



THE CATHOLIC INSTITUTE
OF AOTEAROA NEW ZEALAND
Te Pūtahi Katorika ki Aotearoa

STUDENT ENTRY POLICY

RATIONALE

The provision of course requirements ensures that there is a system for establishing and clearly publicising student entry requirements that are clear and includes no unreasonable barriers.

PURPOSE OF POLICY

1. To ensure that entry requirements for courses are reasonable, clear and well publicised.
2. To ensure that adequate recognition is given to prior learning.
3. To ensure that students who move from one accredited provider to TCI will not be expected to undertake any course for which credit has already been gained.
4. To provide a mechanism by which pre-requisites can be waived in special circumstances.
5. To ensure the portability of courses taught at TCI to other educational institutions.

GUIDELINES – PRE-REQUISITES

1. TCI will follow all programme pre-requisites established by relevant bodies or any other qualifications/programme provider with which TCI is linked. Specific information can be directed to office@tci.ac.nz.
2. All pre-requisites and TCI-based entry requirements will be published annually on TCI's website.
3. Where no qualification/programme/course pre-requisite exists, TCI's own entry requirements will apply. These requirements will be fair, consistently applied and published in advance.
4. A student may in certain circumstances apply to the Academic Dean to have pre-requisites waived (e.g. prior learning, equivalent overseas assessments/certification, etc). The decision will be made by the Academic Dean in consultation with the programme Co-ordinator.
5. There will be a formal procedure for application for recognition of prior learning. (See Application for Credit for Previous Studies and/or Recognised Prior and Current Learning).
6. Programme co-ordinators will be responsible for monitoring students' choice of course and ensure that students have completed the appropriate pre-requisite where required.
7. Students will be provided with access to appropriate and timely guidance and support in order to make informed decisions regarding choice of courses.

COURSE AND PROGRAMME OFFERINGS

- 1) TCI will publish a prospectus of course and programme offerings annually on its website with entry requirements for the courses and programmes it schedules.
- 2) If a Programme co-ordinator or teaching staff member wishes to establish a pre-requisite or co-requisite for a particular course/s, e.g. in light of
 - i) the specific content and learning outcomes of a course
 - ii) moderation information
 - iii) through tracking of student achievement etc.an application must be made to the Academic Dean.

CONCLUSION

Students are fully informed about course requirements when choosing their programmes of study.