

**Application for Programme Entry and
Application to Enrol**



College of Education 2012

*Initial Teacher Education and
Bachelor of Sport Coaching*

***Applications close when programme is full or four
weeks prior to your programme start date***

(Refer to www.education.canterbury.ac.nz for start dates)

Contents

Content	Page	Instruction
Application process	3	To be retained by you
Application guidelines	4	
Useful contacts	27	
Section A – (all applicants) Application Form Police Disclosure Consent Form	5-13	Return completed and signed to Admissions and Enrolments, Student Services. Include personal statement and certified copies of school records of learning and/or university transcripts in envelope or In person to Admissions and Enrolments, Student Services
Section B – (all applicants) Confidential Referee Reports	15-22	To be given to the appropriate persons Your referees will send the reports to Admissions and Enrolments, Student Services
Section C – (school leavers only) Confidential School Report	23-25	To be given to School Principal/Dean/Careers Advisor

Application process

Applications close four weeks before the programme starts or when programme is full.

A: Application for Programme Entry (APE)

1	<p>Send this completed Application Form and certified supporting documents to Admissions and Enrolments, Student Services. (Do not forget to sign the declaration and complete the checklist).</p> <p>Note: 1. Before sending your Application Form, it is important to check that you are eligible for admission to UC. Please refer to page 4, No. 15 of the Application guidelines for admission details and a weblink. If you are sitting NCEA in 2011 please still apply for programme entry – approval will be subject to your NCEA results.</p>
2	<p>If you are applying for more than one qualification you only need to send one application form. Your application will be matched up with your Confidential Referee Reports and Confidential School Report (if applicable).</p>
3	<p>Your application will be acknowledged by email to the email address supplied by you on page 6. If we have not contacted you within five working days please email teacher-coachapply@canterbury.ac.nz or contact Admissions and Enrolments, Student Services, phone +64 366 7001.</p>
4	<p>Once your application is complete it will be forwarded to the Selection Co-ordinator for consideration. Please be prepared to travel to attend an interview if required.</p>
5	<p>You will be advised of the outcome of your Application for Programme Entry by the College of Education, College Office, telephone: +64 3 343 9606 or email: education@canterbury.ac.nz</p>

B: Application to Enrol (from 4 October)

6	<p>If your APE is successful, your Application to Enrol will be processed for you and your courses entered from October onwards. However BEd(PE) and BSpC students will need to add an optional course. Please check that your choice fits within your timetable then phone the Contact Centre on 0800 827 748.</p>
7	<p>You will be emailed a letter confirming your Application to Enrol. Please check your courses, semester indicators and site codes.</p>

C: Enrolment Offer (will be emailed to you)

8	<p>If you are accepted into the programme and meet all other requirements, an Enrolment Offer will be sent to you. Ensure you check your courses, semester indicators and site codes before accepting the offer.</p> <p>Domestic Students: you must accept your offer as soon as possible to confirm your place.</p> <p>International Students: paying your deposit will secure your place. You must accept your offer and complete your enrolment in person during international enrolment week.</p>
9	<p>Once you have accepted the Enrolment Offer, an email will confirm that you are enrolled (ENR Status). The email will advise you how to obtain your Canterbury Card and timetable.</p>

Application guidelines

Initial Teacher Education and Bachelor of Sport Coaching

1. Fill in all sections unless not relevant.
2. Where numbers are limited, preference is given to those who apply early. Late applications may be declined.
3. Applicants are responsible for all expenses that they incur as a result of their application.
4. **Applications cannot be assessed until all requested documents have been received.**
5. Only **certified** copies of documents are accepted. Please do not post original documents as they **will not be returned. Uncertified photocopies will not be accepted.** Certified copies should be on A4 paper and not trimmed to the size of the copied document. Each copy must be certified as a true copy of the original document by a Justice of the Peace, Solicitor, Notary Public, an official of the institution that issued the original document or your New Zealand secondary school principal. Alternatively, you may bring an original for copying and certification to the Enrolment/Fees Office.
6. All applicants must provide certified copies of official academic records from school or tertiary institutions.
7. GradDip applicants need to provide a certified copy of University **transcript** (if studied at any university other than UC) with your application. A transcript lists all the courses in which you are/were enrolled, and your grades. It is not a certificate. Contact the institution that awarded your qualification to request an official transcript. If you have completed your qualification, the transcript should state that your degree has been conferred or that you are eligible to graduate.
8. A passport sized photo is required with your application – this is useful to us for identification purposes.
9. If your details change during the approval process, you need to contact the Admissions and Enrolments, Student Services. Refer to page 27.
10. If you have qualifications or experience that may be relevant to your course of study you may apply for Transfer of Credit. Details are online at www.education.canterbury.ac.nz/for/future.shtml.
11. Give a Confidential Referee Report to each of your nominated referees. Ask them to complete the form and to return it in the envelope provided as soon as possible. Please write your **full name, phone number, and the qualification(s)** for which you are applying on the Referee Reports before giving them to your nominated referees. Your application **will not be processed** until these have been received by Admissions and Enrolments, Student Services, Private Bag 4800, Christchurch 8140.
12. Suitable people to complete your Referee Reports would be an employer, colleague, tutor/lecturer or minister. It is strongly recommended that at least one of your referees be an employer or a person of professional background. The people who **cannot** complete this form are immediate family such as: parents, grandparents, siblings, your spouse or partner. If any of these people complete your Referee Report it will not be accepted. Friends or flatmates may not be suitable referees.
13. If you are a **School Leaver** you also need to have the Confidential School Report Form completed by your Principal, Careers Adviser or Dean. **These people cannot complete a Referee Report as well.**
14. If you are a **mature student** (20 years of age or older) you may be required to supply copies of school qualifications. School grades can be an important factor in considering your application if you have not studied at tertiary level before.
15. To be eligible for admission to the University of Canterbury you must have one of the following:
 1. NCEA/UE results (or be waiting for them)
 2. NZ UE through NCEA
 3. Bursary from 1993
 4. Bursary from 1986 to 1992
 5. NZ UE (prior to 1986)
 6. Discretionary Entrance* *Not available for international students*
 7. Provisional Entrance *Not available for international students*
 8. Special Admission*
 9. Admission Ad Eundem Statum at Entrance Level
 10. Admission Ad Eundem Statum with Graduate Status
 11. 20+ Adult Admission[†] *Not available for international students.*
16. A **Police Consent to Disclosure Form** is included with the application. It must be signed and returned with your application. If you have lived in another country for 12 months continuously in the past 10 years and were over 16 years of age, you need to provide a police report from that country. **If you have been convicted of a crime** (excluding minor traffic offences) you must declare this. Certain criminal convictions will prohibit you entering the programme and for the granting of your teacher registration.
17. Enrolment is complete only after payment of tuition fees, which are due in full before the commencement of your course. Payment of fees gives access to the library, computers, UCLearn and after hours computer labs. Payment details are listed on the Enrolment Offer. Distance students must have paid fees or made arrangements with StudyLink or they will **not be** able to access material.
18. To pay by Student Loan you must first apply to StudyLink. Please see Useful Contacts on page 27. Apply now and if using this facility to pay fees you must authorise fees to UC on the Loan Application.

[†]Do not use '20+ Adult Admission' if any of options 1–5 is your entrance qualification category.

*Separate application must be made.

For more information please check page 9, No. 7 & 8.

Section A1: Personal details

1. Canterbury Student Number

Have you ever been enrolled at the University of Canterbury?

Yes No If **YES** enter Student Number:

Student Number

If **NO**, a Student Number will be given to you.

2. Name

Print your full legal family name

Print your legal first name

Print any other legal name/s (ie, middle names)

Previous name(s)

If you have previously enrolled at the University of Canterbury under another name, write that name below.

This was my First Name Family Name

Preferred name(s)

This is my First Name Family Name

3. Gender

Male Female

4. Date of birth *(in figures)*

Day Month Year

5. NSN/NZQA Number

If you have a New Zealand NSN (National Student Number) or NZQA number please enter it below.

Number

6. Citizenship

Tick the box that best describes your citizenship or permanent residency status.

1. New Zealand Citizen
2. New Zealand Permanent Resident
NZPR enter country as shown on your passport

3. Australian Citizen

4. Other *(Please state)*

For students with dual citizenship, specify the country of citizenship of the passport used to enter New Zealand.

Attach passport size photo here
(staple or clip,
do not paste)

7. Study location

Will you be residing in New Zealand for the period of your study?

Yes No

MOE Rule ENR01: NZ PR and AUS citizens or AUS PR who are not currently residing in NZ are not classified as domestic students. Therefore if you come under the above citizenship category and are not residing while studying in NZ you will be classified as an international student and incur international fees.

8. Passport details (international students only)

*Required for checking/processing of your immigration permit.
Please enter your passport number below. This is a compulsory requirement.*

Passport Number

Expiry Date

Day Month Year

Country

If you have a current visa, please tick type

Student Visitor Work

9. Ethnic identification

Which ethnic groups do you belong to?
(You may tick up to three groups)

- | | |
|---|--|
| 1. <input type="checkbox"/> NZ European/Pākehā | 17. <input type="checkbox"/> Australian |
| 2. <input type="checkbox"/> NZ Māori <i>(refer over page)</i> | 18. <input type="checkbox"/> Other European |
| 3. <input type="checkbox"/> Samoan | 19. <input type="checkbox"/> Filipino |
| 4. <input type="checkbox"/> Cook Island Māori | 20. <input type="checkbox"/> Cambodian |
| 5. <input type="checkbox"/> Tongan | 21. <input type="checkbox"/> Vietnamese |
| 6. <input type="checkbox"/> Niuean | 22. <input type="checkbox"/> Other Southeast Asian |
| 7. <input type="checkbox"/> Tokelauan | 23. <input type="checkbox"/> Chinese |
| 8. <input type="checkbox"/> Fijian | 24. <input type="checkbox"/> Indian |
| 9. <input type="checkbox"/> Other Pacific Peoples | 25. <input type="checkbox"/> Sri Lankan |
| 10. <input type="checkbox"/> British/Irish | 26. <input type="checkbox"/> Japanese |
| 11. <input type="checkbox"/> Dutch | 27. <input type="checkbox"/> Korean |
| 12. <input type="checkbox"/> Greek | 28. <input type="checkbox"/> Other Asian |
| 13. <input type="checkbox"/> Polish | 29. <input type="checkbox"/> Middle Eastern |
| 14. <input type="checkbox"/> South Slav | 30. <input type="checkbox"/> Latin American |
| 15. <input type="checkbox"/> Italian | 31. <input type="checkbox"/> African |
| 16. <input type="checkbox"/> German | 32. <input type="checkbox"/> Other |

Please specify if "Other Pacific Peoples", "Other European", "Other Southeast Asian", "Other Asian" or "Other":

IWI (NZ Māori please complete)

If you identify as a New Zealand Māori, please state your iwi (you may list up to three iwi).
If you do not know your iwi enter "unknown".

Iwi

Rohe (iwi home area)

Iwi

Rohe (iwi home area)

Iwi

Rohe (iwi home area)

10. Address

Current address (where you are living)

Enter the address where you are currently living. Any time you change your address during the year you must notify the University of your new details. The primary contact method will be email.

Number and street/PO Box number

Suburb

City

Country Postcode

Telephone Extension
()

Personal mobile phone

Text messaging may be used to advise you of any enrolment issues.

Personal email (do not use your UC, school or hotmail email address)
Compulsory*

Please read **Address, Email and Student Web Policy in the 2012 Enrolment Handbook. You must check your email at least weekly.*

Permanent/Emergency contact details

(eg, Parent's or Guardian's Address)

Number and street/PO Box number

Suburb

City

Province/State/Region

Country Postcode

Telephone Extension
()

Email

11. Are you applying via an agent
(international students only)

Yes No

Agent stamp

Agent name

Agent company

Number and street/PO Box number

Suburb

City

Province/State/Region

Country Postcode

Telephone Extension
()

Email

12. Prior activity or occupation

Indicate your main activity on 1 October 2011. Tick only one box.

1. University student (at university other than UC)
2. Secondary school student
3. Non-employed or beneficiary
4. Houseperson or retired
5. Wage or salary earner
6. Overseas
7. Self-employed
8. Wānanga student
9. Private training establishment (PTE) student
10. Polytechnic student

13. Disabilities

Do you live with the effects of significant injury, long-term illness or disability? *The information you supply is confidential.*

Yes No

If you tick **YES**, you will be sent information on the services available to students with a disability. **It is important to complete this section if you will require special exam arrangements.**

If **YES** above, please indicate your disability.

1. Deaf
2. Hearing Impairment
3. Blind
4. Vision Impairment
5. Specific Learning Disability
6. Temporary Impairment (less than 6 months duration)
7. Medical Condition
8. Psychological/Psychiatric Disability
9. Mobility Impairment
10. Speech Impairment
11. Other

14. Spoken language

What is the language you and your family speak at home?

1. English
2. Māori
3. Mandarin
4. Other Chinese dialect
5. Other

What is your first language?

Applicants who have English as an additional language

If English is not your first language or the language spoken by your family, you must have completed either:

two years of successful study with at least four Level 2 NCEA credits in reading and writing
or

IELTS academic 7.0 in all bands

IELTS result

Date of test

15. UC Staff Number (UC staff only)

If you are a UC staff member please write your staff number.

16. IRD Number

(all students except international students)

Please complete this section if you have a student loan, or anticipate applying for a student loan this year so that Inland Revenue can determine your eligibility for a full student loan interest write-off, and can give you that write-off. You do not need to complete this section if you do not have a NZ student loan, and do not intend applying for one this year.

IRD Number

Interest-free student loans and other interest write-offs

If you have a student loan, or anticipate applying for one this year, you may be entitled to have the interest on your loan written off for the period of study.

On 1 April 2006, legislation was introduced to make student loans interest-free for borrowers living in New Zealand. For more information on how to become eligible for interest-free student loans, go to www.ird.govt.nz/studentloans.

If you choose to provide your IRD number with your Application to Enrol, this will be included with your enrolment details and will be reported to the Ministry of Education. The Ministry of Education will send your study information to Inland Revenue to check if you are eligible for an interest write-off and adjust your student loan account automatically.

Providing your IRD number is voluntary. If you choose not to provide your IRD number, you should contact Inland Revenue directly if you think you may be eligible for an interest write-off.

Please note: providing your IRD number on this form is not an application for an interest write-off. If the information you provide is incorrect and cannot be matched, no write-off will occur. You will not be contacted directly in that event but you may contact Inland Revenue for more information.

17. Tuition fee payment method

(all students except international students)

Do you intend to use a student loan to pay your 2012 tuition fees?

Yes No

Student Loan is a payment method. If you accept your enrolment offer and do not complete your loan application, or withdraw your loan application, or you are declined a student loan, you will remain liable for your tuition fees.

If you ticked **YES** above but have not yet applied for a 2012 student loan:

- Contact StudyLink **NOW** on freephone in NZ 0800 88 99 00 or go to www.studylink.govt.nz and apply for a student loan to cover your 2012 tuition fees.
- Make sure you provide full and correct study details including Education Provider (“University of Canterbury”), Study Programme (eg, “Bachelor of Teaching and Learning (Primary)”), Student ID number and Start Date (please refer to 2012 Enrolment Handbook for key course dates).
- Make sure you answer “Yes” to the question asking “Do you want a loan to pay for your course fees?”
- Make sure you provide the correct postal address for your student loan contract to be sent to you and make sure that you complete and return the contract.

Section A2: Academic history

1. Last secondary school attended

Enter the name of the last secondary school you attended. If this was outside NZ, write "overseas".

What was your last year at secondary school?

2. Highest secondary school qualification

What is the highest level of achievement you hold or expect to hold from a secondary school? Your highest achievement may be a "traditional" award such as School Certificate, or you may have achieved a number of credits or a National Certificate at a certain level on the National Qualifications Framework. Your NZQA Record of Learning shows you how many credits you have.

Tick only one box.

1. NCEA Level 3 or 1A. Bursary or 1B. Scholarship
2. University Entrance
3. NCEA Level 2 or 3A. Sixth Form Certificate
4. NCEA Level 1 or 4A. School Certificate
5. 14 or more credits at any level
6. Overseas qualifications
7. International Baccalaureate
(please ask the IBO to release your results to the University of Canterbury)
8. Cambridge International Examination
Centre No. Candidate No.
9. No formal secondary qualifications
10. Other
11. Not known

In which year did you or do you expect to obtain the above secondary school qualification?

5. University or other tertiary qualifications (if applicable)

NZ Overseas

Please list all qualifications, eg CUP, even if not completed

Qualification	Institution	Completed		Year completed
		Yes	No	

If your degree/diploma is incomplete at the time of application, do you expect to complete it by the end of this semester/year? Yes No

3. Year 12/6th Form Qualifications

(not necessary if applying for a Graduate programme)

Subject	Grade/Credits	Year (eg, 2009)

4. Year 13/7th Form Qualifications

Subject	Grade/Credits	Year (eg, 2002)

NCEA

Level	Total credits	Level	Subject area	Total credits
One		*One	*Mathematics or Pangarau	
Two		*Two	*English	
Three		*Two	*Reading (in English)	
		*Two	*Writing (in English)	
		*Two	*Mathematics or Pangarau	

* Please highlight these credits on your academic transcripts

6. Other relevant qualifications *eg First Aid Certificate, Coaching Qualification, Singing Grades*

Qualification	Institution/school	Subjects & grades	Year (eg, 2002)

Current study (not mentioned elsewhere)

Qualification	Institution/organisation	NZQA Level	Expected date of completion

7. Admission to a NZ University

(University Entrance Qualification)

What is or was your university entrance qualification for your first year of study at a New Zealand university? For further information go to www.canterbury.ac.nz/liaison/university_entrance.shtml

Admission to the University does not give you automatic approval into an award.

1. Waiting for NCEA/UE results
2. NZ UE through NCEA
3. Bursary from 1993
4. Bursary from 1986 to 1992
5. NZ UE (prior to 1986)
6. Discretionary Entrance* *Not available for international students*
7. Provisional Entrance *Not available for international students*
8. Special Admission*
9. Admission Ad Eundem Statum at Entrance Level
10. Admission Ad Eundem Statum with Graduate Status
Must have a Bachelor's degree
11. 20+ Adult Admission[†] *Not available for international students.*

[†]Do not tick '20+ Adult Admission' if any of options 1–5 is your entrance qualification category.

*Separate application must be made.

What year did you (or will you) gain this qualification?

Discretionary and Special Entrance – Please go to the following website: www.canterbury.ac.nz/liaison/university_entrance.shtml

8. Admission Ad Eundem Statum

(with equivalent status)

Are you using qualifications from overseas to gain entry into your programme of study?

Yes No

Are you using qualifications from a New Zealand polytechnic, College of Education (other than the Christchurch College of Education) or a private NZ provider to gain entry into your programme of study?

Yes No

If you have answered YES in Question 8 please tick Admission Ad Eundem Statum in Question 7 above. There is a fee for Ad Eundem Statum admission as outlined in the next column.

Application fee

(Ad Eundem Status, domestic applicants only)

I enclose the application fee of \$105 which is to be paid by:

- Cash Cheque (payable to University of Canterbury)
 Bank draft Mastercard Visa

Card number

Signature

Expiry date

9. First year of an undergraduate degree

What is or was your first year in an undergraduate degree/ programme at any New Zealand university?

10. First year in tertiary study

What year did you first enrol in a university, polytechnic, college of education, private training establishment or wānanga, either in New Zealand or overseas, since leaving school? (Do not include enrolments in STAR, community or hobby classes.)

11. First year at University of Canterbury

Enter what was or will be your first year at the University of Canterbury.

12. First in Family

Are you the first person in your immediate family to attend university and enrol in a university degree programme?

Yes, I am. No, I am not the first person.

If you ticked **NO** above, did your other family member graduate?

Yes No

13. Exclusion

Have you ever been excluded from UC or any other university?

Yes No

Section A3: Programme details

Qualification choice

Full-time Part-time

(International Students must select full-time, Christchurch based courses)

Indicate your choices in order of preference, if you wish to apply for more than one qualification:

Early Childhood Teacher Education

Bachelor of Teaching and Learning (Early Childhood)

Christchurch Flexible Learning* New Plymouth**

Please indicate if you **MAY** wish to undertake a 4th Honours year of study

Graduate Diploma in Early Childhood Teaching

Flexible Learning (Christchurch based)*

*Flexible learning option requires attendance at block courses in Christchurch.

**Subject to approval

Primary Teacher Education

Bachelor of Teaching and Learning (Primary)

Christchurch Rotorua Nelson Distance***

Please indicate if you **MAY** wish to undertake a 4th Honours year of study

Graduate Diploma in Teaching and Learning (Primary)

Christchurch Distance***

***You will be required to attend a residential school in the first two weeks of the programme. Full time students attend two residential schools per year.

Secondary Teacher Education

Bachelor of Education (Physical Education) / Bachelor of Education (Physical Education) with Honours

Christchurch

Graduate Diploma in Teaching and Learning (Secondary)

Christchurch

Major Teaching Subject eg, English

Second Teaching Subject eg, History

Sport Coaching

Bachelor of Sport Coaching

Christchurch

If you have previously applied for a qualification at the College of Education, please state:

Year:

Qualification:

If overseas at time of application, indicate when you expect to return to NZ:

Referees (refer to details page 4, No. 12 & 13)

Please give the names, addresses and telephone numbers of the two people you have given confidential Referee Reports to. Your application cannot be processed until both your Referee Reports are received.

Name:	Name:
Address:	Address:
Phone:	Phone:
Relationship to referee:	Relationship to referee:

Criminal record/Misconduct (refer to details on page 4, No. 16)

Please fill in the **Police Consent to Disclosure Form** which accompanies this application, if you have lived in New Zealand for 6 months or longer.

Are you awaiting trial for any misconduct? Yes No

Have you ever been convicted of any offence (excluding minor traffic offences) against the law? Yes No

If **YES**, description and date of conviction:

If **YES**, we also require a certified copy of your criminal conviction from the Department of Courts. *Your application will be held until this is received.*

Have you ever been found guilty of misconduct; professional or otherwise? Yes No

If **YES**, please provide details:

Have you lived in a country other than New Zealand continuously for 12 months or more in the last 10 years when you were over 16 years of age? Yes No (see page 4, No. 16). If yes, you will be required to supply a police check from that country.

Name of country:

Please provide a personal statement (not a CV)

On a separate sheet of paper please provide a statement indicating recent relevant work experience (paid or unpaid), interests, strengths, skills, and community involvement, including any leadership roles and experience with children/young adults. It is important that you include all your strengths as the assessors look carefully at your personal statement. These may include:

Tutoring/Teaching	Work experience
Holiday programmes	Drama/Art/Music
Marae/Hapu/Iwi involvement	Travel
Sport/Outdoor education	Community activities
Fluency in another language	Coaching
School activities	Knowledge of other cultures
Management of medical condition/impairment	Other

Apply for Scholarships

(Closing date 20 January 2012)

A number of scholarships are available for teacher and sport coaching students worth up to \$5,000. All undergraduate students will be considered for a First Year Excellence Scholarship. Do you wish to be considered for the College of Education Māori or Pasifika undergraduate scholarship on the basis of this application?

Please tick: Māori Pasifika

Apply for Programme Entry by 20 January 2012 to be considered for these scholarships. Details of these and other scholarships are available under "Education" at www.ucscholarships.co.nz.

Application checklist

Please refer to page 4, No. 6.

- Declaration:** signed and dated (see over).
- Personal Statement:** completed and attached.
- School Qualifications or Certified copy of Official School Record of Learning**
- Certified copy of University Entrance Certificate** (if completed)
- Certified copy of Official University Transcript** (if not University of Canterbury): stating Degree Conferred or Eligible to Graduate. If you are still studying, an interim transcript detailing the course content and any results gained to date will suffice, until final results are released.
- Evidence of other relevant qualifications** (if applicable).
- Police Consent to Disclosure Form:** completed and signed.
- Criminal Record:** only if you have been convicted of an offence against the law.
- Overseas Police Report:** if you have lived in another country continuously for 12 months in the last 10 years.
- Referee Reports:** complete top section then give to two people to complete.
- Confidential School Report** (school leavers only): complete top section then give to a School Principal, Careers Adviser or Dean to complete.
- Evidence of English proficiency:** if English is not your first language.

Declaration

All students enrolling for 2012 study must read this Declaration before signing.

I understand that making a false statement is an offence under the Crimes Act 1961. Pursuant to Principle 11(d) of the Privacy Act 1993 I agree to the disclosure and use of the information on this form by the University of Canterbury to authorised persons or parties in response to requests under statutory authority.

I hereby declare that the information I have given above is true and correct. No information which could have a material bearing on my application has been withheld. I understand that under Principle 6 of the Privacy Act 1993 I have the right of access to personal information held by the University about me and I also have the right under Principle 7 to request that the University correct any information which is inaccurate. I have an obligation to advise the University if/when any of the personal information I have provided changes including criminal convictions during period of study.

I acknowledge that the information on my enrolment is being collected and retained by the University and will be disclosed to officers, staff, consultants and departments of the University for relevant purposes relating to the administration of the University and my capacity as a student of the University with the exception of financial information, which will not be made available to college/academic departments.

I consent to the disclosure of relevant information to agencies outside the University as required by protocols between the University and the agency where such disclosure is necessary for any statutory purpose or to enable that agency to properly fulfil its function in relation to the University. Such agencies will include but not be limited to Halls of Residence, University of Canterbury Students' Association, Ministry of Education, StudyLink, Inland Revenue Department, NZ Immigration Service, Ministry of Foreign Affairs and Trade, Te Puni Kōkiri, tribal trusts and other financial support organisations, and other tertiary institutions for student transfer purposes or with which the University has a conjoint teaching agreement.

Please note that your name, date of birth and residency as entered on this enrolment will be included in the National Student Index and will be used in an Authorised Information Matching programme with the New Zealand Birth Register. For further information please see www.nsi.govt.nz/ima

Information and Communication Technology Services' (ICTS) computer accounts and possibly other departmental computer accounts will be created for me. I agree to abide by the University and departmental computer codes of conduct and to be responsible for the payment of charges incurred by use of ICTS computer accounts.

The Canterbury Card remains the property of the University of Canterbury. The University of Canterbury reserves the right to cancel or confiscate the Canterbury Card.

I agree as a condition of my enrolment to read information on my UC Student email and web portal **at least once per week**, and to check the LEARN site on a regular basis.

I agree as a condition of my enrolment to abide by the University of Canterbury Student Code of Conduct (www.canterbury.ac.nz/ucpolicy).

FEES – In agreeing to abide by this declaration I undertake to pay all fees as they become due and to meet any late fees and collection charges associated with debt recovery. The University of Canterbury policy on withdrawal and refund of fees may be obtained from the 2012 Enrolment Handbook.

I ALSO DECLARE the information on this Application form to be true and correct in every particular and that no information which would have a material bearing on this application has been withheld. I ALSO DO SOLEMNLY PROMISE that I will faithfully obey the statutes and regulations of the University of Canterbury so far as they apply to me. I ALSO UNDERSTAND that if transferring from another university my enrolment will only be provisional until my previous university record is certified.

I have read and agree to abide by the terms and conditions of the Declaration.

Signed:

Date:

Personal Information

The Privacy Act which came into force on 1 July 1993 sets standards for the collection, storage and use of personal information. In particular it requires the University to:

- collect personal information directly from students themselves or obtain their approval to collect it from another source
- inform them of the reasons why the personal information is being collected
- obtain their approval of the proposed uses of that information
- give them access to the personal information held about them and
- give them the opportunity to update that information regularly.

The personal information we ask you to provide on this form is required to enable the University to enrol you in the academic programme you have chosen, to monitor your progress through that programme and to confer your degree when you have successfully completed the programme.

All those within the University who have access to your personal information are bound by a signed commitment to keep that information confidential. The security of the personal information we provide to the Ministry of Education and the Department of Work and Income is bound by the agreement which the University has entered into with these parties. If we want to make any other use of the information we will seek your permission first.

The personal information you supply will be held permanently on the University's student database and while you remain enrolled at the University you will be asked regularly to update that information. These standards apply to personal information where the individual concerned can be identified. The University also uses personal information for a variety of statistical and research purposes but in so doing it always ensures that no individual can be identified.

If you have any questions about the privacy of your personal information please contact the University's Privacy Officer, the Registrar, Mr J Field. You should be aware that examination results and results for in-term assessment constitute personal information under the Privacy Act. You also have the right to insist that your work be returned to you privately.

Send to

Please check that you have completed the application before forwarding it to:

University of Canterbury
Private Bag 4800
Christchurch 8140
NEW ZEALAND
Attn: Admissions and Enrolments, Student Services.



Authorisation to disclose information

I, (Surname) (First Names).....

(Maiden or any other names used)

Sex (M/F)..... Date of BirthPlace of Birth

Nationality..... Residential Address.....

Suburb..... City.....

NZ Driver Licence number.....

authorise disclosure by New Zealand Police of ANY information relating to any interaction I have had with Police in any context, to the University of Canterbury. I understand that any record of criminal convictions I might have will automatically be concealed if I meet the eligibility criteria stipulated in Section 7 of the Criminal Records (Clean Slate) Act 2004.

Signed Date

Comments of the New Zealand Police:

Confidential Referee Report

Return this report directly to Admissions and Enrolments, Student Services, as soon as possible after receiving it.

Please do not return it to the applicant.

Teaching and Sport Coaching

Student to complete

Applicant's Family name:
First names:
Phone number:
Qualification(s) applied for: eg Bachelor of Teaching and Learning (Primary), Christchurch

Dear Referee,

Thank you for agreeing to contribute to our selection process. Please complete all of the relevant categories when indicating the level of the applicant's personal skills and attributes and your overall recommendation about their suitability.

Information recorded here is **confidential** to the University of Canterbury and **will not** be shared with the applicant.

When making selection decisions we compare applicants with respect to their capacity for tertiary study, their personal qualities, communication skills and background of interests and involvements. This report is carefully considered at all stages of the selection process. If you have any reservations regarding the applicant's suitability or if there is any other information that would help us make a decision about the applicant, please include it on a separate page.

An application cannot be processed until all referee reports are received.

Referee to complete

Referee's name:		
Referee's phone number:	(wk)	(hm)
Email		
During what period have you known the applicant?	From:	To:
In what capacity? eg teacher, employer, minister, colleague or family friend. Please note: immediate family are not eligible to act as referees		

Do you consider that you know the applicant well enough to complete this form? Yes No

Do you believe that the applicant has the capacity to complete a course of sustained tertiary study? Yes No Unsure

Comments:

Section B – Give to Referee

Skills and attributes

Please tick the boxes and comment on each quality according to your judgement of the applicant.

	Highly satisfactory	Satisfactory	Some concern	Major concern
Self assurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social skills/relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability/flexibility of thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diligence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional stability/response to stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organisational skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expressing ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity of speech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does the applicant have effective written communication skills?

Yes No Unable to comment

Comments:

What are the applicant's special interests and skills?

Further information

Have you had the opportunity to observe the applicant's ability to relate to people, particularly

Pre-School School age Adolescents Own age Older people

If so what were your impressions?

Do you consider that the applicant has an understanding of and sensitivity towards equity issues (sexism, racism, disabilities etc)?

Yes No Unable to comment

Comments:

Does the applicant have any health conditions (physical/mental) that might affect their training or ability to be a teacher or coach?

Yes No Unable to comment

If **YES**, please explain:

Are there any special circumstances which the selection committee should know about when considering this applicant?

Yes No

If **YES**, please explain:

Would you be happy to have this applicant teach/coach/care for members of your family?

Yes No

Comments:

Section B – Give to Referee

Cultural and community skills

Please comment on the applicant's understanding of New Zealand/Aotearoa and other societies (bicultural, multicultural, multi-racial, rural, urban, work, and overseas) and civic awareness.

Recommendation

I recommend the applicant without reservation

I have some reservations but would recommend the applicant (please explain)

I have some reservations (please explain)

I doubt the applicant's suitability (please explain)

I think the applicant is unsuitable (please explain)

If you wish, you may attach a separate sheet detailing any concerns/ special recommendations. This will also remain confidential.

Signed:	Date:
----------------	--------------

Please note that applicants are disadvantaged if their referee reports are not returned promptly. Thank you once again for your assistance.

Please forward your completed report to:

University of Canterbury
Private Bag 4800
Christchurch 8140
NEW ZEALAND

Attn: Admissions and Enrolments, Student Services

Unfortunately material is occasionally lost in the post, therefore we suggest you make a photocopy of this report before sending it to us.

You can also scan this form as a PDF or JPEG file and email to teacher-coachapply@canterbury.ac.nz

Confidential Referee Report

Return this report directly to Admissions and Enrolments, Student Services, as soon as possible after receiving it.

Please do not return it to the applicant.

Teaching and Sport Coaching

Student to complete

Applicant's Family name:

First names:

Phone number:

Qualification(s) applied for: eg Bachelor of Teaching and Learning (Primary), Christchurch

Dear Referee,

Thank you for agreeing to contribute to our selection process. Please complete all of the relevant categories when indicating the level of the applicant's personal skills and attributes and your overall recommendation about their suitability.

Information recorded here is **confidential** to the University of Canterbury and **will not** be shared with the applicant.

When making selection decisions we compare applicants with respect to their capacity for tertiary study, their personal qualities, communication skills and background of interests and involvements. This report is carefully considered at all stages of the selection process. If you have any reservations regarding the applicant's suitability or if there is any other information that would help us make a decision about the applicant, please include it on a separate page.

An application cannot be processed until all referee reports are received.

Referee to complete

Referee's name:

Referee's phone number:

(wk)

(hm)

Email

During what period have you known the applicant?

From:

To:

In what capacity? eg teacher, employer, minister, colleague or family friend.

Please note: immediate family are not eligible to act as referees

Do you consider that you know the applicant well enough to complete this form? Yes No

Do you believe that the applicant has the capacity to complete a course of sustained tertiary study? Yes No Unsure

Comments:

Section B – Give to Referee

Skills and attributes

Please tick the boxes and comment on each quality according to your judgement of the applicant.

	Highly satisfactory	Satisfactory	Some concern	Major concern
Self assurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social skills/relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability/flexibility of thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diligence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emotional stability/response to stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perseverance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organisational skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expressing ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity of speech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does the applicant have effective written communication skills?

Yes No Unable to comment

Comments:

What are the applicant's special interests and skills?

Further information

Have you had the opportunity to observe the applicant's ability to relate to people, particularly

Pre-School School age Adolescents Own age Older people

If so what were your impressions?

Do you consider that the applicant has an understanding of and sensitivity towards equity issues (sexism, racism, disabilities etc)?

Yes No Unable to comment

Comments:

Does the applicant have any health conditions (physical/mental) that might affect their training or ability to be a teacher or coach?

Yes No Unable to comment

If **YES**, please explain:

Are there any special circumstances which the selection committee should know about when considering this applicant?

Yes No

If **YES**, please explain:

Would you be happy to have this applicant teach/coach/care for members of your family?

Yes No

Comments:

Section B – Give to Referee

Cultural and community skills

Please comment on the applicant’s understanding of New Zealand/Aotearoa and other societies (bicultural, multicultural, multi-racial, rural, urban, work, and overseas) and civic awareness.

Recommendation

I recommend the applicant without reservation

I have some reservations but would recommend the applicant (please explain)

I have some reservations (please explain)

I doubt the applicant’s suitability (please explain)

I think the applicant is unsuitable (please explain)

If you wish, you may attach a separate sheet detailing any concerns/ special recommendations. This will also remain confidential.

Signed:	Date:
----------------	--------------

Please note that applicants are disadvantaged if their referee reports are not returned promptly. Thank you once again for your assistance.

Using the envelope provided please forward your completed report to:

University of Canterbury
Private Bag 4800
Christchurch 8140
NEW ZEALAND

Attn: Admissions and Enrolments, Student Services

Unfortunately material is occasionally lost in the post, therefore we suggest you make a photocopy of this report before sending it to us.

You can also scan this form as a PDF or JPEG file and email to teacher-coachapply@canterbury.ac.nz

Confidential School Report

School leavers only

Section C – Give to Principal/
Careers Adviser/Dean

Return this report directly to Admissions and Enrolments, Student Services as soon as possible after completion.
Please do not return it to the applicant.

Student to complete first section only

Teaching and Sport Coaching

Applicant's family name:
First names:
School:
Qualification(s) applied for eg Bachelor of Teaching and Learning (Primary), Christchurch

Dear Colleague,

Thank you for agreeing to contribute to our selection process. Please complete all of the relevant categories when indicating the level of the applicant's personal skills and attributes and your overall recommendation about their suitability.

The information recorded here is **confidential** to the University of Canterbury and **will not** be shared with the applicant.

When making selection decisions we compare applicants with respect to their capacity for tertiary study, their personal qualities, communication skills and background of interests and involvements. This report is carefully considered at all stages of the selection process. If you have any reservations regarding the applicant's suitability or if there is any other information that would help us make a decision about the applicant, please include it on a separate sheet.

An application cannot be processed until your report is received.

School to complete from here

Communication skills

Please consider the applicant in comparison with other senior students and tick in the appropriate boxes.

	Highly satisfactory	Satisfactory	Some concern	Major concern
Reading skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	<input type="text"/>			
	<input type="text"/>			
Spoken Language (quality of speech, clarity, fluency)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:	<input type="text"/>			
	<input type="text"/>			

Other Comments *eg ability to speak another language, public speaking, listening skills, performance skills etc*

Comments:
<input type="text"/>
<input type="text"/>

Section C – Give to Principal/Careers Adviser/Dean

Personal skills

Please consider the applicant in comparison with other senior students and tick in the appropriate boxes.

	Highly satisfactory	Satisfactory	Some concern	Major concern
Self assurance				
Relationships with others				
Adaptability				
Enterprise/diligence				
Initiative				
Leadership				
Reliability				
Integrity				
Comments:				

Cultural and community skills

Please comment on the applicant’s understanding of New Zealand/Aotearoa and other societies (bicultural, multicultural, multiracial, rural, urban, work and overseas) and civic awareness.

Comment on involvement in school and community activities

Current academic study

Please indicate current subjects, level of study (use UB, 6FC, NQF and NCEA) and likely grade this year.

<i>Subject</i>	<i>Study Level</i>	<i>Likely Grade</i>

Comments:

Tertiary study

Is the applicant likely to succeed with independent study at a tertiary (university) level?
Please tick in the appropriate box. Please do not tick between the boxes.

Highly likely Likely Doubtful Unlikely Not known

Comments:

Suitability for Teaching/Sport Coaching

Please tick in the appropriate boxes – leave blank if not known.

	Highly satisfactory	Satisfactory	Some concern	Major concern
Commitment				
Ability to relate effectively with children				
Ability to relate effectively with peers				
Ability to relate effectively with adults				
Emotional stability				
Health				

General comments:

Rating (please tick) as a future educator/teacher/coach.

Very Suitable 1 2 3 4 5 Unsuitable

Signed

Name (in block letters) *please write clearly*:

Signature:

Please indicate position held:

Phone:

Date:

Using the envelope provided please forward your completed report to:

University of Canterbury
Private Bag 4800, Christchurch 8140, NEW ZEALAND
Attn: Admissions and Enrolments, Student Services

Unfortunately material is occasionally lost in the post, therefore we suggest you make a photocopy of this report before sending it to us.

You can also scan this form as a PDF or JPEG file and email to
teacher-coachapply@canterbury.ac.nz

Useful contacts

Contact Centre

Phone toll free: 0800 VARSITY (827 748)
Phone: +64 3 364 2555
Fax: +64 3 364 2999
email: enrol@canterbury.ac.nz

Admissions and Enrolments, Student Services

Application for Programme Entry

Margaret Ingram, Administrator
Phone: +64 3 366 7001 ext 4106
Email: teacher-coachapply@canterbury.ac.nz
Fax: +64 3 364 2174

Trish Laurenson, Administrator
Phone: +64 3 366 7001 ext 4108
Email: teacher-coachapply@canterbury.ac.nz
Fax: +64 3 364 2174

College of Education Office

Reception phone: 343 9606
Emma Newman, Academic Manager
Phone: +64 3 345 8166
Email: emma.newman@canterbury.ac.nz
Fax: +64 3 345 8416
www.education.canterbury.ac.nz

Student Advisors

Early Childhood

Anna Chapman
Phone: +64 3 343 7704
Email: anna.chapman@canterbury.ac.nz

Primary

Lynette Magson
Phone: +64 3 343 7728
Email: lynette.magson@canterbury.ac.nz

Secondary and Sports Coaching

Suzana Janko
Phone: +64 3 343 7738
Email: suzana.janko@canterbury.ac.nz

Liaison Office

Freephone in NZ: 0800 103 109
Direct Line: +64 3 364 2993
Email: liaison@canterbury.ac.nz

International students

Freephone in NZ: 0800 VARSITY (827 748)
Email: international@canterbury.ac.nz
Phone: +64 3 366 7001 ext 4110

Domestic students (with International Qualifications)

Admissions officer
Email: international@canterbury.ac.nz
Phone: +64 3 366 7001 ext 4110

Outside contacts

New Zealand Teachers Council

Level 12, 80 Boulcott St,
PO Box 5326, Wellington, 6145
Phone: +64 4 471 0852, Fax: +64 4 471 0870
Email: inquiries@teacherscouncil.govt.nz
www.teacherscouncil.govt.nz

Teach NZ National Office

Phone: +64 4 463 800
Email: TeachNZ.admin@minedu.govt.nz
Phone: 0800 165 225 for an information pack
www.teachnz.govt.nz

StudyLink

StudyLink handles all Student Loan,
Allowance and Bursary applications.

Freephone in NZ: 0800 88 99 00
Overseas: +64 4 917 3107
www.studylink.govt.nz

Scholarship information

The College of Education Māori, Pasifika, and/or First-Year Scholarships for Excellence are open to new undergraduate Education and Sport Coaching students and are worth up to \$5,000. Please see page 11 of this form and apply for programme entry by 20 January 2012 to be considered for these scholarships. Please visit www.ucscholarships.co.nz for a full list of scholarships available at UC.

Student Services
University of Canterbury
Te Whare Wānanga o Waitaha
Private Bag 4800
Christchurch 8140
New Zealand

Telephone: +64 366 7001
Freephone in NZ: 0800 VARSITY (827 748)
Facsimile: +64 3 364 2999
Email: teacher-coachapply@canterbury.ac.nz
www.canterbury.ac.nz