower than 50.	Overall score of 60 with no individual score lower than 55.	Overall score of 60 with no individual score lower than 55.	Overall score of 60 with no individual score lower than 55.
<b>Vital English</b>	Score between 63 and 75%.	Score between 76 and 81%.	Score between 76 and 81%.	Score between 82 and 90%.	Score between 82 and 90%.	Score between 82 and 90%.

d) Other approved English language tests may be used to demonstrate that the English standard is met. See the NZQA website: <http://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/nzqf-related-rules/the-table/>

- e) Exemptions from proof of English language proficiency criteria will comply with NZQA rules see <http://www.nzqa.govt.nz/about-us/our-role/legislation/nzqa-rules/nzqf-related-rules/programme-approval-and-accreditation/8/18/>
- f) Toi Ohomai reserves the right to test students for English language proficiency at any time during their enrolment. Test results will be used to determine additional support requirements, where it is identified that students need additional support.

### 3.1.3 Special Admission

- a) Where applicants do not meet all entry requirements, they may gain special admission if Toi Ohomai is satisfied the applicant is capable of meeting the academic requirements and where literacy and numeracy skills are sufficient to meet health and safety requirements.
- b) No domestic student under the age of 16 years may be admitted for any programme unless permission has been granted by the Principal of the school at which the student is enrolled or the student has been exempted from attending school by a designated officer of the Ministry of Education<sup>2</sup>. Any such student must also demonstrate ability to be able to achieve at the level of tertiary study they plan to study.

<sup>2</sup> Ref. Sections 21 and 26 of the Education Act 1989