

## PRINCIPLES

The following principles will apply to all applications by New Zealand non-university providers for recognition of foundation and other programmes to be offered in New Zealand for admission *ad eundem statum* at entrance level to universities:

- 1 NZQA has approved the qualification prior to application and assessment.
- 2 NZQA has accredited the provider prior to application and assessment.
- 3 All components of the qualification are registered at least at level 3 on the New Zealand Qualifications Framework (NZQF), except as under 8 below.
- 4 The qualification must attest to the achievement of a standard where the student has a reasonable chance of success at degree level studies.
- 5 The qualification must prepare students to be admitted to university in general or to specific degree studies.
- 6 The qualification must have sufficient breadth that students complete a programme comprising at least three subjects of which at least two must correspond to subjects on the *approved subjects list* for university entrance with the National Certificate of Educational Achievement (NCEA).
- 7 The qualification must be a minimum of 120 NZQF credits (1.0 EFTS).
- 8 The qualification must include achievements in literacy at least at level 2 and numeracy at least at level 1, as prescribed for university entrance with NCEA. NB Notwithstanding fulfilment of the literacy requirement, universities may also require acceptable scores in an English language test such as IELTS for students who do not have Māori or English as their first language.
- 9 The admission criteria for the qualification must include an assessment of competence in English at IELTS level 5.5 (with individual components greater than or equal to level 5), or equivalent, and require completion of the last year of secondary schooling in the home country, which must be at least equivalent academically to NCEA level 2.
- 10 The holder of any qualification recognised by the New Zealand universities for admission *ad eundem statum* at entrance level may be subject to further requirements by individual universities with limited entry to courses and programmes.
- 11 Universities New Zealand has a policy and practice that approval of admission *ad eundem statum* at entrance level to degree studies awarded by one university will be accepted by all universities. However, once a student has been admitted, enrolled and gained results at one university, an application to another university is on the basis of transfer rather than admission at entrance level.

- 12 Any recognition granted to a qualification by Universities New Zealand is not a guarantee that a holder of that qualification will be admitted to a New Zealand university.

### **APPLICATION PROCESS**

The following process will apply to all applications by New Zealand providers for recognition of foundation and other programmes offered in New Zealand for admission *ad eundem statum* at entrance level to universities:

- 1 All applications must be made to Universities New Zealand. Nine (9) copies are required.  
(Send to: Manager, Academic Policy, Universities New Zealand, PO Box 11915, Wellington 6142)
- 2 Applications must include the provider's address and contact details.
- 3 Applications must include:
  - (a) Evidence of accreditation of the provider and approval of the qualification by NZQA
  - (b) Evidence of the level at which the qualification is registered by NZQA
  - (c) Evidence of how the qualification prepares students to be admitted to university in general or to specific degree studies.
  - (d) Evidence that the qualification comprises a minimum of three subjects of which two correspond to subjects on the *approved subjects list* for university entrance with the National Certificate of Educational Achievement (NCEA).
  - (e) Evidence that the qualification includes achievements in literacy at least at level 2 and numeracy at least at level 1, as prescribed for university entrance with NCEA.
  - (f) Details of the quality assurance system, including internal and external moderation.
  - (g) A detailed description of the qualification, for which recognition is being sought, including:
    - i. Entry requirements which must include an assessment of competence in English at IELTS level 5.5 (with individual components greater than or equal to level 5), or equivalent, and require completion of the last year of secondary schooling in the home country, which must be at least equivalent academically to NCEA level 2.
    - ii. Length / weight of the qualification which must be a minimum of 120 NZQF credits (1.0 EFTS).
    - iii. List of courses in the qualification, indicating their level on the National Qualifications Framework and credit weighting
    - iv. Outlines of curriculum for all courses
    - v. Learning outcomes for all courses
    - vi. Description of methods of assessment
    - vii. List of staff teaching on the programme, with qualifications
    - viii. Projected student enrolments, including details of the student body, ie international, local students, number of students
    - ix. A statement identifying the degree programmes which the qualification is intended to prepare students to enter
    - x. Evidence of the academic advice and information provided to students including details in accordance with principles 10, 11 and 12 (above)
    - xi. Advertising materials in relation to the qualification including the published programme description
  - (h) Additional materials and/or clarification may be required, particularly where the provider has no prior history of offering the programme.

- 4 The required assessment fee of \$8,625.00 (includes GST of \$1125.00) must accompany the application. *Note that an additional charge will be made to cover the costs of data collection by the universities should an application be approved. This additional charge will be for actual and reasonable expenses at the time of that data collection.*
- 5 All applications will be given a preliminary assessment by Universities New Zealand's nominee. This preliminary assessment will ensure that the details in 3 above provide confidence to Universities New Zealand that:
  - (a) The provider has all the required NZQA approvals.
  - (b) The provider has a governance, management and financial structure that will give it significant standing in New Zealand.
  - (c) The staff of the provider have the qualifications necessary to deliver a foundation programme.
- 6 The preliminary assessment will also ensure that the qualification complies with:
  - (a) Requirements for levels on the New Zealand Qualifications Framework.
  - (b) Requirements for the minimum length / weight of the programme (120 NZQF credits / 1.0 EFTS).
- 7 If this preliminary assessment indicates that the application should proceed to a full consultation, all universities will be sent the material provided under 3g above for a full academic assessment as to the suitability of the qualification as an entrance to university degree programmes.
- 8 All universities must agree to accept the qualification for admission *ad eundem statum* at entrance level before it is approved by Universities New Zealand. A decision regarding the outcome of assessment of the qualification for admission *ad eundem statum* will be sent to the applicant within three months from the date at which a complete application is received by Universities New Zealand.
- 9 Providers must submit a quality assurance report to the Universities New Zealand Sub-Committee on University Entrance after four years. The report must focus on at least two cohorts and demonstrate a consistent standard of graduate who is prepared and able to succeed in university studies. Details of graduate destinations are to be provided. Successful review will result in an extension of the approval for a further five years.

(Reports should be submitted by the end of March of the fourth year after approval, e.g. for a programme approved in 2011 the first report is due by 31 March 2015. Send to: Manager, Academic Policy, Universities New Zealand, PO Box 11915, Wellington 6142.)

*Please note that the initial assessment  
may take as long as 3 months.*

***To be approved by Universities New Zealand a university foundation programme offered by a provider that is not a university must be offered to international students only, except that domestic students may be enrolled if***

***(a) they have completed Year 13 at a New Zealand secondary school,  
or***

***(b) they are 18 years of age or over.***