

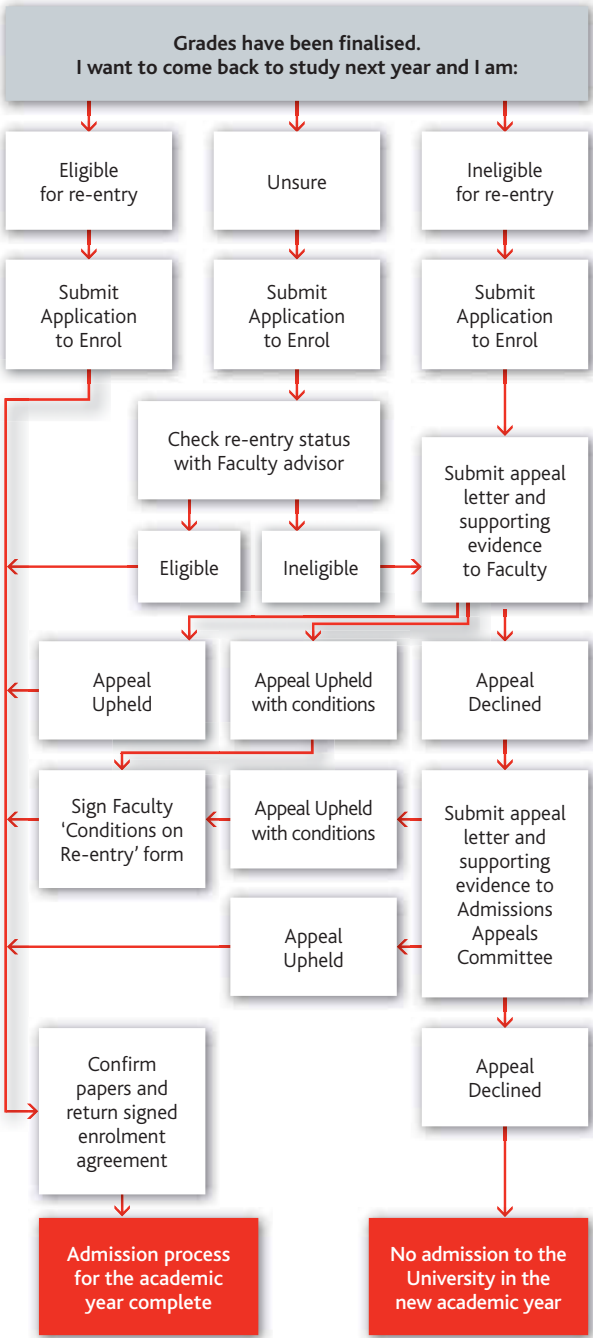


THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

Re-entry for Returning Students: The Appeal Process



THE PROCESS



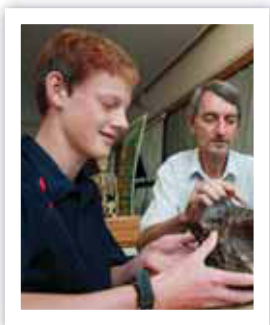
WHAT IS 'AUTOMATIC RE-ENTRY'?

All University qualifications have regulations which state the points you need to pass during the year to gain automatic re-entry for the following year.

For most qualifications, you need to gain unrestricted passes (ie a 'C' grade or better) in at least 50% of the points you attempt. Some professional qualifications (such as teaching and law programmes) have additional requirements. You can find out the re-entry requirements for your qualification in the University Calendar, or by asking an advisor in your Faculty.

How will I know whether I'm eligible for Automatic Re-entry?

Once the Semester B grades are made final, a re-entry calculation is run on all enrolled students. If you are not eligible for automatic re-entry, you should receive a letter from us advising you of the process you need to follow. HOWEVER, it is up to you to check your final grades. If you think you may not be eligible for automatic re-entry but you have not heard from us, get in touch with your Faculty as soon as possible.



What happens if I don't get Automatic Re-entry?

If you don't meet the automatic re-entry requirements, but would like to return to the University to study, you need to submit an application to enrol (either online or in person) and send a **letter of appeal** (see 'Checklist' over page) to the Dean of the Faculty in which you were enrolled. You must ensure you do this before the deadlines advertised in the University Calendar and on the website, or your appeal will not be considered. If you are unsure of the deadlines, contact the Student Information Centre on 0800 WAIKATO (0800 924 528) or info@waikato.ac.nz

WHAT HAPPENS ONCE I'VE SUBMITTED MY APPEAL?

Your appeal letter, academic history and student record will be considered by the Dean of your Faculty who will make one of three decisions:

- » To uphold your appeal (meaning you are allowed to re-enter your qualification).
- » To uphold your appeal with conditions (meaning you are allowed to re-enter but must meet certain criteria to continue).
- » To decline your appeal.

If your appeal is declined, and you disagree with the reasons given, you are entitled to submit a final appeal to the Admission Appeals Committee.





WHAT IS THE ADMISSION APPEALS COMMITTEE?

The Admission Appeals Committee (AAC) is made up of academic and general staff who have expert knowledge of the admissions process but no prior knowledge of your case.

Details of how to submit an appeal to the AAC will be contained in your decision letter from the Dean. You should write a new appeal letter addressing any points made by the Dean in declining your appeal, and you may also submit additional supporting evidence.

The AAC will make one of three decisions:

- » To uphold your appeal (meaning you are allowed to re-enter your qualification).
- » To uphold your appeal with conditions (meaning you are allowed to re-enter but must meet certain criteria to continue).
- » To decline your appeal.

The decision of the Admission Appeals Committee is final so if your appeal is declined you will not be able to re-enter the University in the new academic year. Your decline letter may include some advice as to what you could do next.





CHECKLIST

Your appeal letter is **your opportunity** to put your case to the University and needs to be clear, relevant and concise. Your letter should address:

- » What factors contributed to your poor results in previous year(s).
- » Strategies you have put in place to improve your performance, if readmitted.

You must include:

- » A medical certificate or letter from a health professional if your appeal is being made on medical grounds.
- » Relevant evidence in relation to compassionate appeals.

Your appeal could be further strengthened by inclusion of other relevant supporting documentation, including (but not limited to):

- » Letter(s) of support from University academic staff.
- » Letter(s) from any other professional person or person of high standing in the community who can confirm their support of your future studies.

Including this supporting documentation with your initial appeal will ensure your appeal is processed in good time.

The Student Counsellors, Māori Mentors and Waikato Student Union Advocacy Service are able to assist you in preparing your appeal.



TIPS AND HINTS

- » Talk to us! Your appeal is far more likely to be successful if Faculty staff are aware of your situation, and we may be able to help you avoid becoming ineligible in the first place.
- » Be proactive. If you need help, study-related or otherwise, Student Learning Support, the Student Counselling service, Te Puna Tautoko, Faculty Student Advisors and the Waikato Student Union are all there to help you get the information and support you need throughout the year. Seek assistance sooner rather than later.
- » Pay attention to deadlines!
- » Keep your contact details up to date. You can do this by logging into iWaikato, going into the 'Me' tab and clicking on 'contact details'. If you have any problems accessing this, contact the Student Information Centre (details below). You should also check your University email address regularly.
- » Be honest. We know that coming to University can be a big adjustment and not everyone gets the work/life balance right in their first year.
- » Check your spelling and grammar before you send in your appeal letter – they **are** important.
- » If you are taking papers with different point values, remember that it is possible to pass half your **papers** but not half your **points**. For example, imagine you were taking eight papers: four 100 level papers worth 15 points each and four 200 level papers worth 20 points each. If you passed all the 15 point papers and failed all the 20 point papers you would only have passed 43% of your total points and this would make you ineligible for automatic re-entry.
- » Summer School papers count towards your total points for the year.
- » Familiarise yourself with University processes for Special Consideration (www.waikato.ac.nz/sasd/examinations/exams3.shtml) and Compassionate Withdrawal from papers (<http://calendar.waikato.ac.nz/admission/changeofenrolment.html>), and make sure you know how to access your information in iWaikato. If you don't follow correct procedure to withdraw from a paper, you will be given an Incomplete (IC) grade. This is treated as a fail grade and will affect your eligibility for automatic re-entry.

If you have any questions about the information contained in this brochure please contact the Student Information Centre on 0800 WAIKATO (0800 924 528) or info@waikato.ac.nz



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WAIKATO

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THERE'S NO STOPPING YOU
E KORE E TAEA TE AUKATI I A KOE

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