
Dean's List Policy

Purpose

The purpose of this Policy is to recognise and celebrate academic excellence among undergraduate students at Te Herenga Waka—Victoria University of Wellington (the University). Each year the Dean's List highlights outstanding academic achievement and aims to encourage the retention of these students to complete their undergraduate degrees and pursue postgraduate study at the University.

1. Application of Policy

This is a University-wide policy.

Policy Content

2. Principles

- 2.1 The Dean's List recognises and celebrates excellence in academic achievement in undergraduate study at the University.
- 2.2 A Dean's List may be prepared by each faculty. It will normally include only students registered in qualifications offered by that faculty.

3. Qualifying criteria

- 3.1 To be eligible for consideration for the Dean's List, students must have been taking at least 100 points towards one or more undergraduate degrees during a period that begins in Trimester Three of the previous year and ends at the conclusion of Trimester Two of the current year.
- 3.2 Students may qualify for the Dean's List if, during the period of study described in clause 4.1, they achieved a GPA of 7.5 or higher over the courses taken for undergraduate degrees and did not fail any of those courses.
- 3.3 Inclusion in the Dean's List is at the discretion of the relevant Dean.

4. Identifying recipients

- 4.1 At the end of Trimester Two, the relevant Student Success Managers for each faculty will be provided with a system-generated list of students who are eligible for consideration for the Dean's List in that faculty.
- 4.2 The relevant Associate Dean (or nominee) will review the list and provide the Dean with nominations for the Dean's List.
- 4.3 The Dean (or delegate) will make the final decision on which students will be included in the Dean's List. The expectation is that the Dean will approve all students meeting the criteria unless there is good reason not to.

Note: The details of any decision to exclude an eligible student from the Dean's List will be archived in confidential files in the relevant Faculty Student Success Office.

5. Notification and publicity

- 5.1 The Dean will notify those students who have been included in the Dean's List and advise them that the Dean's List is a matter of public record and that their names (but not their contact details) will be provided to enquirers upon request. A student who wishes their name to be withheld from

the published Dean's List must advise the relevant Associate Dean of this within one month of receiving notification of their selection.

- 5.2 Inclusion in the Dean's List will be recorded on the student's academic transcript in the appropriate year(s) of study, e.g. "Dean's List 2013".
- 5.3 The Dean's List may be published on the respective faculty website for one year. It can be linked to a qualification where appropriate, [as in the following example](#).
- 5.4 After removal from the website the students' names will be recorded in a publicly accessible archive. Faculties reserve the right to include the Dean's List in relevant publications and websites, for example, prospectuses or websites for the Schools offering the students' majors or specialisations.
- 5.5 If a student on a published Dean's List is later found to be in breach of the Student Conduct Statute, the University reserves the right to remove them from that List.

6. Definitions

In this Policy, unless the context otherwise requires:

Student means any person enrolled in a personal course of study at the University or a person who is studying at the University under an exchange agreement with another institution and includes a resident in a Hall of Residence.

Related Documents and Information

7. Related Documents and Information

[Education and Training Act 2020](#)
[Victoria University of Wellington Act 1961](#)
[Academic Transcripts and Certificates Policy](#)
[Assessment Handbook](#)
[Student Conduct Statute](#)

8. Document Management and Control

Essential Record

Approver	Academic Board
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Policy Sponsor	Tumu Maruānuku – Deputy Vice-Chancellor (Academic)
Policy Owner	Manager, Quality and Policy Academic Office 3880
Policy Contact	Manager, Quality and Policy Academic Office 3880

Modification History

Date	Approval Agency	Details
February, 2025	Tumu Maruānuku – Deputy Vice-Chancellor (Academic)	Minor Amendments