



POLICY

Enrolments and Admissions Policy

1.0 Rationale:

- 1.1 The Executive Council for Rochester and Rutherford Hall ("the Hall") have appointed the Principal to make decisions on resident enrolment.
- 1.2 The decision on resident selection follows a selection criterion as outlined in this policy and is reflective of the following principles:
 - 1.2.1 The core values of the Hall for current and future residents;
 - 1.2.2 The maintenance of the special character of the Hall;
 - 1.2.3 To ensure resident intake is consistent with academic pursuit and strong values of community.

2.0 Purpose:

- 2.1 To supply a residential campus for school leavers studying full time at University of Canterbury.
- 2.2 To maintain a full roll throughout the academic year.
- 2.3 To efficiently and effectively deliver systems that allow academic pursuit.
- 2.4 To set maximum enrolment figures to protect the independent nature of the Hall.
- 2.5 To ensure enrolment procedures are in place and that these procedures are, widely known, readily understood, and regularly reviewed.

3.0 Guidelines:

- 3.1 Rochester and Rutherford Hall has been set up to serve a residential campus for secondary school leavers' in their first year of full-time study at the University of Canterbury.
- 3.2 The Hall will ensure it operates effective, fair and equitable application and enrolment procedures for all students who submit a fully completed application.

4.0 Resident Selection Criteria:

- 4.0 The Principal shall have the following criteria for selection:
- 4.1 The application will include consideration of the following criteria:
 - 4.1.1 Academic Results in senior levels of high school examinations
 - 4.1.2 School or educational institution attended
 - 4.1.3 Cultural background and connections
 - 4.1.4 Course of study
 - 4.1.5 Any special consideration or additional needs such as dietary requirements.
 - 4.1.6 The following factors may be considered:
 - 4.1.7 Academic achievement, motivation and interest
 - 4.1.8 Desire to study specialist subjects not available to the applicant elsewhere
 - 4.1.9 Current, previous enrolment of family members at the Hall
 - 4.1.10 Applicant's common confidential reference form (CCRF)
 - 4.1.11 Participation, achievement, motivation and interest in cultural activities and sport
 - 4.1.12 Participation in leadership and community service
 - 4.1.13 The Hall's ability to meet the special requirements for any applicant
 - 4.1.14 Any other factors which are relevant in the opinion of the Principal.

5.0 Unsuccessful Applications:

- 5.1 If an applicant is not selected as a resident:
 - 5.1.1 The unsuccessful applicant will be notified by email generated by the University of Canterbury.

- 5.1.2 While an applicant may not be selected into Rochester and Rutherford Hall as their first choice, the UC accommodation team will seek to place applicants into another preferred Hall listed on their application.
- 5.1.3 There will be no appeal arising from an unsuccessful application for entry to Rochester and Rutherford Hall.
- 5.1.4 Waiting lists will be kept for applicants without a placement. This is administered through the University of Canterbury Accommodation Office.
- 5.2 At the discretion of the Principal, further enrolments may be accepted after the commencement of the academic year; provided,
 - 5.2.1 There is a vacant room due to a resident having departed.
 - 5.2.2 Preference is given to an applicant who is not a resident of the local area.
 - 5.2.3 The applicant meets the criteria for selection outlined above.

6. Procedures for Application:

- 6.1 Responsibility of University of Canterbury accommodation office:
 - 6.1.1 Applications are received by the UC Accommodation Team. Application details are entered into the UC enrolment database.
 - 6.1.2 Preparation of a list of applicant details, including CCRF prepared and to be sent to the respective Halls.
 - 6.1.3 An offer of a place in the Hall is made in writing by way of a letter of offer, including a request for the acceptance fee, with a closing date for acceptance of said offer.
 - 6.1.4 Applicants are given adequate and reasonable opportunity to consider their options.
 - 6.1.5 Unsuccessful applicants will be advised, by way of email, from the University of Canterbury accommodation team, with an invitation to be placed on the general waiting list.
 - 6.1.6 An offer of place is not transferable to any other applicant on the general waiting list.
- 6.2 Responsibility of Rochester and Rutherford Hall for applications:
 - 6.2.1 Shortlisting is carried out by the Principal and management team.
 - 6.2.2 Further information regarding the applicant may be required – Principal may contact school or author of the CCRF.
 - 6.2.3 A timetable, including details of the steps involved for the process of enrolment, will be published and reviewed annually, or as necessary in the opinion of the Principal and Office Administrator.
 - 6.2.4 Upon receipt of the acceptance fee, applicants will be advised of the next steps in the enrolment process – enrolment documentation and applicant information are to be provided prior to the Resident Agreement being signed. Each successful applicant will be sent information on the Hall's policies and procedures and documentation around the code of ethics.
 - 6.2.5 Rochester and Rutherford Hall will follow all guidelines of The Privacy Act 2020 in regard to the storage of personal enrolment information provided by all residents (please refer to General Privacy Policy).
 - 6.2.6 The acceptance of a place at Rochester and Rutherford Hall requires the applicant to have read and understood the Resident Handbook and all associated policies.
- 6.3 Responsibilities of applicant when accepting a place in the Hall:
 - 6.3.1 The applicant must provide a full and open declaration of any issues, of dietary, health, academic and or pastoral concern, which may impact on the applicant's wellbeing.
 - 6.3.2 Failure to do so may result in the withdrawal of the applicant's offer of place or confirmed place, whichever may be the case.

7.0 General matters for Selection Criteria:

- 7.1 The proportion of students intending to study BE (Hons)
- 7.2 A balance of schools across New Zealand
- 7.4 The Hall is committed to a 50% selection of engineering students at University of Canterbury.

- 7.5 Schools and applicants that will align with our special character and ecumenical foundations.
- 7.6 Applicants from remote schools in New Zealand.
- 7.7 Due to the current demand for places at University of Canterbury, selection of local residents will be limited in the first round of offers.
- 7.8 Due to the Hall's co'ed nature, a balance of male and female residents is sought.
- 7.9 Numbers of scholarship students – known at the time of selection
- 7.10 All applications received must be within the timeframe stipulated within the process set out by the University of Canterbury.

8.0 Scholarships:

- 8.1 The selection of scholarship applicants will be a function of the University of Canterbury or the establishment offering scholarships.
- 8.2 Further Academic, Sporting, Musical and Artistic Grants will be allocated throughout the year. More on this can be found on the Hall website.

9.0 Special/Additional Needs:

- 9.1 Rochester and Rutherford Hall offer places for residents with special/additional needs.
- 9.2 These selections take into consideration the needs of each applicant and the Hall's ability to provide appropriate services and facilities.
- 9.3 The Hall makes reasonable efforts to meet needs where practicable.

10.0 Conditional Enrolment:

- 10.1 The Executive Council has adopted a separate policy for conditional enrolment of applicants on a trial basis, for a specified period of time, under special terms and conditions noted below.

11.0 The Executive Council will be regularly informed of:

- 11.1 Total enrolment numbers
- 11.2 Prospective enrolment numbers
- 11.3 Scholarship and numbers of residents in the Hall.

12.0 Conditions affecting Enrolment:

- 12.1 Residents who have outstanding fees, from semester one, will have their enrolment made conditional while fees are outstanding. The return of the resident for semester two will be at the discretion of the Property and Finance Committee.
- 12.2 Hall management will work with the resident (or as approved, their family) to set up a payment plan which addresses any outstanding fees. When a satisfactory agreement can be reached, the resident will be entitled to resume their enrolment.
- 12.3 Behaviours around health and wellbeing that are a concern and affecting the Hall culture may require external intervention and advice. This may also require a stand down period, which will be in consultation with the resident and Principal.
- 12.4 Any resident inflicting serious harm to themselves or others will be immediately stood down until an appropriate plan is put in place for that resident to return. This may result in conditional enrolment, and or the need to find alternative living arrangements for the resident.

13.0 Provisional Enrolment:

- 13.1 All applications for enrolment will be deemed to be provisional until enrolment documentation is complete.

14.0 Outcomes:

- 14.1 The Rochester and Rutherford Hall community will be aware of the process and timeframe for applications via the University of Canterbury website and the website of Rochester and Rutherford.
- 14.2 Applicants will be advised of their status in a timely manner, to ensure goodwill is retained

throughout the process.

15.0 References:

Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021

The Privacy Act 2020

Rochester and Rutherford General Privacy Policy 2023

Policy Committee Leader: Chris O'Brien (Executive Council)

Ratified: Kieran Sweetman (EC Chair)

Principal: Jo Morrow

Date: **January 2024**

Due for Review: **March 2026**