

Late Paper Addition

For after the last day to add papers has passed.

If you have declared in eVision for the current year:

Please follow the steps below to request approval for the papers you wish to take if the last day to add papers has passed. Please note this process is only available up until the last day to delete papers. For more information about academic key dates please visit [here](#).

1. Late paper edition can be accessed through Change of Course in your eVision portal, using the **Add or delete papers** section.

Change of Course

2021 Change of Course

Please complete your changes, as needed, in the order shown below.
University staff may contact you by phone or email to discuss your changes.

Add a programme
Return to the [Programmes and papers page](#) and select **Apply for another programme**.

Change specialisation
Change your majors, minors and other specialisations. Change ▾

Withdraw from papers (after last day to delete)
Withdraw from papers with no refund of fees. Includes an option to apply to withdraw under exceptional circumstances. Change ▾

Add or delete papers Change ▾

Add or delete papers by the [deadline](#). Deleted papers are eligible for a refund of tuition fees. It is recommended that this step be completed last.

- Please complete the process and click **Submit** on the Review and submit page.
- Once you submit your paper changes you will be unable to make other changes until staff have completed a review.

2. Click through the screens until you get to the Special Permission page. Click the **Request Special Permission** yellow button.

Change of Course – add/delete papers

Student ID	Name
[Redacted]	[Redacted]

Special Permission

Do you need to request Special Permission to add a paper?

Apply for Special Permission when you can't pick a paper in paper selection for some reason, such as:

- you don't have a prerequisite or another rule blocks your selection;
- you want to repeat a paper to get a better grade (e.g. LAWS101 or ACCT102);
- you want to repeat a Special Topic paper; or
- you want to add a paper after the last day to add has passed.

Apply separately for each paper you seek special permission for.

If you wish to repeat a paper that you have previously passed you must be enrolled in a Certificate of Proficiency (COP).

If you are not enrolled in a COP, select **Programmes and papers** to apply for this programme.

Programmes and papers ▾
Request Special Permission ▾

Back
Change papers
Continue ▾

3. The first page in the Special Permission process is an information page.

The screenshot shows a progress bar at the top with four steps: Reason, Select paper, Delete paper, and Complete. The 'Reason' step is active. The main content area is titled 'Applying for special permission? Please read this first.' It includes a section 'When to request special permission' explaining that special permission is for extraordinary circumstances and listing reasons like not meeting prerequisites or wanting to repeat a paper. Below this is a 'Before you start' section with instructions on providing supporting documentation and applying for a Certificate of Proficiency (COP) first. At the bottom, there are 'Back' and 'Continue' buttons.

On the next screen you must click the **Request late paper addition** yellow button.

The screenshot shows the 'Reason' selection page. It has the same progress bar as the previous page. The 'Reason' step is active. The page is titled 'Reason' and has a section 'Application type' with the instruction 'Please indicate the reason for your application*'. It lists several radio button options: 'I do not meet pre or corequisites for the paper', 'I completed relevant study elsewhere', 'The paper is not available within my programme', 'I wish to repeat a paper to get a better grade', 'I wish to repeat a special topic', and 'Other'. There is a link for 'See explanations of these reasons.' and a yellow 'Request special permission' button. Below this is a 'Late Paper Addition' section with the question 'Do you want to add a paper after the last day to add?' and a yellow 'Request late paper addition' button. At the bottom, there are 'Back' and 'Cancel' buttons.

5. Continue through to the page where you can search for the paper(s) you wish to study. If there is more than one result for the paper in the same semester, the first two letters immediately after the paper code indicate the location the paper is taught from (e.g. 'WN' for Wellington, 'CH' for Christchurch, or 'DN' for Dunedin) and the next letter indicates either 'I' for on campus (internal) or 'E' for distance learning (external).

The screenshot shows the 'Special permission - select a paper' page. It has the same progress bar. The 'Select paper' step is active. The page is titled 'Special permission - select a paper' and includes a note '* Indicates mandatory fields.' It has a 'Search for paper' section with a text input field for 'Search for a paper*' and a 'Help' link. Below this is a 'Provide supporting information' section with a text area for 'Supporting information*'. At the bottom is a 'Supporting documentation for special permission' section with a table for uploading documents. The table has columns for 'Document name' and 'Action'. There is a 'Browse' button for selecting a file, a note '(pdf, jpg, png, docx - 5 MB max)', a 'Help' link, and an 'Upload' button. At the very bottom, there are 'Back', 'Cancel', and 'Continue' buttons.

6. Click continue once you have loaded the paper and on the next screen select the programme that you wish to add the paper to. You will have to repeat these steps to add multiple papers.

Reason Select paper Delete paper Complete

Your application for special permission

* Indicates mandatory fields.

Your paper

Period	Paper	Paper name	Points	EFTS	Campus	Notes
S1	ACCT302	Accounting Performance Management	18	0.15	Dunedin	

Pick programme

Please select the programme that you would like this paper to be added to.

Select programme* Bachelor of Commerce Bachelor of Arts

[Back](#) [Cancel](#) [Continue](#)

7. On the next screen you have to answer if you plan to add this paper to your current paper selection, or if you wish for it to replace one of your current papers. If you select **Yes. I would like this paper to replace one of the papers I have currently selected** a list of your available papers to swap this with is displayed.

Reason Select paper Delete paper Complete

Delete current paper selection?

* Indicates mandatory fields.

Delete paper from current paper selection?

If your application is approved, do you wish to delete one of your current paper selections?*

No. I would like to add this paper to my current paper selections.

Yes. I would like this paper to replace one of the papers I have currently selected.

[Back](#) [Cancel](#) [Continue](#)

Reason Select paper Delete paper Complete

Delete current paper selection?

* Indicates mandatory fields.

Delete paper from current paper selection?

If your application is approved, do you wish to delete one of your current paper selections?*

No. I would like to add this paper to my current paper selections.

Yes. I would like this paper to replace one of the papers I have currently selected.

Select the paper you wish to delete

Select the paper you wish to delete if your application for special permission is approved, then select Continue.

Select	Period	Paper	Paper name	Points	EFTS	Campus	Notes
<input type="radio"/>	S1	CHTH102	The History of Christianity	18	0.15	Dunedin	
<input type="radio"/>	S2	HIST102	The Global Twentieth Century	18	0.15	Dunedin	
<input type="radio"/>	S1	HIST107	New Zealand in the World from the 18th Century	18	0.15	Dunedin	
<input type="radio"/>	S2	HIST108	From Medieval to Modern Europe	18	0.15	Dunedin	
<input type="radio"/>	S1	PHSI221	Classical and Quantum Mechanics	18	0.15	Dunedin	

[Back](#) [Cancel](#) [Continue](#)

8. In the case of Late Paper Addition requests, you are required to acknowledge a declaration before you can complete your request. A copy of this declaration will be sent to your eVision portal as an alert once you have complete the request.

Reason Select paper Delete paper Complete

Special permission - complete application

You are requesting special permission to do this paper

Bachelor of Commerce

Period	Paper	Paper name	Points	EFTS	Campus	Notes
51	ACCT302	Accounting Performance Management	18	0.15	Dunedin	

Your reason for applying is

- The paper is not available within my programme

Supporting information

Supporting information x

If your request is successful this paper will be deleted

Bachelor of Commerce

Period	Paper	Paper name	Points	EFTS	Campus	Notes
52	HIST102	The Global Twentieth Century	18	0.15	Dunedin	

Complete request

If you want to make changes to your request, select Back.
If you have changed your mind and no longer wish to request special permission, select Cancel.
Once you are happy with the details of your request, select Complete request.

Back Cancel Complete request

9. Once the requested has been **completed you need to continue through the screens and submit for change of course**. Once the requested has been completed it will show in a summary table of pending requests. This table is available in the "Review and submit your papers" page under the review these items section.