Entry Requirements Policy

1. Overview

1.1 UC International College's strategic mission is to provide quality educational opportunities to international students and to prepare them for success in further studies. However, UCIC is also committed to maintaining the highest standards in student academic performance, the integrity of its programmes and its academic standing. To that end, this policy ensures that entry standards and assessment criteria are applied equally to all applicants in order that they can achieve success in their chosen field of studies.

1.2 UCIC upholds flexibility and equal opportunity and encourages all prospective students to apply for enrolment irrespective of ethnic or socio-economic background.

1.3 The UCIC Admissions Committee is responsible for the implementation and quality assurance of this policy.

1.4 This policy has been developed in line with requirements set out in the UC International College and University of Canterbury agreement and the Education (Pastoral Care of International Students) Code of Practice 2016 including amendments 2019 and the Private Training Establishment Registration Rules 2021 under section 452 (5) of the Education and Training Act 2020.

2. Scope

2.1 This policy applies to all student applications for admission to UCIC, as well as those forwarded to UCIC by the University of Canterbury Admissions Office.

3. Definitions

Term or Acronym	Definition
Applicant	Prospective student applying for a place at UC International College.
Course	The term course is used to mean a single subject. See Programme.
UK ENIC	Is the UK National Information Centre for global qualifications and skills www.ecctis.com

IQA	International Qualifications Assessment. Provides information on how overseas qualifications compare with New Zealand qualifications on the New Zealand Qualifications Framework. Also provides information on the level of learning outcome the qualification represents in New Zealand. http://www.nzqa.govt.nz/qualifications-standards/international-qualifications/apply-for-an-international-qualifications-assessment/
Programme	A period of instruction made up of multiple courses. See Course.
Student	UCIC only enrols international students. Therefore, for the purpose of this policy a student is assumed as an international student who is not a New Zealand or Australian citizen or holder of a permanent residency visa.
Successful completion	Completion of a period of study, the results of which would normally allow a student to progress to the next level of study.
Semester	A defined and formal period of study within a programme. UCIC runs three formal study periods annually.
UTP	University Transfer Programme

4. Policy Statement

4.1 UC International College is the University of Canterbury's major pathway provider and so in principle UCIC's entry requirements are set below those of University of Canterbury's direct entry requirements.

4.2 Entry into University Transfer Programmes are guided, for the most part, by the University of Canterbury's minimum entry requirements for acceptance into Year One of an undergraduate degree. However, UCIC does reserve the right to exercise discretion when assessing applications.

4.3 Entry into the Foundation Studies Certificate is guided, for the most part by benchmarking minimum entry criteria with other Navitas Colleges pathwaying students into comparable undergraduate programmes. However, UCIC does reserve the right to exercise discretion when assessing applications.

4.4 All applicants who have met UCIC's entry requirements are considered for places in a University Transfer Programme or Foundation Studies Programme (subject to quota restrictions for selected programmes).

4.5 Entry requirements are communicated clearly to applicants via the UCIC Prospectus and various websites including, but not limited to, the UCIC website.

4.6 An applicant must satisfy both academic and English language competencies corresponding to his or her chosen programme.

4.7 UCIC may request additional information from a student in support of their application for admission to UCIC.

4.8 UCIC is required under the Education (Pastoral Care of International) Code of Practice to assess a student's capacity to succeed in their studies at UCIC. Under this provision UCIC reserves the right to decline any application from an international student on these grounds.

5. Academic Competencies

5.1 For entry into a UCIC University Transfer Programme, students are generally expected to demonstrate successful completion of senior secondary schooling in their home country with acceptable grades. Benchmarking of the applicant's educational background with UK ENIC assessments and other Navitas colleges will also be taken into consideration.

5.2 For entry into a UCIC Foundation Studies Certificate, students are generally expected to demonstrate successful completion of the second to last year of senior secondary schooling in their home country with acceptable grades. Benchmarking of the applicant's educational background with UK ENIC assessments and other Navitas colleges will also be taken into consideration.

5.3 Specific academic entry requirements will vary with each country of student residence. A guide on country specific equivalents is published on the UCIC website and UCIC Prospectus, providing indication on the academic assessment criteria that will be applied to a given application.

5.4 Special admission will be applied to students where no criteria has been previously determined and listed in the table above. Assessment will be made with reference to UK ENIC equivalency information and Navitas college benchmarking and approved by the UCIC Admissions Committee.

6. English Language Competencies

6.1 Students must demonstrate a suitable level of English language proficiency before being admitted to a programme at UCIC. Applicants are required to provide results of an English language test from a range of approved English language test providers. The New Zealand Qualifications Authority sets minimum entry requirements for programmes. The UCIC website provides information on the English language tests that will be accepted by UCIC and the results required for each test for admission to UCIC: https://www.ucic.ac.nz/admissions-requirements

7. Special Admission

7.1 Applicants who do not meet the academic requirements under subsection 5.1 or 5.2 of this policy may be considered for admission to a programme via the College's Special Admissions process. Where an applicant is identified as not meeting the College's published admission criteria but has a background which suggests they have a reasonable chance of success, Admissions staff will refer the application to the by the Admissions Committee.

The Committee will assess these applications on a case by case basis and hold the right to request additional information from the applicant to gain a holistic understanding of the applicant's background and preparedness for tertiary level study.

7.2   All applications considered under the Special Admission process will be recorded on the Special Admission Register. The register will be reviewed annually, and student performance tracked to inform the Committee's self-review processes and future decision making.

7.3   A student who has previously had their enrolment at UCIC terminated apply for re-admission. Re-admission into any programme will be at the discretion of the Academic Director. These admission decisions will also be included on the Special Admission Register.

8. Programme Specific Requirements

8.1   Applicants may be required to provide evidence of completion of programme prerequisites which may include English language requirements.

8.2   If programme or course specific requirements are not met, applicants cannot be considered for selection.

8.3   UCIC may apply quotas on the number of admissions to any programme.

9. Equivalent Overseas Qualifications

9.1   All applications must include copies of all academic transcripts and certificates obtained. Certified copies of these documents must be sighted prior to the student's enrolment.

9.2   All overseas qualifications will be checked by the UCIC assessing officer against:

a)   The New Zealand Qualifications Authority Framework, with reference to the International Qualifications Assessment (IQA) where necessary. In cases where UCIC must refer the students' qualifications to the IQA for assessment, the cost will be borne by the applicant to UCIC.

b)   National Recognition Information Centre for the United Kingdom (UK ENIC), being the United Kingdom National Agency, which provides an official comparison of international education and training systems and overseas skills qualifications.

10. Recognition of Prior Learning

10.1   Applicants are encouraged to apply for recognition of prior learning at least one month prior to the commencement of their studies.

10.2   UCIC's Credit Transfer Process (Recognition of Prior Learning) Policy details the application process and the grounds on which recognition of prior learning will be considered and the recognition of prior learning application process.

10.3   Recognition of prior learning refers to the granting of exemptions or course credit towards a programme at UCIC based on previous relevant formal studies or upon demonstrable expertise and relevant work experience.

11. Withdrawal of Offer

11.1   For all applicants, UCIC has the right to withdraw a letter of offer. This includes, but is not limited to the following circumstances:

- The applicant has submitted fraudulent documents or information;

- The applicant has omitted to disclose results of previous study;
- The applicant has omitted to disclose their exclusion from another education provider.

    (Reasons for exclusion may include: unsatisfactory progress, unsatisfactory attendance, academic misconduct and reasons of discipline or health).

12. Administrative Procedures

12.1   **Recognition of qualifications will be at the discretion of UC International College.**

12.2   Entry requirements will be published in all relevant brochures and publications including the UCIC website in advance of the applications for the next academic enrolment.

12.3   Upon receipt of applications, UCIC's Admissions and Marketing staff will assess whether entry requirements have been met.

12.4   Based on application review, applicants will be given one of the following:

- **Conditional Letter of Offer**: where most entry requirements have been met and it will be possible for the applicant to meet the remaining entry requirements **before** commencement.

- **Letter of Offer**: where all entry requirements have been met and letter includes credit exemptions or Recognition of Prior Learning that will be made. This is sent along with the Letter of Acceptance, invoice and payment methods and Terms of Offer.

- **Letter of Rejection**: where entry requirements have not been met.

13. Related Documents

UCIC Prospectus (International Student Guide)
Conditional Letter of Offer
Letter of Offer
Letter of Rejection

Approval History

Details of amendments are maintained in the College's Policy Amendment Register

Policy Title	Entry Requirements Policy	
Policy Owner(s)	Manager of Student and Academic Services and Admissions	
Contact Person(s)	Manager of Student and Academic Services and Admissions	
Key Stakeholders	UCIC Staff, UCIC current and future students, University of Canterbury	
Approval Authority	UCIC Executive Committee	**Meeting date approved** 31/08/2021
Relevant Legislation	The Education (Pastoral Care of International Students) Code of Practice 2016 including amendments 2019 and the Private Training Establishment Registration Rules 2021 under section 452 (5) of the Education and Training Act 2020.	
Related Policies	Credit Recognition and Transfer Policy	
Related Guidelines	UCIC Prospectus (ISG)	
File information	**File number** N/A	**Version number** V4.1
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