



PAPER (COURSE) SELECTION PRE-APPROVAL FORM

Study Abroad and Exchange Students

Last name:	First name:
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Papers pre-approval – This form details the process for requesting “pre-approval” for specific papers to assist you in your study plan at the University of Waikato. **You will be able to make changes and complete the enrolment process on arrival.**

Please list the paper codes and titles for your selection of at least six preferred papers for each trimester you intend on studying at the University of Waikato. This is a pre-approval paper selection to allow you the chance to formalise your cross credit arrangements (if required) and also to give you an indication of options available prior to your arrival for orientation week. You will finalise your choice of papers with the relevant Faculty as part of your enrolment in person at our University.

On arrival, you will need to finalise which papers you would like to enrol in taking into account:

- The timetable (avoiding lecture clashes with other papers you will enrol in).
- The number of points you are enrolling in (must be within the points stipulated in your offer letter).
- The level of the study (must have met pre-requisite papers for some papers, you will require department/faculty approval).

PAPER PRE-APPROVAL SELECTION: Please list your papers in order of preference.

Please ensure that the papers you select are offered in the year and trimester in which you intend to study. On the following page are instructions to help you choose your papers.

March – June intake (Trimester A):

	Paper Code	Paper Title
e.g.	ACCTN101-21A	Accounting For Management
1		
2		
3		
4		
5		
6		
7		
8		

July – November intake (Trimester B):

	Paper Code	Paper Title
e.g	<i>ACCTN101-20B</i>	<i>Accounting For Management</i>
1		
2		
3		
4		
5		
6		
7		
8		

Please upload the first two pages with your application.

GUIDELINES FOR CHOOSING YOUR PAPERS

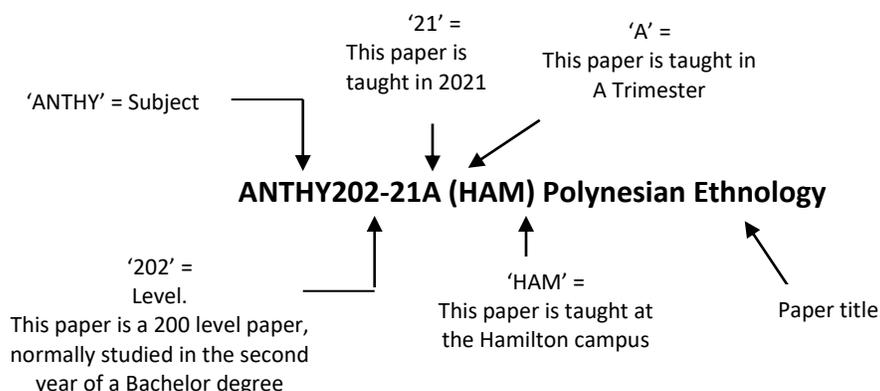
1. Check which papers are available in the year and trimester you intend to study.

You can view the list of papers offered in your relevant year at <http://papers.waikato.ac.nz/>

A key to the paper codes can be found at <http://calendar.waikato.ac.nz/prescriptions/keys.html>

2. Select the papers for which you are seeking pre-approval.

Paper Codes: Papers have both a code and a title. You need to be certain that you are choosing an appropriate level of study as well as papers that are available in the trimester/s that you will be studying. The first four/five letters of the paper code denote the subject which offers the paper, the next three numbers denote the level of the paper. The last two numbers and letter denote the year and trimester 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:



Available Trimesters for Study Abroad/Exchange:

A trimester	Begins in February	Finishes in June
B trimester	Begins in July	Finishes in November

Study Abroad and Exchange students are usually limited to A and B trimester intakes.

Note: C trimester allows only for a minimum and maximum of 45 credits in total. C trimester begins in November and finishes in February. There is also a reduced number of papers on offer in C trimester.

Campus Locations:

HAM = Hamilton campus. This is our central University of Waikato campus located in Hillcrest, Hamilton. This is the usual location to select as a Study Abroad or Exchange student.

TGA = Tauranga campus. The city of Tauranga is located approximately 100km from Hamilton. Study Abroad and Exchange students interested in studying in Tauranga should be aware that the campus is much smaller, with approximately 800 students and reduced paper offerings.

Note: Students must choose all their papers at one campus.

Exclusions list: The following papers are NOT available to Study Abroad & Exchange Students.

- Education papers beginning with the codes TEACH, TEPRO, TEAL, TEHD, TEMB TEMS, TEPC, TEDE, TEPS and TESP, as these papers are relevant to teaching in New Zealand only.
- Papers beginning with CAAEN, CAENL, and FOUND. They are Foundation Study and Bridging papers and therefore not suitable for Study Abroad and Exchange students.

GUIDELINES FOR CHOOSING YOUR PAPERS (continued)

3. Important Information about Papers and Points

At the University of Waikato, a full-time programme for one trimester consists of at least 45 points and up to 60 points. For a one year programme, 120 points is considered full-time.

Almost all paper levels from 100 to 400 are worth 15 points. The levels above are worth 10, 15 or 20 points. Typically, 1 point = 10 hours of student learning time. However, this varies between each Faculty/Subject.

The University of Waikato allows study abroad and exchange students to enrol in 45-60 points per trimester.

Enrolment in four papers per trimester is standard.

4. Create a timetable to check potential clashes.

Please check for timetable clashes as outlined here: <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 trimester, e.g. ANTHY202-21A ACCNT102-21A STATS121-21A. 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. Many of your lectures will have different options for tutorials and you can organise this on arrival during enrolment week. It is important that you try to avoid clashes between your lectures where possible. You will get assistance with setting up a timetable when you arrive at the University of Waikato and enrol in your papers.

Please note: You cannot search a timetable for papers in a following year until the timetable has been finalised for that year on our University website.

The University of Waikato has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students administered by the New Zealand Qualifications Authority. Copies of the Code are available on request from this institution or from the New Zealand Qualifications Authority website at:
<http://www.nzqa.govt.nz/providers-partners/caring-for-international-students>