

Controlled Document – refer to Intranet for latest version

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Scope

This procedure applies to all applications for admission and enrolment with the exception of students enrolling in full cost recovery, PTE or other courses offered under contract, in which case a 'short form' enrolment is used.

Responsibility

Director Student Information; Faculty staff.

Procedure

1. For paper based applications, the completed and signed Admission and Enrolment Form is received, date stamped and checked for completeness.
2. For online applications the application is received. The student management system applies a date stamp from when the student initiated the enrolment and a staff member will check for completeness.
3. The applicant's identity, including full legal name and gender, date of birth, citizenship and eligibility to study are verified.
4. Where an active NSN (National Student Number) exists this is sufficient to confirm identity, provided the number is included in the Personal Information section of the Admission and Enrolment form and the declaration in Section 12 is signed.
5. If the student has not studied with UCOL previously they are required to provide a birth certificate, valid passport or whakapapa statement as proof of identity.
6. Where available, photo identification such as a passport or driver's licence will meet UCOL's **best practice** requirements.
7. Copies of original documents must be duly authorised and signed in accordance with UCOL's Verification of Documents Policy.
8. The information provided is entered into the Student Management System (Arion) and a unique student ID number is generated.
9. The student file is allocated to the administrator responsible for the programme portfolio.
10. If the application is incomplete the student is advised that the application has not been fully processed, and the documentation or information required to complete the enrolment is requested. In the case of missing NCEA results UCOL staff can access these from the NZQA website.

11. The application is checked to determine if the criteria for admission to UCOL to study by qualification level, as set out in the Admission Policy, have been met.
12. In the case of international students the English language requirements for their programme of choice must also be met.
13. The application for enrolment is reviewed, if required, by Faculty staff to determine if entry requirements for the programme have been met.

If the admission requirements have not been met the application will be forwarded to the Admission & Enrolment Committee for review, a SET conversation, or a faculty conversation as set out in the Enrolment Management Process Pathway.

14. A summary of conversations is to be recorded in the "contacts" tab in Arion.
15. In a case where the Admission & Enrolment Committee agrees a decline of admission is considered appropriate the Dean of Admissions/Chair of the Admission & Enrolment Committee will write to the applicant explaining the reason for the decline. Contact details will be provided to enable the applicant to make an appointment to discuss the outcome.
16. If a student is admitted with conditions set by the Dean of Admissions/Chair of the Admission & Enrolment Committee a copy of the Dean's letter is placed on the student's file, and a copy is forwarded to the Programme Leader who will monitor the student's progress.
17. Should the applicant not meet the required standard for admission they will be referred to the Student Experience Team (SET).
18. Placement into a programme is in order of receipt of the completed application for enrolment unless selection criteria have been approved by Academic Board and are stipulated in the curriculum.
19. When all requirements are met, the administrator responsible for the portfolio will confirm the enrolment in Arion. This generates:
 - a. Appropriate EFTS into the programme
 - b. A letter of offer/confirmation of enrolment to be sent to the applicant, and
 - c. A fees invoice.
20. Once the enrolment is confirmed new Level 1 – 4 students are to attend a conversation to ensure UCOL is alerted to their learning needs. Any further requirements for any enrolled student, such as engagement in a faculty conversation or processing of RPL applications, are undertaken once enrolment is confirmed.
21. To ensure the best possible chance of success a new applicant accepted after the start date of a programme will be individually assisted and supported.
22. Copies of all correspondence are kept on the student file.

Relevant Legislation

Education Act 1989

Related Documentation and Web Sites

[Admission Policy](#)

[Entry Qualifications and Requirements Policy](#)

Enrolment Caps Policy and Procedure (pending approval)

[Enrolment Policy](#)

[Enrolment Recognition Policy](#)

[International Students Policy](#)

[RPL Policy](#)

[Student Non Engagement Policy](#)

[UCOL Academic Statute 2013](#)

[Verification of Documents Policy](#)

[Verification of Documents Procedure](#)