



TE WHARE WĀNANGA O  
AWANUIĀRANGI



## Urutaurira User Guide – Apply to Enrol Online

- How to create an account
- Applying online to study
- Tracking your application

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# URUTAUIRA INTRODUCTION

## Overview

Urutauira is our tauira portal with a focus on allowing you as tauira to apply to enrol online and track your application through to enrolment. You can view your applications, enrolments, results and communications via Urutauira.

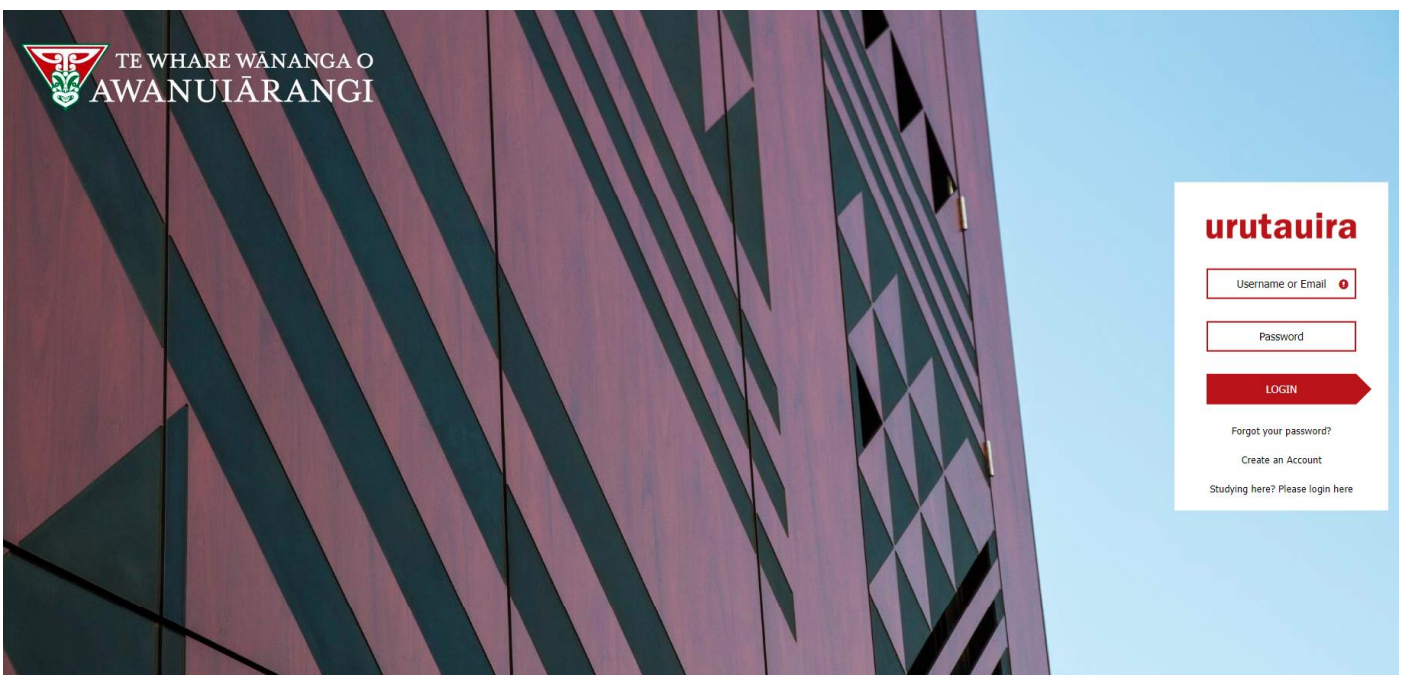
You can also upload documents to support your application/enrolment and view fees and payments if applicable.

Once enrolled, as tauira you can also see your attendance and submit a future absence if you are going to be away – for example, you are sick and can't attend class on a certain date.

Access to Urutauira requires an internet connection.

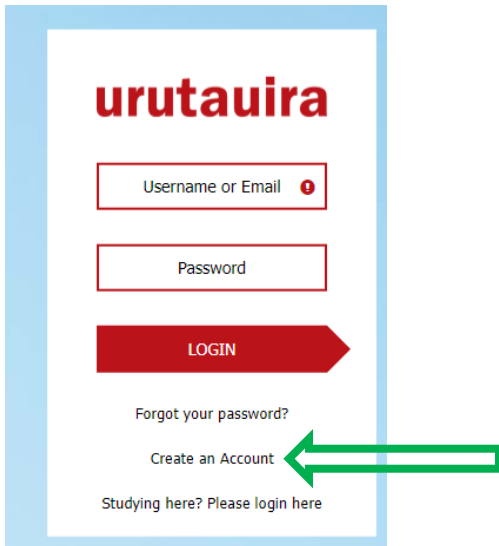
## APPLYING ONLINE

1. From Te Whare Wānanga o Awanuiārangī's website, click the **Enrol** link.
2. If you have already set up an Urutauira account you will need to log back in using your existing account details. (This is different to your eWānanga login).
3. If you have not set up an Urutauira account before, you will need to do this before applying.
4. Setting up a new Urutauira account requires you to have an email address that you have access to. Your communications will be sent to this email address.
5. After clicking **Enrol** the following page displays.



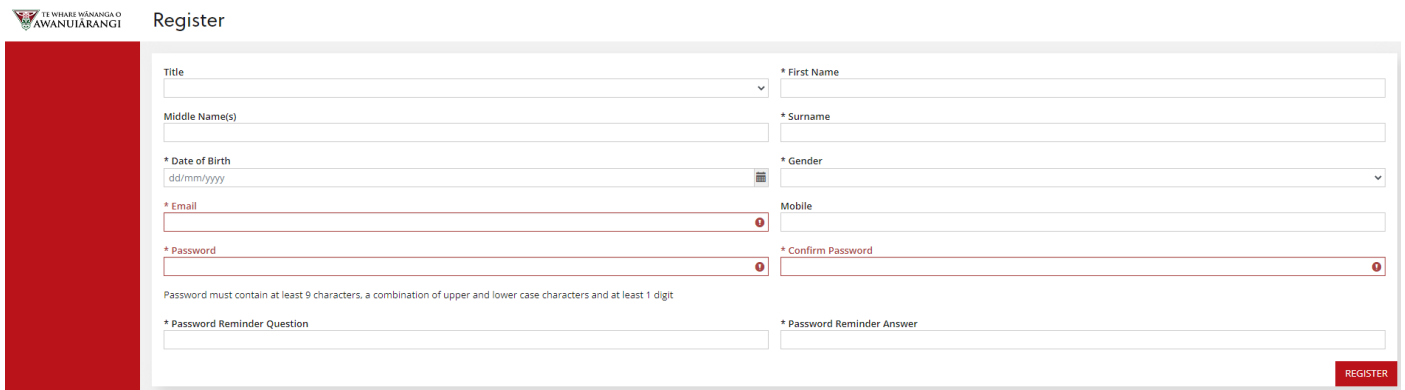
## Creating an Account (New to Urutauira)

1. From the right-hand login box, click on **Create an Account**



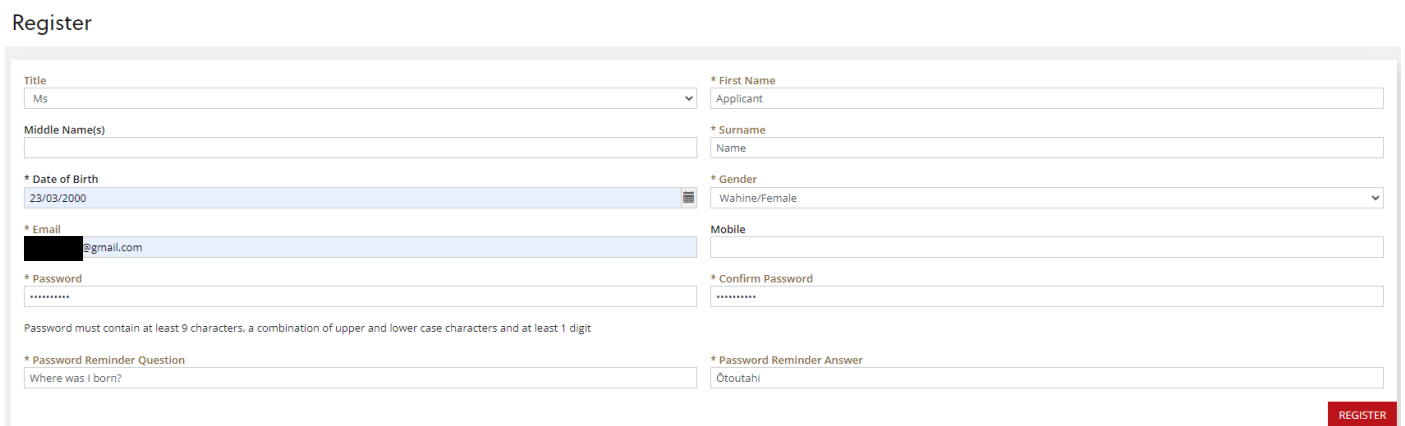
The screenshot shows the Urutauira login interface. At the top is the 'urutauira' logo. Below it are two input fields: 'Username or Email' and 'Password'. A red arrow points to the 'LOGIN' button. Below the login button are three links: 'Forgot your password?', 'Create an Account', and 'Studying here? Please login here'. A green arrow points to the 'Create an Account' link.

2. The **Register** page displays



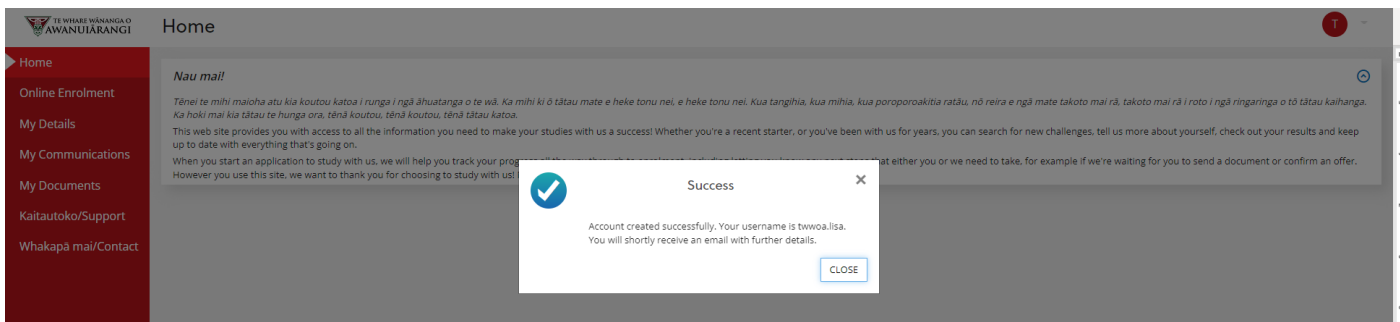
The screenshot shows the Register page for Te Whare Wānanga o Awanuiārangī. The page title is 'Register'. The form contains the following fields: Title (dropdown), Middle Name(s), \* Date of Birth (calendar icon), \* Email, \* Password, \* Password Reminder Question, \* First Name, \* Surname, \* Gender (dropdown), Mobile, \* Confirm Password, and \* Password Reminder Answer. A red vertical bar is on the left. A red 'REGISTER' button is at the bottom right. A note states: 'Password must contain at least 9 characters, a combination of upper and lower case characters and at least 1 digit'.

3. Fill in details and click **REGISTER**



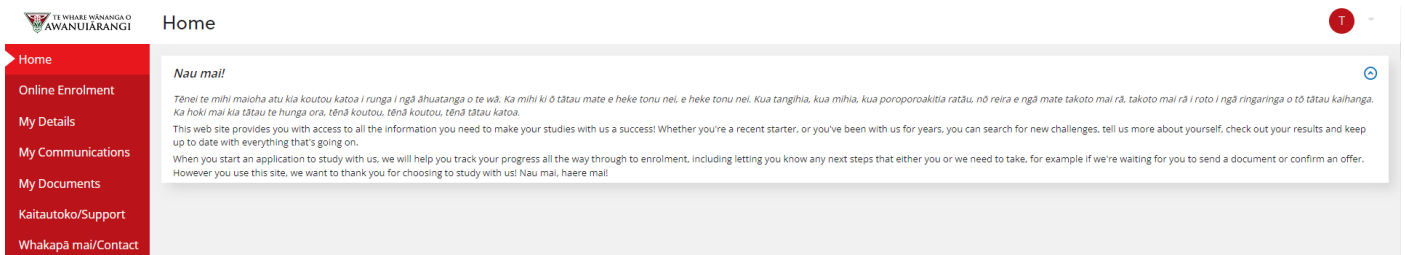
The screenshot shows the Register page with the following details filled in: Title: Ms, Middle Name(s):, \* Date of Birth: 23/03/2000, \* Email: [redacted]@gmail.com, \* Password: [redacted], \* Password Reminder Question: Where was I born?, \* First Name: Applicant, \* Surname: Name, \* Gender: Wahine/Female, Mobile: [redacted], \* Confirm Password: [redacted], and \* Password Reminder Answer: Otoutahi. A red 'REGISTER' button is at the bottom right. A note states: 'Password must contain at least 9 characters, a combination of upper and lower case characters and at least 1 digit'.

#### 4. A Success box appears, click CLOSE



The screenshot shows the 'Home' page of the Te Whare Wānanga o Awanuiārangī website. A red sidebar on the left contains navigation links: Home, Online Enrolment, My Details, My Communications, My Documents, Kaitautoko/Support, and Whakapā mai/Contact. The main content area has a header 'Home' and a 'Nau mai!' greeting. Below the greeting is a paragraph of text in Māori and English. A white success message box is overlaid in the center, featuring a blue checkmark icon and the text: 'Success', 'Account created successfully. Your username is twwoa.lisa.', and 'You will shortly receive an email with further details.' A 'CLOSE' button is located at the bottom right of the success box.

#### 5. Your Urutauira Home page is displayed.



The screenshot shows the 'Home' page of the Te Whare Wānanga o Awanuiārangī website. The red sidebar on the left contains navigation links: Home, Online Enrolment, My Details, My Communications, My Documents, Kaitautoko/Support, and Whakapā mai/Contact. The main content area has a header 'Home' and a 'Nau mai!' greeting. Below the greeting is a paragraph of text in Māori and English. The page is otherwise empty.

## Logging In (already created an Urutauira Portal Account)

1. Enter **Username** or **Email**
2. Enter **Password**
3. Click **LOGIN**

**urutauira**

██████████@gmail.com

.....

**LOGIN**

[Forgot your password?](#)

[Create an Account](#)

[Studying here? Please login here](#)

4. Urutauira Home page is presented.

**TE WHARE WĪSHANGA O AWANUIĀRANGI** Home

**Home**

**Online Enrolment**

**My Details**

**My Communications**

**My Documents**

**Kaitautoko/Support**

**Whakapā mai/Contact**

**Nau mai!**

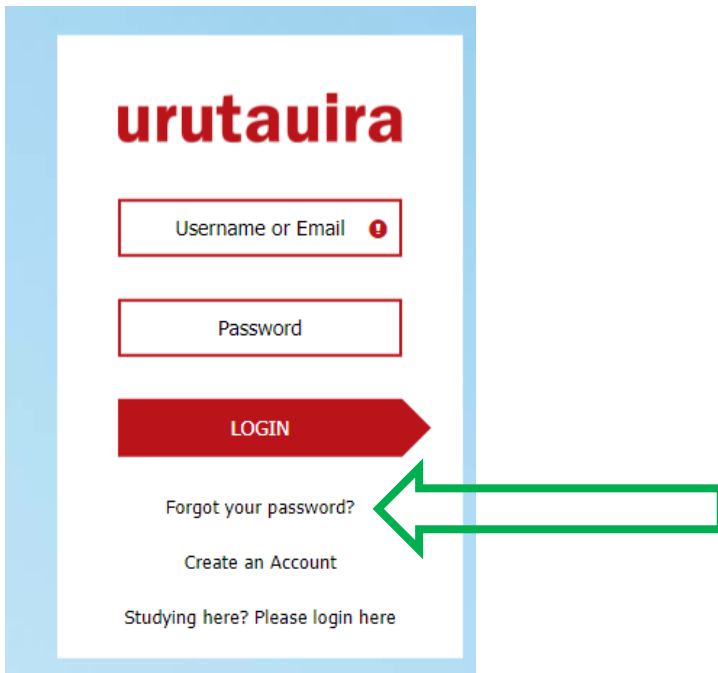
*Tēnei te mihi maioha atu kia koutou katoa i runga i ngā āhuatanga o te wā. Ka mihi ki ō tātau mate e heke tonu nei, e heke tonu nei. Kua tangihia, kua mihia, kua poroporoakitia ratāu, nō reira e ngā mate takoto mai rā, takoto mai rā i roto i ngā ringaringa o tō tātau kalhanga. Ka hoki mai kia tātau te hunga ora, tēnā koutou, tēnā koutou, tēnā tātau katoa.*

This web site provides you with access to all the information you need to make your studies with us a success! Whether you're a recent starter, or you've been with us for years, you can search for new challenges, tell us more about yourself, check out your results and keep up to date with everything that's going on.

When you start an application to study with us, we will help you track your progress all the way through to enrolment, including letting you know any next steps that either you or we need to take, for example if we're waiting for you to send a document or confirm an offer. However you use this site, we want to thank you for choosing to study with us! Nau mai, haere mai!

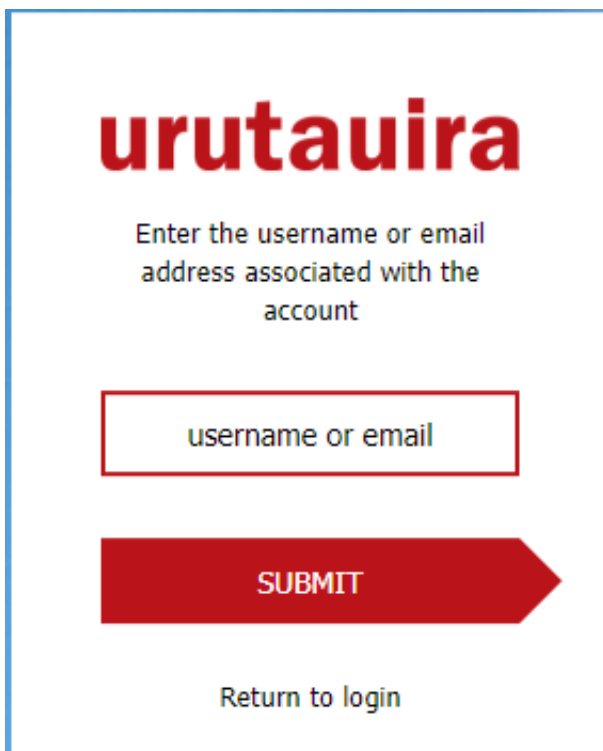
## Forgot Password?

1. Click **Forgot your password?**



The image shows a screenshot of the Urutauira login page. The page has a light blue border. At the top, the word "urutauira" is written in a bold, red, sans-serif font. Below the logo, there are two input fields: "Username or Email" with a red border and a red error icon, and "Password" with a red border. Below these fields is a red arrow-shaped button labeled "LOGIN". Underneath the button are three links: "Forgot your password?", "Create an Account", and "Studying here? Please login here". A green arrow points from the right side of the page towards the "Forgot your password?" link.

2. Enter the **username or email** for the Urutauira Portal Account and **Submit**



The image shows a screenshot of the Urutauira forgot password page. The page has a light blue border. At the top, the word "urutauira" is written in a bold, red, sans-serif font. Below the logo, the text "Enter the username or email address associated with the account" is displayed. Below this text is a white input field with a red border containing the text "username or email". Below the input field is a red arrow-shaped button labeled "SUBMIT". At the bottom of the page, there is a link that says "Return to login".

3. The following box is displayed advising a **reset password link** has been sent to your email address:

# urutauira

Enter the username or email address associated with the account

If you have entered valid details, an email will be sent with a link to reset your password.

SUBMIT

[Return to login](#)

4. The following email is sent to the email address IF there is a valid account in Urutauira.

Tēnā koe Lisa,

A request has been received to reset your password for OnTrack.

To complete the process, click on the link below.

[Reset password](#)

This link will expire at 11:16 on 12/05/2022.

If you did not request a password reset, no further action is required.

Do not reply to this e-mail. This message was produced automatically.

5. Click **Reset password**

6. The link will open a browser window with the following box – enter the date of birth associated with the account

# urutauira

Enter the date of birth associated with the account

CONTINUE



7. Your question that you set up at registration is presented – enter the **answer** in the box provided

The screenshot shows the 'urutauira' logo in red. Below it, the text 'Where was I born' is displayed. There is a text input box containing the word 'answer'. Below the input box is a red arrow-shaped button with the word 'CONTINUE' in white capital letters.

8. A box is then presented for you to **enter** and **confirm** their **new password**.

9. Click **CONTINUE**

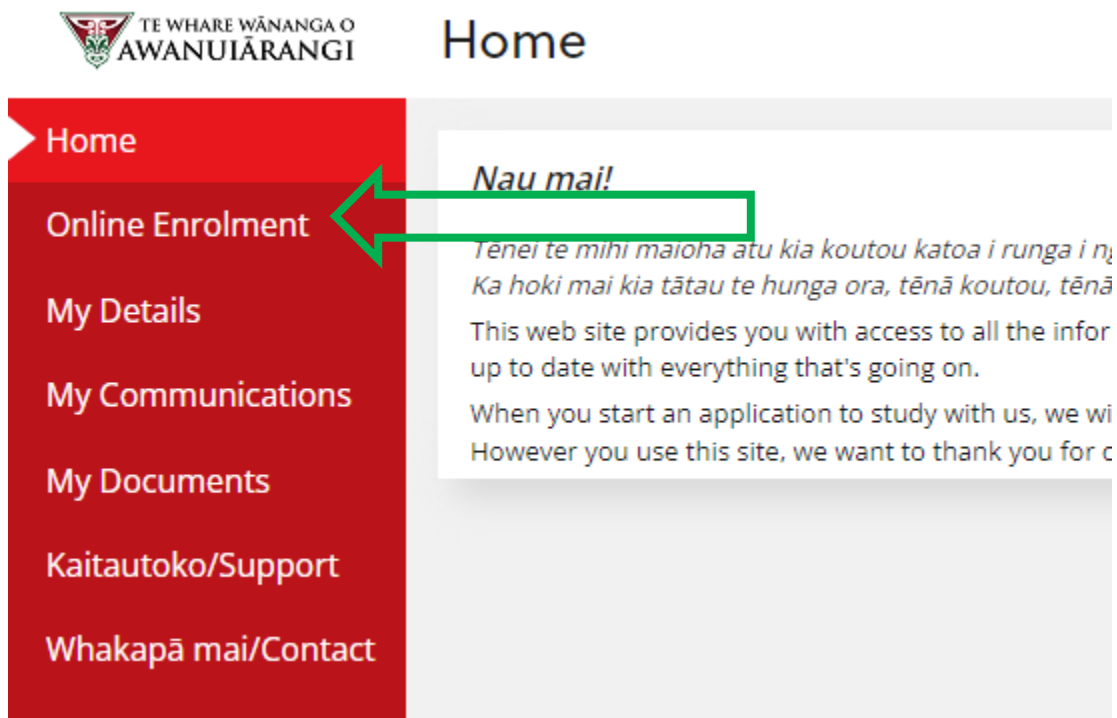
The screenshot shows the 'urutauira' logo in red. Below it, there are two text input boxes. The first box contains the text 'new password' and the second box contains the text 'confirm new password'. Below the input boxes is a red arrow-shaped button with the word 'CONTINUE' in white capital letters.

10. Urutauira Home page is presented.

The screenshot shows the Urutauira Home page. At the top left is the logo for 'TE WHARE WANGANGA AWANUIARANGI'. To the right of the logo is the word 'Home'. In the top right corner, there is a red circular icon with a white 'T' and a small blue refresh icon. On the left side, there is a red navigation menu with white text: 'Home', 'Online Enrolment', 'My Details', 'My Communications', 'My Documents', 'Kaitautoko/Support', and 'Whakapā mai/Contact'. The main content area has a light grey background. It starts with the heading 'Nau mai!' followed by a paragraph of text in Māori and English. The English text reads: 'This web site provides you with access to all the information you need to make your studies with us a success! Whether you're a recent starter, or you've been with us for years, you can search for new challenges, tell us more about yourself, check out your results and keep up to date with everything that's going on. When you start an application to study with us, we will help you track your progress all the way through to enrolment, including letting you know any next steps that either you or we need to take, for example if we're waiting for you to send a document or confirm an offer. However you use this site, we want to thank you for choosing to study with us! Nau mai, haere mai!'.

## Online Enrolment

1. Click **Online Enrolment** from the left-hand navigation



TE WHARE WĀNANGA O AWANUIĀRANGI

# Home

**Home**

**Online Enrolment**

My Details

My Communications

My Documents

Kaitautoko/Support

Whakapā mai/Contact

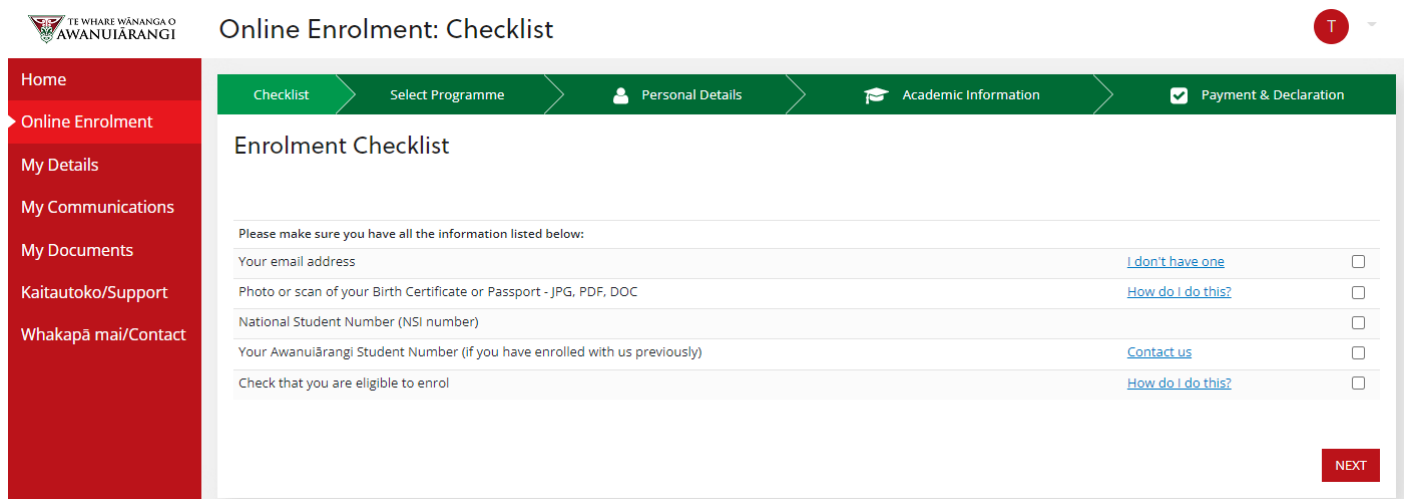
*Nau mai!*

*Tenei te mihi maioha atu kia koutou katoa i runga i ngā*  
*Ka hoki mai kia tātau te hunga ora, tēnā koutou, tēnā*

This web site provides you with access to all the information up to date with everything that's going on.

When you start an application to study with us, we will help you. However you use this site, we want to thank you for coming.

2. The **Online Enrolment: Checklist** is displayed.
3. Check you have all required information and click **NEXT**



TE WHARE WĀNANGA O AWANUIĀRANGI

## Online Enrolment: Checklist

Checklist > Select Programme > Personal Details > Academic Information > Payment & Declaration

### Enrolment Checklist

Please make sure you have all the information listed below:

Your email address	<a href="#">I don't have one</a>	<input type="checkbox"/>
Photo or scan of your Birth Certificate or Passport - JPG, PDF, DOC	<a href="#">How do I do this?</a>	<input type="checkbox"/>
National Student Number (NSI number)		<input type="checkbox"/>
Your Awanuiārangi Student Number (if you have enrolled with us previously)	<a href="#">Contact us</a>	<input type="checkbox"/>
Check that you are eligible to enrol	<a href="#">How do I do this?</a>	<input type="checkbox"/>

**NEXT**

- ✓ The **Online Enrolment: Programme Selection** screen is displayed.
- 4. You must **select Programme** of Study from the dropdown list and click **NEXT**

## Online Enrolment: Programme Selection



Checklist > Select Programme > Personal Details > Academic Information > Payment & Declaration

### Select Programme

Select one of our Programmes from the list below and then click "Next" to see available start dates and start your application.

\* Select Programme

Te Aho Putaiao: Bachelor of Environmental Studies (Level 7)

**Te Tohu Toi Tangata: Bachelor of Humanities**

Te Pokaitahi Reo (Rumaki, Reo Rua) (Te Kaupae 2)

Te Pokaitahi Reo (Rumaki, Reo Rua) (Te Kaupae 4)

Te Pokaitahi Reo (Rumaki) (Te Kaupae 6)

Te Aka Putaiao (Kaupae 5)

Doctor of Indigenous Development and Advancement

Master of Indigenous Studies

Master of Maori Studies

Doctor of Philosophy (PhD)

## Online Enrolment: Programme Selection



Checklist > Select Programme > Personal Details > Academic Information > Payment & Declaration

### Select Programme

Select one of our Programmes from the list below and then click "Next" to see available start dates and start your application.

\* Select Programme

Te Tohu Toi Tangata: Bachelor of Humanities

NEXT

- 5. You are then presented with the available start date, year (where applicable) and location of the Programme.
- 6. Click **SELECT** next to the programme you wish to apply for.

## Online Enrolment: Programme Selection



Checklist > Select Programme > Personal Details > Academic Information > Payment & Declaration

### Select Programme

Select one of the available start dates for your Programme.

Programme	
BHUM Y1 S2 Whakatane 27 Jun 22 to 13 Nov 22	<span style="background-color: #800000; color: white; padding: 2px 10px; border-radius: 3px;">SELECT</span>
BHUM Y2 S2 Whakatane 27 Jun 22 to 13 Nov 22	<span style="background-color: #800000; color: white; padding: 2px 10px; border-radius: 3px;">SELECT</span>
BHUM Y3 S2 Whakatane 27 Jun 22 to 13 Nov 22	<span style="background-color: #800000; color: white; padding: 2px 10px; border-radius: 3px;">SELECT</span>

BACK

7. You are then presented with the **Online Enrolment: Start** page with further details on the programme you have selected.
8. Click **CONTINUE**

**Online Enrolment: Start**

Checklist > **Select Programme** > Personal Details > Academic Information > Payment & Declaration

**Tēnā koe Applicant!**

Thank you for choosing Te Whare Wānanga o Awanuiārangī as your place of study!  
 Throughout this application process, we're here to help so if there's anything we can assist with, please get in touch:

- Call us on 0508 92 62 64 (local call rate anywhere in NZ)
- Email us on [ssc@wananga.ac.nz](mailto:ssc@wananga.ac.nz)

Let's get started!

**You are applying for:**

Programme Code	Description	Start Date	Study Location
1BHUM7 2022NS	Te Tohu Toi Tangata: Bachelor of Humanities	27/06/2022	Main Campus

**CONTINUE**

9. A **Success** box is displayed. Click **CLOSE**

**Online Enrolment: Personal Details**

Checklist > Select Programme > **Personal Details** > Academic Information > Payment & Declaration

You are applying for:  
1BHUM7 - Te Tohu Toi Tangata

**Personal Details**

\* Preferred Title: Ms  
 \* Legal First Name(s): Applicant  
 Preferred Name: [Empty field]

Have you been known by another name?

**Success**  
 Your data was saved successfully!  
**CLOSE**

## 10. You must now complete all required fields on the **Personal Details** and **Contact Details** section and click **NEXT**

### Online Enrolment: Personal Details

Checklist: Select Programme Personal Details Academic Information Payment & Declaration

You are applying for:  
18HUM7 - Te Tohu Toi Tangata: Bachelor of Humanities

#### Personal Details

\* Preferred Title  
Ms

\* Legal Surname (Family Name)  
Name

\* Legal First Name(s)  
Applicant

Preferred Name

Have you been known by another name?  
No

\* Date of Birth  
23/03/2000

\* Gender  
Diverse   
Tane/Male   
Wahine/Female

#### Contact Details

\* Email  
lwwoca.lisa@gmail.com

\* Mobile Telephone Number  
0272903734

Second Contact Telephone Number

Type part of an address or postcode to search

Address Search Results

\* Address  
Suburb

\* Town/City  
Post Code

\* Is your Postal Address different from above?  
No

**NEXT**

## 11. You must complete all required details on the following **Personal Details (continued)** page and click **NEXT**

### Online Enrolment: Personal Details (continued)

Checklist: Select Programme Personal Details Academic Information Payment & Declaration

You are applying for:  
18HUM7 - Te Tohu Toi Tangata: Bachelor of Humanities

#### Emergency Contact

Please enter your details or your next of kin, close friend, who we can contact in case of emergency.

\* Name

\* Contact Telephone Number

Email

#### Ethnicity

\* Please select the ethnicity you most identify with

Please select any other ethnicity you identify with

#### Iwi Affiliation

Please list your iwi

Other affiliated iwi

Second iwi

#### Previous Occupation

\* What was your MAIN activity or occupation in New Zealand at 1 October, last year?

#### Support Services and Disabilities

Do you live with the effects of a long-term illness, injury or disability?

#### Citizenship

Of which country are you a citizen?

\* Select one of the following to describe your New Zealand citizenship/residency or international status

#### Language

Do you consider yourself an English speaker?

Do you consider yourself a Maori speaker?

Are you a speaker of a language other than English or Maori?

**PREVIOUS** **NEXT**

## 12. You must complete all required details on the **Online Enrolment: Academic Information** page and click **NEXT**

### Online Enrolment: Academic Information

Checklist **Select Programme** Personal Details **Academic Information** Payment & Declaration

You are applying for:  
1BHUM7 - Te Tohu Toi Tangata: Bachelor of Humanities

#### Secondary Education

\* What was the name of the last school you attended?

\* What was your last year at secondary school?

\* What is the highest level of achievement you hold from a secondary school?

#### Tertiary Education

\* Do you expect to complete the academic requirements of your course/s in order to graduate with your qualification this year?

\* Will this be the first year you have ever enrolled in a University, Polytechnic, College of Education, Private Training Establishment, or Wananga in New Zealand since leaving school?

#### National Student Number

National Student Number (NSN)

PREVIOUS NEXT

## 13. You must then **upload any documentation relevant to their application** including identity documents.

### Online Enrolment: Document Upload

Checklist Personal Details **Select Programme** Academic Information Payment & Declaration

You are applying for:  
1BHUM7 - Te Tohu Toi Tangata: Bachelor of Humanities

#### Document Uploads

You can upload certified copies of your qualifications (both local and overseas) and identity documents. Please note that you may need to supply the original or certified copy of the original at your interview or mail to us at Private Bag 1006, Francis Street, Whakatāne 3158

\* Document Type

\* File(s) To Upload  
 No file chosen

#### Uploaded Documents

Document Name	Document Type
No entries found	

PREVIOUS NEXT

14. Select the **Document Type** from the dropdown list

## Document Uploads

You can upload certified copies of your qualifications (both

\* Document Type

Application Essay  
Curriculum Vitae (CV)  
Other  
Record of Learning document

## Uploaded Documents

Document Name

15. Then select **Choose Files**

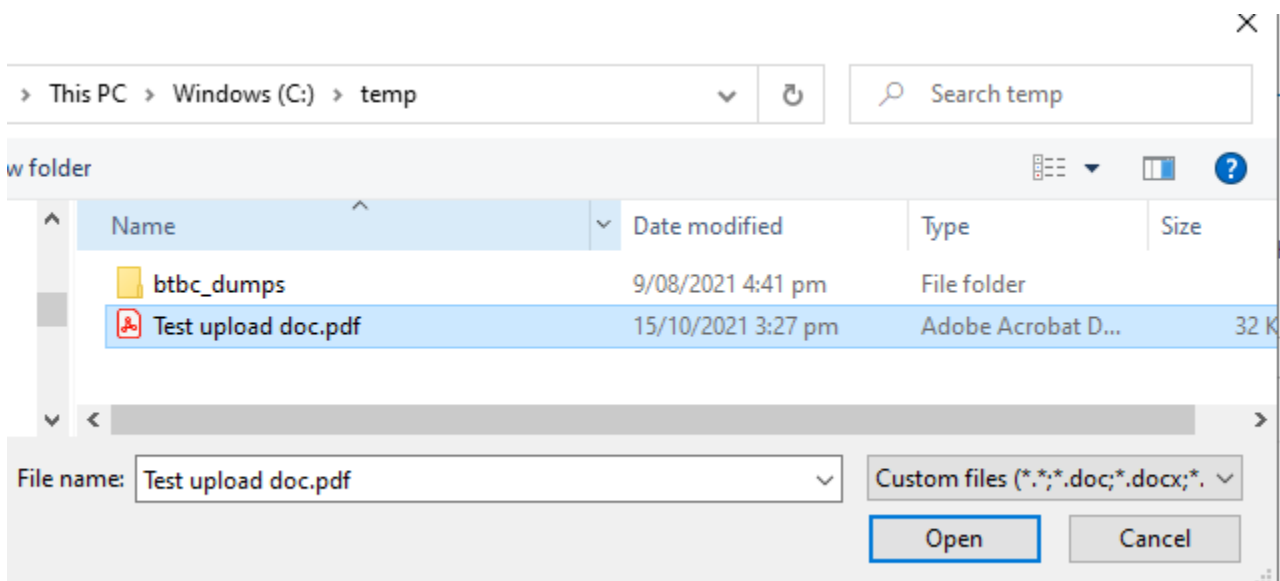
Document Type  
Curriculum Vitae (CV)

\* File(s) To Upload  
Choose Files No file chosen

UPLOAD

16. A pop-up box appears for you to navigate to your saved documents to upload.

17. Navigate to the document, click on the document, then click **Open**



- 18. The file then appears next to the **Choose Files** button
- 19. Click **UPLOAD**

## Document Uploads

You can upload certified copies of your qualifications (both

\* Document Type

Curriculum Vitae (CV)

\* File(s) To Upload

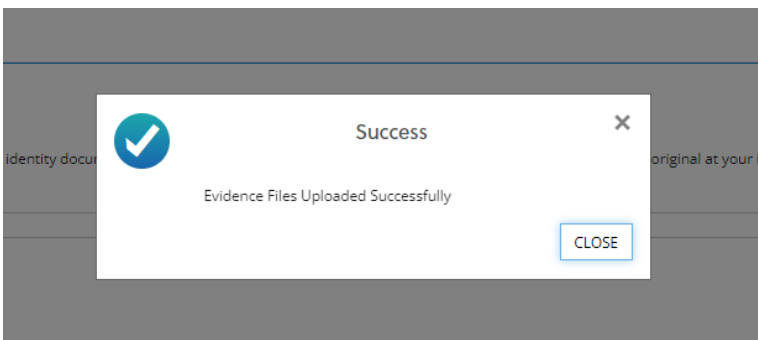
Choose Files Test upload doc.pdf

**UPLOAD**

## Uploaded Documents

Document Name

- 20. A **Success** popup box appears, click **CLOSE**



- 21. The document appears under the **Uploaded Documents** section.

## Document Uploads

You can upload certified copies of your qualifications (both local and overseas) and identity documents. Please note that you may need to supply the original or certified copy of the original :

\* Document Type

\* File(s) To Upload

Choose Files No file chosen

**UPLOAD**

## Uploaded Documents

Document Name

[Test upload doc.pdf](#)

Document Type

Curriculum Vitae (CV)



22. Repeat Steps 14-21 above to load another document.
23. When all documents are uploaded click **NEXT**
24. The **Online Enrolment: Withdrawal & Refund Policy** page is now displayed.
25. You must read and click the **\* I have read and accept the Withdrawal and Refund Policy** checkbox.
26. Then click **NEXT**

## Online Enrolment: Withdrawal & Refund Policy

Checklist
Select Programme
Personal Details
Academic Information
Payment & Declaration

You are applying for:  
1BHUM7 - Te Tohu Toi Tangata: Bachelor of Humanities

### Withdrawal and Refund Policy

1. A full refund of fees paid shall be given if Te Whare Wānanga o Awanuiārangī cancels a course.
2. If you withdraw (i.e. stop attending class) from any Te Whare Wānanga o Awanuiārangī programme or course, you need to notify us in writing.
3. A full refund of tuition fees will only apply if the withdrawal date is before one month after the course commences or the date at which 10% of the course has been provided, whichever is the earlier.
4. The date of withdrawal is the date that Te Whare Wānanga o Awanuiārangī receives written notification of the withdrawal. Subject to clause 7 below, you will not be entitled to a refund after the 10% point.
5. In order to action a refund, students must complete and sign a withdrawal form and return it to Te Whare Wānanga o Awanuiārangī.
6. All refunds must be applied for within three months of the last recorded day of attendance of the course, or, where no attendance, within three months from the start of the first day of the programme/course. Refunds outside this period will not be considered.
7. If the student's fee has been paid by a recognised third party (including student loan), any refund will be paid back to the third party unless the student produces written authority from the third party authorising the payment direct.
8. The regulations on refunds may only be varied in exceptional circumstances that are beyond the control of the student (such as medical or compassionate circumstances). Only the Approval Committee has authority to vary criteria in special cases but variations will only be considered on written recommendation of the Head of School.
9. Students receiving a student loan or allowance and withdrawing from courses must contact StudyLink (0800 88 99 00) or email: StudyLink@msd.govt.nz - immediately.

Date of Notice of Withdrawal	Refund Due
Prior to qualification commencement	100%
On or before the 10% or one month after the course starts (the date that is the earlier)	100%
After the 10% or one month after the course starts (the date that is the earlier)	Nil refund, student liable for unpaid fees
No written withdrawal completed	Nil refund, student liable for unpaid fees

\* I have read and accept the Withdrawal and Refund Policy

PREVIOUS
NEXT

27. The **Online Enrolment: The Student Contract** page is now displayed.
28. You must read and click the **\* I have read and accept the Student Contract** checkbox.
29. Click **NEXT**

## Online Enrolment: The Student Contract

Checklist
Select Programme
Personal Details
Academic Information
Payment & Declaration

You are applying for:  
1BHUM7 - Te Tohu Toi Tangata: Bachelor of Humanities

### The Student Contract

Te Whare Wānanga o Awanuiārangī and the Student form a contractual relationship when Te Whare Wānanga o Awanuiārangī enrolls the student into a programme of study. What follows are the terms of that Contract Te Whare Wānanga o Awanuiārangī and the Student accept to govern their relationship, along with statute, and with the regulations and rules of Te Whare Wānanga o Awanuiārangī.

Te Whare Wānanga o Awanuiārangī will:

- Use best endeavours to provide the Student with tuition and supervision of a professional standard in the course(s) in which the Student is enrolled.
- Act reasonably and fairly in exercising its powers under the regulatory framework and this Contract.
- Give reasonable notice of any changes in the course(s) required because of changes in funding, staffing or other reasonably cause.

The Student will:

- Use best endeavours to fulfil the requirements prescribed by Te Whare Wānanga o Awanuiārangī for the course(s).
- Observe the regulations and rules of the Wānanga and accept the jurisdiction of Te Whare Wānanga o Awanuiārangī in all matters connected with academic progress and discipline.
- Pay the fees prescribed by Te Whare Wānanga o Awanuiārangī for the course(s).
- The contract is formed when a Confirmation of Enrolment is issued for the programme(s).

Te Whare Wānanga o Awanuiārangī and the Student also agree:

- The Contract will continue for the period for which the Student is enrolled by Te Whare Wānanga o Awanuiārangī and will then end. However, clause 12 will continue to apply after the Contract ends.
- Te Whare Wānanga o Awanuiārangī and the Student may enter into further contracts, in subsequent periods, by repeating the process in clause 7.
- The relevant Apply to Enrol form, Offer of Place and Course Selection, Confirmation of Enrolment and material published in the Prospectus also form part of this Contract, but nothing shall be incorporated into the contractual relationship between the Student and Te Whare Wānanga o Awanuiārangī.
- Liability for failure to perform this Contract is excluded where that failure has been caused by circumstances beyond the control of Te Whare Wānanga o Awanuiārangī or the Student.
- Any dispute arising out of or in connection with this Contract, or otherwise relating to the performance by Te Whare Wānanga o Awanuiārangī or its staff of their responsibilities to the Student, shall be resolved through the Grievance Procedures prescribed by Te Whare Wānanga o Awanuiārangī which shall be the exclusive procedures for resolution of such a dispute.

\* I have read and accept the Student Contract

PREVIOUS
NEXT

30. The **Online Enrolment: Declaration** page is then displayed.

31. You must read and click the **\* I have read and accept the Declaration** checkbox.

32. Click **NEXT**

### Online Enrolment: Declaration

You are applying for:  
1BHUM7 - Te Tohu Toi Tangata: Bachelor of Humanities

### Declaration

Privacy - Te Whare Wānanga o Awanuiārangī collects and stores information from this form to:

- Manage the business of Te Whare Wānanga o Awanuiārangī (including internal reporting, administrative processes and selection of scholarship and prize winners).
- Comply with the requirements of the Education Act 1989 and other legislation relating to maintenance of records, including legislation governing the maintenance of official records and for accountability of public funding.
- Supply information to government agencies and other organisations as set out below.

In signing this enrolment form you authorise such disclosure on the understanding that Te Whare Wānanga o Awanuiārangī will observe the conditions governing the release of information, as set out in the Privacy Act 1993, the Education Act 1989 and other relevant legislation. You may see any information held about you and amend any errors in that information. To do so, contact the Enrolments Officer.  
NB: The Privacy Act came into force on 1 July 1993 with the stated aim of protecting the privacy of natural persons. It requires Te Whare Wānanga o Awanuiārangī to collect, hold, handle, use and disclose personal information in accordance with twelve information privacy principles in the Act. <http://www.privacy.org.nz>

*Supply of information to government agencies and other organisations*  
Te Whare Wānanga o Awanuiārangī supplies data collected on this form to government agencies, including The Ministry of Education, The New Zealand Qualifications Authority, The Tertiary Education Commission, The Ministry of Social Development (in relation to student loans and allowances) and Inland Revenue (student loans), Immigration New Zealand and the Ministry of Business, Innovation and Employment (for those who are not New Zealand citizens or permanent residents) and agencies that support particular students through scholarships, payment of fees or other awards (if you are a recipient of one of those awards). Those agencies use the data collected from tertiary education organisations to administer the tertiary education system, including allocating funding, to develop policy advice for government and to conduct statistical analysis and research. Your personal details (name, date of birth and residency) as entered on this form will be included in the National Student Index and may be used in an authorised information matching programme with the New Zealand Birth Register and ID-card provisioning agencies. The government agencies above may supply data collected on this form to Statistics New Zealand for the purposes of integrating data with data collected by other government agencies, subject to the provisions of the Privacy Act 1993. Integrated data is used for the production of official statistics, to inform policy advice to government and for research purposes. In handling data supplied by you on this form, the government agencies are required to comply with the provisions of the Privacy Act 1993. When required by law, Te Whare Wānanga o Awanuiārangī releases information to government agencies such as the New Zealand Police, Department of Justice, Ministry of Social Development, and the Accident Compensation Corporation (ACC). Information collected on this form may be supplied to other educational organisations for the purpose of verifying academic records.

\* I have read and accept the Declaration

PREVIOUS NEXT

33. The **Online Enrolment: Declarations & Consents** page is now displayed.

34. You must read and click the **\*I Agree** checkboxes. NOTE: the first checkbox is optional.

### Online Enrolment: Declarations & Consents

You are applying for:  
1BHUM7 - Te Tohu Toi Tangata: Bachelor of Humanities

### Declarations and Consents

From time to time Te Whare Wānanga o Awanuiārangī may request my permission to use my images and/or information for the purpose of promoting events, future programmes or advertising. (Select box to consent).  I Agree

In signing this enrolment form I undertake to pay all fees as they become due, and to meet any late fees and collection charges associated with debt recovery. Te Whare Wānanga o Awanuiārangī policy on withdrawal and refund of fees may be obtained from the Enrolment Liaison Officer.  \* I Agree

In signing this enrolment form I undertake to comply with the published rules and policies of Te Whare Wānanga o Awanuiārangī with regard to attendance, academic integrity and progress, and conduct and use of information systems.  \* I Agree

PREVIOUS NEXT

35. The **Review and Submit** page is now displayed.
36. Choose your **Payment Method** (if applicable to your programme).
37. You must enter their **Full Name** in the **Signature** section to complete the form.
38. Click **SUBMIT APPLICATION**

## Review and Submit

Checklist > Select Programme > Personal Details > Academic Information > Payment & Declaration

You are applying for:  
1BHUM7 - Te Tohu Toi Tangata: Bachelor of Humanities

### Payment of Fees

In signing this Apply to Enrol Form you undertake to pay all fees as and when they become due, and to meet any late fees and collection charges associated with debt recovery. All fees and charges must be paid prior to the commencement of the programme.

\* Payment Method

A fees invoice (if applicable) will be sent to you once your application has been accepted. Please choose your intended payment method.

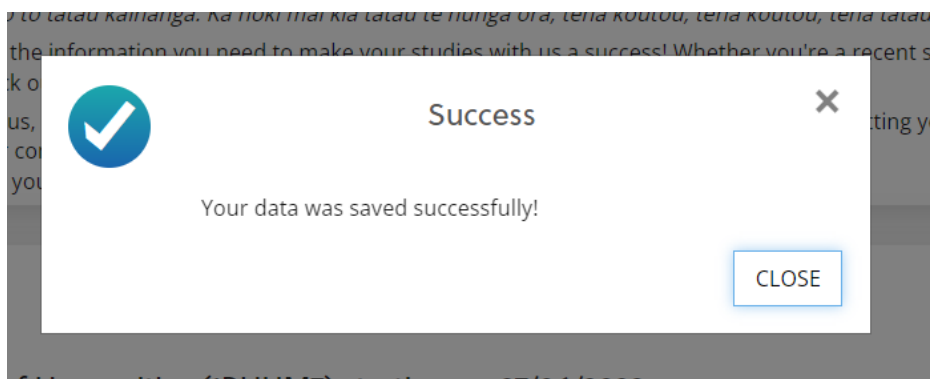
### Signature

Declaration - I declare that to the best of my knowledge all the information supplied on, and with, this enrolment form is true and complete. I agree to abide by the conditions described above and I consent to the collection, use and disclosure of personal information as described above.

\* Enter your full name to sign the form

PREVIOUS SUBMIT APPLICATION

39. A **Success** pop-up box is displayed. Click **CLOSE**.



40. The **Home** page is then displayed with the **Application Progress** and **Next Steps** for the application just submitted.
41. You are encouraged to log back in and check your application progress, including **Next Steps** to follow to progress your application.
42. You **may** be required to accept an offer of place through Urutauira if appropriate for your Programme of Study.

## Accepting an Online Offer

If an offer of place is required for your programme of study, you will receive an email and text message (if you have a mobile number recorded) to notify you that you have an offer to accept.

1. You need to log back into their Urutauira portal and navigate to the **Next Steps** section on the **Home** page.
2. Under **Next Steps** there will be a heading **Please review and respond to your offer(s):**
3. The name of the programme and the offer with response due date will display.
4. To the right of this you will see a box that says **Review**
5. Click **Review**

Please review and then respond to your offer(s):

2PHD10-2021RO.2 (Doctor of Philosophy (PhD)) - Offer - Response Due By: 03/06/2022

REVIEW

6. You need to review your offer of place and click either the **Accept** or **Decline** box.

### Application Offer Details

2PHD10-2021RO.2 (Doctor of Philosophy (PhD)) - Offer

Offer Date  
20/05/2022

Response Due  
03/06/2022

Te Whare Wānanga o Awanuiārangī is pleased to offer you a place on this Programme

If you accept this offer, you will be asked to select the Courses you would like to study. Cross-crediting (CC) and Recognised Prior Learning (RPL) are available for courses in this programme, as per the Academic Regulations and the policies and procedures of Te Whare Wānanga o Awanuiārangī. If you believe you are eligible for academic credit please contact the programme administrator (information attached or available from programme administrator).

You are able to withdraw from the programme at no cost under certain conditions. See <https://www.wananga.ac.nz/enrolment/withdrawals-and-refunds/>

ACCEPT

DECLINE

7. By clicking **Accept** a Success box pops up saying **Thank you for accepting your offer.**
8. Click **CLOSE.**
9. You are then taken back to the **Home** screen.
10. The **Next Steps** message will say Thank you for accepting our offer of a place.

If **Select Optional Courses** is required, you will see the following: Thank you for accepting our offer of a place. Now we need you to select the Courses you would like to study.

(Refer to the below [Selecting Optional Courses](#) section for details)

### Application(s) in Progress

Doctor of Philosophy (PhD) (2PHD10) starting on 15/03/2021: Thank you for accepting our offer of a place. Now we need you to select the Courses you would like to study.

## Selecting Optional Courses

If there is a requirement for you to select optional courses, then a link to this will show under their **Next Steps** section on the **Home** page

1. Click on the programme name link.

### Please select your optional courses

#### [Doctor of Philosophy \(PhD\)](#)

2. Then select the optional course/s required and click **CONFIRM**

#### Application Course Options

Application Details


Course Name	Course Code	Course Occurrence
Doctor of Philosophy (PhD)	2PHD10	2021RO.2

Course Options

Course Name	Course Code	Status	
AKO902 Doctor of Philosophy - Education	AKO902	Optional	<input type="checkbox"/>
IND904 Doctor of Philosophy - Indigenous Studies	IND904	Optional	<input checked="" type="checkbox"/>


**CONFIRM**

3. A confirmation box appears asking if you are sure you want to select these options and advising you cannot amend the selection yourself once confirmed.

 **Confirm** ✕

Are you sure you want to select these options? Once you select 'Confirm', you cannot amend your choices online.

4. Clicking **Yes** confirms the selection and a **Success** box appears. Click **CLOSE**

 **Success** ✕

Your data was saved successfully!

- The selected course/s are displayed with a note thanking you for your selections and asking you to return to the **Home** page to review your application progress.

#### Application Course Options



##### Application Details

Course Name Doctor of Philosophy (PhD)	Course Code 2PHD10	Course Occurrence 2021 RO.2
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##### Course Options

Course Name	Course Code	Status	Optional	Y
IND904 Doctor of Philosophy - Indigenous Studies	IND904	Application Courses Selected	Optional	Y

Thank you for selecting your options, please return to the homepage to review the progress of your application.

- The application tracker offer stage now has a green tick to show this stage as complete.

#### Application Progress



Doctor of Philosophy (PhD) (2PHD10) starting on 15/03/2021



- The **Next Steps** message confirms selections and advises that your application is now being finalised.

#### Next Steps

##### Application(s) in Progress

Doctor of Philosophy (PhD) (2PHD10) starting on 15/03/2021: Thank you for selecting your optional courses. We're working on finalising your application now and we'll be in touch again soon.

## Outstanding Documents Request

If you are required to supply more information to support your application, then a message displays on the **Next Steps** section asking for documents to be uploaded.

1. To upload the required document you can either click on the **Your Documents** link in the next steps message or click on the **My Documents** section on the left-hand navigation menu and upload your document.

**Doctor of Philosophy (PhD) (2PHD10) starting on 15/03/2021:**

We need further information from you. Please send us the following documents:

### Verified Copy of Academic Transcripts

You may upload electronic copies of supporting document via the [Your Documents](#) page at any time.

2. You will need to enter the Evidence Type from the dropdown menu and navigate to your saved document to Upload via the **Choose Files** button.
3. Once the file has been selected the file name will appear next to the **Choose Files** button.
- ✓ Only One file per upload can be added at a time.

### Upload Evidence

You can upload evidence here. This could be in relation to your personal situation (e.g. copy of visa) or in relation to your course (e.g. copy of qualifications, course work, reference).

All items uploaded must be under 10mb and will be subject to our Privacy Policy. You can upload the following file types:

Word documents, Excel spreadsheets and images (.DOC; .DOCX; .XLS; .XLSX; .PDF; .TXT; .JPG; .GIF; .BMP; .TIFF; .PPT; .RTF; .PNG; .FPX; .PCD).

\* Evidence Type

Record of Learning document

\* File(s) To Upload

Choose Files Test upload doc.pdf

UPLOAD

4. Click the **UPLOAD** button to complete the upload process.
5. Once the document is uploaded it is visible in the **My Documents** section.

### My Documents

Date Added	Reference	Attachment	Document Type
20/05/2022	Learner Upload File: L_ROL	<a href="#">Test upload doc.pdf</a>	Record of Learning document

**NOTE:** The message does not disappear from the **Home > Next Steps** screen until the administrator updates the requirement status – so the request to supply documentation will sit there until such time as it's been actioned.

# Kaitautoki/Support

Links to other webpages for support:

Kaitautoko/Support



[Te whakauru](#)

Information for Enrolment

[Te kōputu kōrero](#)

Library and information services

[Awhi Tauira](#)

Student Support

# Whakapā mai/Contact

Connects to the main website:

