

PAPER SELECTION FORM (Study Abroad/ Exchange Students)

Family name:				Given name:			
Date of birth:	/Day	/Month	/Year	Gender:	<input type="checkbox"/> M	<input type="checkbox"/> F	
Study Abroad/ Exchange Partner:							

Please list below the paper codes and titles for your selection of at least six preferred papers for each semester you intend studying at the University of Waikato. You will finalise your choice of papers with the relevant School of Study/Faculty on your enrolment in person at the University of Waikato and you will be permitted to enrol in three or four undergraduate level papers or two graduate level papers per semester from the papers for which you are approved to study. Please list your papers below in order of preference.

NOTE: Please ensure that the papers you select are offered in the year and semester in which you intend to study at the University of Waikato. On the following page are instructions to help you choose your papers, please read these instructions carefully.

PAPER SELECTION:

SEMESTER A (March – June):

	Paper Code											Paper Title
<i>e.g.</i>	A	C	C	T	1	0	1	-	0	9	A	<i>Accounting For Management</i>
1								-				
2								-				
3								-				
4								-				
5								-				
6								-				
7								-				
8								-				
9								-				
10								-				

SEMESTER B (July – November):

	Paper Code											Paper Title
<i>e.g.</i>	A	C	C	T	1	0	1	-	0	9	B	<i>Accounting For Management</i>
1								-				
2								-				
3								-				
4								-				
5								-				
6								-				
7								-				
8								-				
9								-				
10								-				

Please send this form with your application form and documents to:

International Admissions Office, University of Waikato, Private Bag 3105, Hamilton, NEW ZEALAND
Tel: +64 7 838 4466 Ext 7801, Fax: +64 7 838 4377, Email: cshirley@waikato.ac.nz.

INSTRUCTIONS FOR CHOOSING YOUR PAPERS

1. Check which papers are available in the year and semester you intend to study.

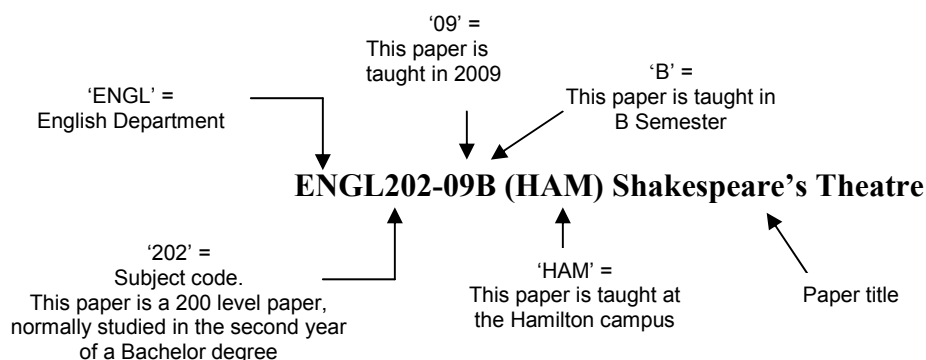
You can view the list of undergraduate papers offered in 2007 on the following website:

<http://papers.waikato.ac.nz/>

Note: A glossary explaining the terms and references used on the list of undergraduate papers can be found at <http://calendar.waikato.ac.nz/prescriptions/prescriptionsforpapers.html>

2. Select your papers.

Paper Codes: Papers have both a title and a code. You need to be certain that you are choosing an appropriate level of study as well as papers that are available in the semester/s that you will be studying at Waikato. The first four letters of the paper code denote the department that teaches the paper, the next three numbers denote the subject and level of the paper. The last two numbers and letter denote the year and semester in which the paper will be taught. The three letters in brackets at the end of the paper code denote the campus location where the paper will be taught. For example:



Semesters:	S semester	Begins in January	Finishes in February
	A semester	Beings in March	Finishes in June
	B semester	Begins in July	Finishes in November
	C semester	Papers that do not correspond with normal semester periods	
	Y semester	Begins in March	Finishes in November

Y Semester papers are full year papers starting in March and are therefore not available for exchange and study abroad students who are intending to study for one semester only. S papers are offered in the University of Waikato summer school session (January – February) and are generally not appropriate for exchange and study abroad students. Additionally, students can only enrol in a maximum of two papers in any given summer school semester.

- **Please note, the following papers are not available to Study Abroad & Exchange Students.** Computer Graphic Design (CGRD) papers - these papers are available only to students enrolled in the BCGD degree at the University of Waikato. Education papers beginning with the codes TEAL, TEHD, TEMB TEMS, TEPC, TEDE, TEPS and TESP are not available also, as these papers are relevant to teaching in New Zealand only. Papers beginning with CAFS and CUPR are Foundation Study and Bridging papers and therefore not suitable for Study Abroad and Exchange students.

Campus Locations:

HAM	Central University of Waikato campus located in Hamilton
TGA	Satellite University of Waikato campus located in Tauranga
NET	Paper taught over the internet

Please note: The city of Tauranga is located approximately 200km from Hamilton. Exchange and study abroad students intending to base themselves in Hamilton should **not** select papers offered at the Tauranga campus.

3. Important Information about Papers and Points (pts)

Please note that at the University of Waikato a three year degree is 360 points (pts) and a four year degree is 480pts. A full-time programme consists of 120pts per year. First year (level 1) papers are normally 15pts each and second, third and fourth year (level 2, 3 & 4) papers are normally 20pts each. 1pt = 10hrs of student learning time. However, this varies between each School of Studies. Students studying a combination of level 1, 2, 3 or 4 papers can enrol in a maximum of 70 pts per semester as a full-time workload. The University of Waikato allows study abroad and exchange students to enrol in between 50 – 70 pts per semester and 110 - 120 pts per year as a full-time workload.

Study abroad and exchange students can study four papers at level 1 (15 points each) which totals 60 pts, but if they are studying level 2 or above papers at 20 pts each, then they can only enrol in a maximum of three papers per semester so that they do not exceed 70 pts.

Based on this information, acceptance of three papers per semester as a full-time equivalent workload at the student's home university, for students studying between 50 – 70 points per semester, is the norm.

4. Create a timetable to check potential clashes.

Please check for timetable clashes as outlined here. Go to the following website: <http://timetable.waikato.ac.nz/>.

Choose the Create a Timetable option. Insert in the box provided all the paper codes for the papers you have selected, leaving a space between each one. Make sure that you insert the year and semester, e.g. ENGL205-04A. Next, choose the Lectures Only option. This will show you any long breaks in your timetable or clashes between classes. DO NOT choose the All Events option as this will include in the timetable all the optional tutorial times for each paper and produce a timetable that is confusing and difficult to read. It is important that you try and avoid clashes between your lectures where possible. You may wish to get assistance with setting up a timetable when you arrive at the University of Waikato and enrol in your papers.

The University of Waikato has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>