



**OTAGO  
POLYTECHNIC**

***Te Kura Matatini ki Otago***

Dunedin • Central Otago



*Mukund Basarge  
Graduate: Diploma in  
Viticulture (Level 5) and  
National Certificate in  
Horticulture (Level 4)*

# **INTERNATIONAL STUDENT HANDBOOK 2007/2008**



[www.otagopolytechnic.ac.nz](http://www.otagopolytechnic.ac.nz)



# INTERNATIONAL STUDENT HANDBOOK 2007/2008

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### **Important Programme and Fee Information:**

*The information contained in this handbook is aimed at answering as many questions as possible. While every effort is made to ensure its accuracy at the time of printing, Otago Polytechnic reserves the right to alter and amend information, and withdraw programmes without notice. All programmes are subject to change.*



## GREETINGS FROM OTAGO POLYTECHNIC

This International Student Handbook is produced for you by the International Centre at Otago Polytechnic.

This handbook provides relevant information for prospective and enrolling students, including explaining students' rights and responsibilities, as well as what Otago Polytechnic expects of its students.

We hope it will answer your questions and be a useful guide if you choose to study with us, while helping you prepare for your upcoming journey.

### otago PolyteCHniC International Centre

The International Centre at Otago Polytechnic is a team of friendly, caring people who will provide support and help to international students throughout the year. As a student at Otago Polytechnic, you should feel comfortable coming to ask for help and guidance at the International Centre.

#### **International Centre contact details:**

Phone: +64 3 477 30 4

Fax: +64 3 474 7285

Email: [international@teko.oto.ac.nz](mailto:international@teko.oto.ac.nz)

Post: Forth Street, Private Bag 90, Dunedin, New Zealand

Website: [www.otagopolytechnic.ac.nz](http://www.otagopolytechnic.ac.nz)

Every year, Otago Polytechnic welcomes international students from all over the world to our campuses in Dunedin and Central Otago. We understand that studying and living in another country will be an exciting and sometimes scary experience for you. This is why the International Centre acts as a "second home" for all international students studying at Otago Polytechnic. The International Centre's staff are happy to help you with everything from your first enquiries about programmes and qualifications at Otago Polytechnic, through to enrolment and supporting you while you are studying.

We look forward to welcoming you and celebrating your success at Otago Polytechnic.

Should you have any questions about the contents of this handbook, please contact the International Centre.



# eduCation at otago PolyteCHnIC

## tHe aCademIC year

Otago Polytechnic runs two main semesters which begin in February and July of each year. Most programmes start in the February semester, but there is a limited intake in July.

## Qual IFICatIonS and PatHS oF Study

Otago Polytechnic is a registered public institution with the New Zealand Government Ministry of Education. All programmes are accredited by the government body New Zealand Qualification Authority (NZQA) or equivalent. Otago Polytechnic offers an exciting range of vocational and professional programme and courses to postgraduate level. It is a popular choice of study because students can commence their studies at foundation and certificate levels and progress to higher levels all within the one institution.

The programmes at Otago Polytechnic are designed to either be stand alone programmes or, more commonly, be used as bridging programmes to enter the next level of study. For example, it is possible to enrol in a certificate or diploma programme and upon completion, enrol into a degree programme. Some students, with the appropriate entry criteria, will be able to enter a Bachelor or Masters degree directly. All programmes and qualifications at Otago Polytechnic include both academic study and applied learning, so that work experience and practical knowledge is gained alongside theoretical knowledge. The Bachelor and Masters degrees taught at Otago Polytechnic are at the same level and status as degrees offered through the university system.

We are proud of our academic excellence and reputation within New Zealand and internationally, and look forward to the opportunity to welcome students from around the world to our campuses.

## english l anguage

For students who require a higher level of English language proficiency, before they enter their mainstream programme of study.

## Foundation Studies

Can be used as a direct pathway into a higher level qualification following the same subject area, for example, to enter the Bachelor of Nursing programme.

## Certif cates

They are often used as entry programmes and generally run for one year in duration, however, some certificate programmes are one semester only.

## diplomas

A diploma is the next level of study after a certificate and is usually a two-year programme.

## Bachelors degree

These are three-year qualifications, with the exception of our Bachelor of Fine Arts degree, which is four years in duration. Usually there is a major subject (specialisation) that can be selected.

## Postgraduate diploma/Certif cate

These can sometimes be used as the first year of a Masters degree and can be used for direct entry into the second year of a Masters programme. A postgraduate diploma or certificate can also be qualifications, in their own right.

## masters degree

This is normally a two-year degree which encompasses a postgraduate diploma in the first year. A Masters degree has both research and course work components and it is normal for there to be self-directed study supported by a supervisor. Self-directed study is generally part of the second year of a Masters degree.



# enGI SH adMISSIon r eQuIr ementS

All courses and programmes at Otago Polytechnic are taught and examined, in English. If English is not your first language, you must provide evidence of a satisfactory level of English language proficiency. If applicable, you must include with your application, a certified statement of results from an accepted English language test.

For entry, all academic programmes require an IELTS or TOEFL score or an equivalent. All English language results must be supplied in original format or as a certified copy. For specific entry requirements per programme, consult Otago Polytechnic's prospectus or visit [www.otagopolytechnic.ac.nz](http://www.otagopolytechnic.ac.nz)

## enGI SH adMISSIon r eQuIr ementS

PROGRAMME LEVEL NQF (National Qualification Framework)	IELTS (Academic)	TOEFL	NCEA	Otago Polytechnic Programmes	ENGLISH LANGUAGE QUALIFICATIONS FROM OTHER INSTITUTIONS
Certificates Levels 2-4	5.5 no band score less than 5.0, or 5.5 writing score no less than 6.0 and all other scores no less than 5.0, or 6.0 writing and speaking score no less than 6.0 and all other scores no less than 5.5	500-530 paper, 93- 97 computer, essay TWE 4.5 iBT 75+ minimum of 8 in all sections or 550 paper, 2-3 computer, essay TWE 4.5 iBT 80+ minimum of 20 in all sections	No ESOL equivalent as yet accepted by NZQA 8 credits Level (4 reading and 4 writing)	CSWE Level 3 or Foundation Studies Level 3	English Language Certificate equivalent to at least Level 3 on the NQF
Diplomas Levels 5-6	6.0 writing and speaking score no less than 6.0 and all other scores no less than 5.5 or 6.0	550-560 paper, 2-3 computer, essay TWE 4.5, iBT 80+ minimum of 20 in all sections or 550-560 paper, 2-3 computer, essay TWE 5, iBT 80+ minimum of 20 in all sections	8 credits Level 2 4 credits reading 4 credits writing	CSWE Level 4 or Foundation Studies Level 4	English Language Certificate equivalent to at least Level 4 on the NQF
Degrees Level 7	6.0 or 6.0 writing and speaking score no less than 6.0, all other scores no less than 5.5	550-560 paper, 2-3 computer, essay TWE 5, iBT 80+ minimum of 20 in all sections or 600 paper, 237-250 computer, essay TWE 5, iBT 92+ with minimum of 22 in all sections	8 credits Level 2 4 credits reading 4 credits writing	CSWE Level 4 or Foundation Studies Level 4	English Language Certificate or Diploma equivalent to at least Level 4 on the NQF
Bachelor of Nursing	7.0				
Bachelor of Occupational Therapy	7.0 no band score less than 6.5				
Bachelor of Midwifery	6.5 listening score no less than 7.0, speaking no less than 6.0	600 paper, 237-250 computer, essay TWE 5, iBT 92+ with minimum of 22 in all sections	8 credits Level 2 4 credits reading 4 credits writing	Entry requirements not met with CSWE	Advanced Diploma in English equivalent to Level 6 on the NQF
Postgraduate Diploma, Postgraduate Certificate and Bachelors with Honours Level 8	7.0 no band score less than 6.5  Some programmes will require a higher level.	600 paper, 237-250 computer, essay TWE 5, iBT 92+ with minimum of 22 in all sections	NA	NA	Degree
Masters Level 9	7.0 no band score less than 6.5	600 paper, 237-250 computer, essay TWE 5, iBT 92+ with minimum of 22 in all sections	NA	NA	Degree



# Foundation Learning — Bridging Programmes

Otago Polytechnic offers foundation programmes in a range of subjects, to help you get where you want to go.

Our experienced staff can help you to plan a study pathway that could begin with a foundation programme and lead to a bridging programme in business, computing, health or sport and adventure, and finish with a Bachelor's degree or higher!

Otago Polytechnic provides a one semester English Language programme for international students to bring their skills up to a level suitable for tertiary study. Students will have the opportunity to enter mainstream programmes twice a year.

Otago Polytechnic's English language programmes help students develop speaking, listening, reading and writing skills so they can enter the workforce, pursue further tertiary study, or communicate more easily in English-speaking communities. The small classes, supportive teachers and interactions with volunteers from the local community will ensure students gain social skills, confidence and the academic skills required to continue an education programme in English.

## Programmes:

### Certificate in Foundation Studies (Levels 3 and 4)

#### **Level 3**

To enter the Certificate in Foundation Studies (Level 3), you may be required to improve your English language skills before beginning your programme of study. At the end of the programme, you will have the background required to enter many Otago Polytechnic certificate programmes, and a number of diploma programmes.

#### **Entry requirements:**

Entry is open, however, you may be required to improve your English language skills prior to beginning your course of study.

#### **Level 4**

Students that achieve the Certificate in Spoken and Written English for Academic Study at Level III are able to enter into the Certificate in Foundation Studies (Level 4).

This one-semester programme consists of a compulsory course of Academic English Study Skills as well as the student's personal pathway options. Successful students will be well prepared for application to their preferred degree or diploma. Programme advice will be given for the appropriate level and subject of the foundation pathway.

#### **Entry requirements:**

Certificate in Spoken and Written English for Academic Study at Level III OR overall academic score of IELTS 5.5 with no band lower than 5.0.

### Certificate in Health (Level 4)

If your goal is to enter one of Otago Polytechnic's degree or diploma-level programmes in health (nursing, midwifery, occupational therapy, counselling or massage therapy) but do not have the required academic qualifications, this Certificate can help you 'bridge' the gap. You will study core courses in areas such as academic communication, mathematics and bioscience for health, then a set of electives relevant to your area of intended future study.

#### **Entry requirements:**

International Students must meet all stated entry requirements, plus demonstrate English language skills equivalent to an IELTS overall band score (academic) of 6.5 (with writing and reading no less than 6.5 and speaking and listening no less than 6.0). Applicants who do not have this level of English are advised to first complete an English language programme at an appropriate level.

## **Certificate in Spoken and Written English**

These classes are designed for New Zealand students who want to improve their listening, speaking, reading, writing and life skills for employment, further study or just to get along more easily in day-to-day life. You will be placed in a class that is best suited to your needs, alongside others who have a similar level of English. The Certificate is offered at three levels. You may study part-time or full-time.

### ***Entry requirements:***

Entry is open, and no IELTS score is required. Before entering the programme, you will sit a test to find out your level of English, so you can be placed in a class with others of a similar level.

## **English Communication Skills**

This programme focuses on building reading and writing skills, building listening and speaking skills, post-beginner reading skills, post-beginner reading and writing skills and post-beginner listening and speaking skills.

### ***Entry requirements:***

Entry is open, and no IELTS score is required. Before entering the programme students sit a test to find out their level of English, and are then placed in a class with others of similar ability.



# Programmes and Qualifications details, with Tuition Fees

## 2008 Tuition Fees (NZD)

Programme	Duration	Commences	Location	Annual Tuition Fees (NZD)
<b>Foundation Studies</b>				
Certificate in Foundation Studies (Level 3)	One Semester	February and July 2008	Dunedin	Fees Vary
Certificate in Foundation Studies (Level 4)	One Semester	February and July 2008	Dunedin	Fees Vary
<b>english language</b>				
Certificate in Spoken and Written English (I)	Varies	February and July 2008	Dunedin	NZD 7,500
Certificate in Spoken and Written English (II)	Varies	February and July 2008	Dunedin	NZD 7,500
Certificate in Spoken and Written English (III)	Varies	February and July 2008	Dunedin	NZD 7,500
<b>art</b>				
Certificate in Creative Studies	One Year	February 2008	Dunedin and Cromwell	NZD 6,000
Diploma in Ceramic Arts (Levels 6 and 7)	Two Years (Level 6) Three Years (Level 7)	February 2008	Distance	NZD 8,000
Diploma in Interactive Multimedia Development	Two Years	February 2008	Dunedin	NZD 7,000
Bachelor of Fine Arts	Four Years	February 2008	Dunedin	NZD 8,500
Graduate Diploma in Fine Arts	One Year	February 2008	Dunedin	NZD 8,500
Master of Fine Arts	Between Two and Four Years	Flexible	Dunedin	NZD 9,000
<b>Hairdressing</b>				
Certificate in Hairdressing (Level 3)	One Year	February 2008	Dunedin	NZD 6,500
Certificate in Hairdressing (Level 4)	One Year	February 2008	Dunedin	NZD 6,500
<b>design</b>				
Certificate in Creative Studies	One Year	February 2008	Dunedin and Cromwell	NZD 6,000
Certificate in Fashion Studies (Level 4)	One Semester	February and July 2008	Dunedin	NZD 8,000
Certificate in Advanced Fashion Studies (Level 4)	One Semester	February and July 2008	Dunedin	NZD 8,000
Diploma in Interactive Multimedia Development	Two Years	February 2008	Dunedin	NZD 7,000
Bachelor of Design (Fashion)	Three Years	February 2008	Dunedin	NZD 7,000
Bachelor of Design (Interiors)	Three Years	February 2008	Dunedin	NZD 7,000
Bachelor of Design (Communication)	Three Years	February 2008	Dunedin	NZD 7,000
Bachelor of Design (Product)	Three Years	February 2008	Dunedin	NZD 7,000
Master of Product Design Enterprise	Two Years	February 2008	Dunedin	NZD 9,000
<b>Computing</b>				
Certificate in Information Technology	One Semester	February and July 2008	Dunedin, with Distance Options	NZD 8,000
Certificate in Creative Studies	One Year	February 2008	Dunedin and Cromwell	NZD 6,000
Certificate in IT Service and Support	One Year	February 2008	Dunedin	NZD 6,000
Diploma in Interactive Multimedia Development	Two Years	February 2008	Dunedin	NZD 7,000
Bachelor of Information Technology	Three Years	February and July 2008	Dunedin	NZD 6,500
Graduate Certificate in Information Technology (Level 7)	One Semester	February and July 2008	Dunedin	NZD 8,250
Graduate Diploma in Information Technology	One Year	February and July 2008	Dunedin	NZD 6,500
<b>electrical technology</b>				
Certificate in Electrical Technology (Level 4)	One Year	February 2008	Dunedin	NZD 6,000
Diploma in Electrotechnology (Level 6)	Two Years	February 2008	Dunedin	NZD 6,000
<b>automotive engineering</b>				
Certificate in Automotive Technology	One Year	February 2008	Dunedin	NZD 6,000
<b>mechanical engineering</b>				
Diploma in Mechanical Engineering (Level 6)	Two Years	February 2008	Dunedin	NZD 6,000
<b>Civil engineering</b>				
Diploma in Engineering (Civil) (Level 6)	Two Years	February 2008	Dunedin	NZD 6,000

2008 TUITION FEES (NZD) – continued

<b>Construction</b>				
Certificate in Stonemasonry (Level 4)	One Year	February 2008	Cromwell	NZD 5,500
National Diploma in Construction Management (Level 6)	Two Years	February 2008	Dunedin	NZD 6,000
Diploma in Architectural Draughting (Level 6)	Three Years	February 2008	Dunedin	NZD 6,000
National Diploma in Quantity Surveying (Level 6)	Two Years	February 2008	Dunedin	NZD 6,000
<b>Horticulture</b>				
Certificate in Arboriculture (Level 4)	One Year	February 2008	Dunedin	NZD 5,500
National Certificate in Sports Turf Management (Level 4)	Two Years	February 2008	Cromwell	NZD 6,000
National Certificate in Horticulture (Level 4)	One Year	February 2008	Cromwell	NZD 5,500
National Certificate in Horticulture (Level 4)	One Year	February 2008	Dunedin	NZD 5,500
<b>amenity Horticulture</b>				
National Certificate in Horticulture (Level 4) Landscape	One Year	February 2008	Dunedin	NZD 5,500
National Certificate in Horticulture (Level 4) (Advanced)	One and Three Quarter Years	February 2008	Dunedin	NZD 5,500
National Certificate in Horticulture (Advanced Fruit Production) or (Advanced Viticulture)	One and Three Quarter Years	February 2008	Central Otago	NZD 5,500
Diploma in Horticulture (Level 5)	Varies	Anytime	Cromwell, and by Distance	NZD 5,500
Diploma in Viticulture (Level 5)	Varies	Anytime	Cromwell, and by Distance	NZD 5,500
<b>adventure</b>				
Certificate in Ski Instructing	8 Weeks	June 2008	Cardrona Alpine Ski Resort, Wanaka	NZD 3,500
Certificate in Snowboard Instructing (Level 4)	8 Weeks	June 2008	Cardrona Alpine Ski Resort, Wanaka	NZD 3,500
Certificate in Skiing and Avalanche Safety Management	20 Weeks	May 2008	Cardrona Alpine Ski Resort, Treble Cone Ski Field, Wanaka	NZD 3,500
Certificate in Snowboarding and Avalanche Safety Management	20 Weeks	May 2008	Cardrona Alpine Ski Resort	NZD 3,500
Diploma in Outdoor Leadership and Management (Level 5)	Two Years	February 2008	Dunedin, with field trips to Central Otago	NZD 6,000
<b>Sport</b>				
Diploma in Personal Training and Exercise Prescription (Level 5)	Two Years	February 2008	Dunedin	NZD 6,000
Diploma in Sport Management and Coaching (Level 5)	Two Years	February 2008	Dunedin	NZD 6,000
Diploma in Sporting Performance (Level 5)	Two Years	February 2008	Dunedin	NZD 6,000
Graduate Diploma in Physical Conditioning (Level 7)	One Year	February 2008	Dunedin	NZD 6,000
<b>travel and tourism</b>				
Diploma in Applied Travel and Tourism (Level 5)	Two Years	February 2008	Dunedin	To Be Advised
Diploma in International Tourism (Level 5)	One Year	February 2008	Dunedin, Online	NZD 5,000
Bachelor of Applied Management (Tourism Management)	Three Years	February and July 2008	Dunedin, with Distance Options	NZD 5,000
<b>Hospitality</b>				
Certificate in Front Office and Hospitality Accommodation (Level 3)	One Year	February 2008	Dunedin	NZD 5,500
Certificate in Café Barista Operations (Level 3)	One Semester	February and July 2008	Dunedin	NZD 8,750
Certificate in Hospitality (Food and Beverage) (Level 3)	One Year	February 2008	Dunedin	NZD 5,500
Certificate in Cookery (Level 3)	One Year	February 2008	Dunedin and Cromwell	NZD 5,500
National Certificate in Hospitality (Basic Cookery) (Level 3)	5 Weeks	30 April 2008	Cromwell	
Certificate in Professional Cookery (Level 4)	One Year	February 2008	Dunedin	NZD 5,500
National Diploma in Hospitality (Management) (Level 5)	Two Years	February 2008	Dunedin	NZD 6,000
Bachelor of Applied Management (Food and Beverage Management)	Three Years	February and July 2008	Dunedin, with Distance Options	NZD 5,000
Bachelor of Applied Management (Hotel Management)	Three Years	February and July 2008	Dunedin, with Distance Options	NZD 5,000

<b>Business administration</b>				
National Certificate in Business Administration and Computing (Level 3)	One Semester	February and July 2008	Dunedin and Cromwell	Fees Vary
Certificate in Business Administration (Level 4)	One Year	February and July 2008	Dunedin	NZD 4,000
<b>Business management</b>				
National Diploma in Business (Level 5)	Flexible	Anytime	Distance	NZD 5,000
Diploma in Human Resource Management (Level 6)	One Year	February and July 2008	Dunedin, with Distance Options	NZD 5,000
New Zealand Diploma in Business	Two Years	February and July 2008	Dunedin, with Distance Options	NZD 5,000
Bachelor of Applied Management (Human Resource Management)	Three Years	February and July 2008	Dunedin, with Distance Options	NZD 5,000
Bachelor of Applied Management (Strategic Management)	Three Years	February and July 2008	Dunedin, with Distance Options	NZD 5,000
Bachelor of Applied Management (Entrepreneurial Management)	Three Years	February and July 2008	Dunedin, with Distance Options	NZD 5,000
<b>Community Studies</b>				
Certificate in Child and Community Care	One Year	February 2008	Dunedin	NZD 5,500
<b>massage therapy</b>				
Diploma in Massage Therapy (Level 6)	One Year Full-time plus One Semester Part-time	February 2008	Dunedin	NZD 6,000
<b>midwifery</b>				
Certificate in Health (Level 4)	One Year	February and July 2008	Dunedin, Online with Seminars in Dunedin	NZD 5,500
Bachelor of Midwifery	Three Years	February 2008	Dunedin, with Distance Options	NZD 7,000
Bachelor of Midwifery – Registered Nurses Option	Two Years	February 2008	Dunedin, with Distance Options	Fees Vary
Bachelor of Midwifery – Registered Midwife Option	One Year	February 2008	Dunedin, Distance	Fees Vary
Postgraduate Certificate in Midwifery Practice	One Semester	February and July 2008	Distance	Fees Vary
Postgraduate Diploma in Midwifery	One Year	February and July 2008	Distance	Fees Vary
Master of Midwifery	Two Years	February and July 2008	Distance	Fees Vary
<b>nursing</b>				
Certificate in Health (Level 4)	One Year	February and July 2008	Dunedin, Online with Seminars in Dunedin	NZD 5,500
Bachelor of Nursing	Three Years	February 2008	Dunedin, Timaru	NZD 7,000
<b>occupational therapy</b>				
Certificate in Health (Level 4)	One Year	February and July 2008	Dunedin, Online with Seminars in Dunedin	NZD 5,500
Bachelor of Occupational Therapy	Three Years	February 2008	Dunedin	NZD 7,000
Bachelor of Occupational Therapy with Honours	One Year	February 2008	Dunedin or by Distance	NZD 7,000
Postgraduate Diploma in Occupational Therapy Practice	One Year	February and July 2008	Distance Only	NZD 9,000
Master of Occupational Therapy	Two Years	February and July 2008	Distance Only	NZD 9,000
<b>animal Health</b>				
National Certificate in Veterinary Nursing	One or Two Years	February 2008	Dunedin, Full-Time or by Distance with Block Courses at Selected New Zealand Locations	NZD 5,000

## additional CoSts

National Diploma in Quantity Surveying (Level 6)	Text books and other materials are required, these cost approximately NZD 540 in 2007.
National Diploma in Construction Management (Level 6)	Text books and other materials are required, these cost approximately NZD 540 in 2007.
Certificate in Child and Community Care	There may be some costs incurred by students in travel to fieldwork placements.
Graduate Diploma in Fine Arts	Material costs in addition to those provided vary according to individual projects. As an indication, students may borrow up to NZD 000 in addition to their student allowance for course-related costs.
Bachelor of Fine Arts	Material costs in addition to those provided vary according to individual projects.
Bachelor of Nursing	Text books (NZD 000), uniforms (NZD 200), equipment (NZD 00). There will be additional accommodation and travel costs associated with clinical placements.
Postgraduate Diploma in Occupational Therapy Practice	As this programme is offered using extensive use of online resources, students must budget for internet access as well as for printing of readings/course materials.
Bachelor of Occupational Therapy (Honours)	As this programme is offered using extensive use of online resources, students must budget for internet access as well as for printing of readings/course materials.
Master of Occupational Therapy	As this programme is distance based, students must have access to a personal computer, printer and internet connection. Students will make extensive use of websites, as well as the electronic library, so must budget for the cost of printing reference material, as well as ordering interloans etc. Students will also need to consider the costs of carrying out their research that could include payment for transcription, copying and posting out of surveys etc.
Certificate in Carpentry (Level 4)	Hand tools and textbooks are included in the programme fee. However the hand tools will remain the property of Otago Polytechnic. Students are required to provide their own personal stationery, basic drawing instruments, safety footwear, eye and hearing protection and overalls (optional).
Certificate in IT Service and Support	Text books approximately NZD 600 per year.
Certificate in Arboriculture (Level 4)	Chainsaw/pants/chaps, safety boots, helmet, earmuffs (Grade 4-5), safety glasses, hand saw, tree identification books and rope. Approximate cost + NZD 900.
National Certificate in Horticulture (Level 4) Landscape	Steel toe cap safety boots NZD 00-50 secateurs NZD 40-90, Text Books NZD 550, plant identification costs (film and paper) NZD 50, drafting pens and supplies NZD 70 and transport NZD 00.
National Certificate in Horticulture (Level 4) Amenity Horticulture	Steel toe cap safety boots NZD 00- 50, secateurs NZD 40-90, prescribed textbooks NZD 400, gloves NZD 25, plant identification costs (film and paper) NZD 80, transport NZD 00, stationery NZD 30.
National Certificate in Horticulture (Advanced) (Level 4)	Steel toe cap safety boots NZD 00- 50, secateurs NZD 40-90, prescribed textbooks NZD 400, gloves NZD 25, plant identification costs (film and paper) NZD 80, transport NZD 00, stationery NZD 30.
National Certificate in Veterinary Nursing	This programme is delivered electronically, regular access to a computer is compulsory. Stethoscope NZD 20, closed-in leather shoes (approximately NZD 00, required text approximately NZD 200, shirt NZD 50, name badge NZD 5. Photocopy and printing costs for personal work, assessments and downloading of course notes. Travel and accommodation as part of the block courses if you do not live locally (if you are not enrolled in the full-time programme).
Bachelor of Midwifery – Registered Nurses Option	Text books Year 1 NZD 350; Year 2 NZD 850. Midwifery equipment (pinard stethoscope, sphygmomanometer, stethoscope, digital thermometer, suturing set) NZD 200 telepager, cell phone. Professional membership and indemnity insurance (New Zealand College of Midwives) First year (in the Year 3 BM course) NZD 54; RN and second/third year students NZD 90. Additional readings throughout the programme NZD 45. Reliable car for travel to clients homes, hospitals etc for clinical experience. All travel and accommodation costs related to clinical placements. Photocopy and printing costs for personal work, assessments and downloading of course notes.
Bachelor of Midwifery – Registered Midwife Option	All travel and accommodation costs related to any seminars. Photocopy and printing costs for personal work, assessments and downloading of course notes.
Bachelor of Midwifery	Text books Year 1 NZD 350; Year 2 NZD 850. Midwifery equipment (pinard stethoscope, sphygmomanometer, stethoscope, digital thermometer, suturing set) NZD 200 telepager, cell phone. Professional membership and indemnity insurance (New Zealand College of Midwives) First year (in Year 3 BM course) NZD 54; RN and second/third year students NZD 90. Additional readings throughout the programme NZD 45. Reliable car for travel to clients homes, hospitals etc. for clinical experience. All travel and accommodation costs related to clinical placements. Photocopy and printing costs for personal work, assessments and downloading of course notes.
Master of Midwifery	Travel for compulsory seminars.
Bachelor of Occupational Therapy	There are additional costs, for example: Fieldwork travel and accommodation, lab coats, printing and stationery costs.
Bachelor of Design (Fashion)	A list of equipment, textbooks and resources which must be purchased for this programme are available from the Department of Design. In general, consumables items are provided.
Bachelor of Design (Product)	A list of equipment, textbooks and resources which must be purchased for this programme are available from the Department of Design. In general, consumables items are provided.
Bachelor of Design (Communication)	A list of equipment, textbooks and resources which must be purchased for this programme are available from the Department of Design. In general, consumables items are provided.
Bachelor of Design (Interiors)	A list of equipment, textbooks and resources which must be purchased for this programme are available from the Department of Design. In general, consumable items are provided.
Certificate in Fashion Studies (Level 4)	A full-time student would be required to purchase NZD 00-200 worth of fabrics, equipment and stationery supplies. A list of class requirements is available upon enrolment.
Certificate in Advanced Fashion Studies (Level 4)	A full-time student would be required to purchase NZD 00-200 worth of fabrics, equipment and stationery supplies. A list of class requirements is available upon enrolment.
Diploma in Massage Therapy (Level 6)	Massage equipment, massage table, textbooks etc. totalling approximately NZD 000 for the year.

## neWZeal and Qual IFICatIons and oVer SeaS eQuIVal entS (entry Criteria)

This table is intended as a guide only as changes can occur.

Country	NCEA LEVEL 2 Equivalent entry into Foundation Studies, Certificates and Diplomas	NCEA LEVEL 3 Equivalent entry into Bachelor Degrees
Bangladesh	-	One year of successful study at a recognised institution of university standing
Brunei	GCE O Level Matriculation	GCE A Level Matriculation
Canada	-	Canadian High School Graduation with a minimum overall grade average of B or 65% . Different Provinces may vary.
China	High School Diploma	Successful completion of one year's tertiary study
denmark	-	orbereðelseskamen or Hojere Handelseksamen
Fiji	Fiji School Leaving Certificate with a 65% average over the best four subjects, which must include English	Fiji Seventh Form Certificate with a minimum of 250 including 50% in English; USP Foundation Studies Programme including a C in Communication Studies
France	-	Baccalauréat General
germany	Mittlere Reife/Realschulabschluss	Abitur
Hong Kong	Higher Level Certificate	Advanced Level Certificate
India	CBSE or ISCE ( O+2) 60% + average over 4 academic subjects	CBSE or ISCE ( O+2) , 75% + average over 4 academic subjects
Indonesia	SMU 3.70	Successful completion of one year tertiary study or SMU with a minimum of 8.0
International	-	International Baccalauréat
Italy	-	Successful completion of the Diploma di Maturita with a pass of at least 75%
Japan	Chugakko Sotsugyo Shomeisho	Kotogakko Sotsugyo Shomeisho
malaysia	SPM with a B4 average across 5 subjects	STPM with at least 3 C's
netherlands	HAVO Certificate	VWO
new Zealand	Successful completion of NCEA Level 2 with programme specific requirements	<ul style="list-style-type: none"> <li>• Successful completion NCEA with a minimum of 43 credits at Level 3 or higher including programme specific requirements;</li> <li>• Successful completion of OP Foundation Studies, Certificate or Diploma</li> </ul>
Pakistan	Higher Secondary School Certificate	3 advanced level passes with at least one grade C or better
Papua new guinea	Higher School Certificate	UPNG Foundation Studies Certificate
Philippines	-	Successful completion of one year's tertiary study
Samoa	-	USP Foundation Studies Certificate; UPY Certificate with at least 8 passes including a C pass in English
Singapore	GCE O Level	GCE A Level; Foundation Studies Certificate
South Korea	High School Diploma	Junior College Diploma
Sweden	Slutbetyg (Upper Grades)	Avgangsbetyg
Switzerland	-	Maturitätszeugnis / Certificat de Maturité / Attestato di Maturità
taiwan r .o.c	Senior High School Leaving Certificate	Junior College Diploma
thailand	M6 (GPA 2)	Successful completion of one year's tertiary study
tonga	Successful completion of Form 6	Successful completion of Form 7; USP Foundation Studies Certificate
united Kingdom	GCE O Level	GCE A Level
uSa	High School Graduation Diploma	High School Graduation Diploma + SAT
Viet nam	Successful completion of either the Diploma of General Education (Bang Tu Tai) or the Upper Secondary School Graduation Certificate (Bang Tot Nghiep Pho Tong Trung Hoc) with scores of 6 or better (on a 10 point scale)	Successful completion of one year's tertiary study



## How to apply

Applications from international students must be received on an Otago Polytechnic International Student Application Form.

International Student Application Forms can be found at [www.otagopolytechnic.ac.nz/study-here/international](http://www.otagopolytechnic.ac.nz/study-here/international)

The application process is outlined below and on the following page, in an easy to follow, step-by-step process.

If you have any queries or questions regarding the documents required for admission or the application procedure (if you are applying by yourself, without the assistance of an agent), then please contact our International Centre.

### Application Form:

You must complete the **International Student Application Form** and submit the following documents with it:

- Original or certified application form
- Two passport-sized photographs
- Original or certified secondary school and tertiary academic records
- Evidence of English language ability (IELTS, TOEFL or equivalent)
- Evidence of medical/travel insurance (if you already have it) and the policy in English so we can assess that it meets the necessary requirements
- Portfolio (if required)
- If you are applying for Nursing, Occupational Therapy or Midwifery, further documents will be sent to you.

All applications will be acknowledged when received by the International Centre. The applications are then sent to the appropriate school or department for assessment. The International Centre will aim to respond to you or your agent within a week of receiving your application.

There may be a delay in processing your application if you are applying around our orientation, or during holiday times.

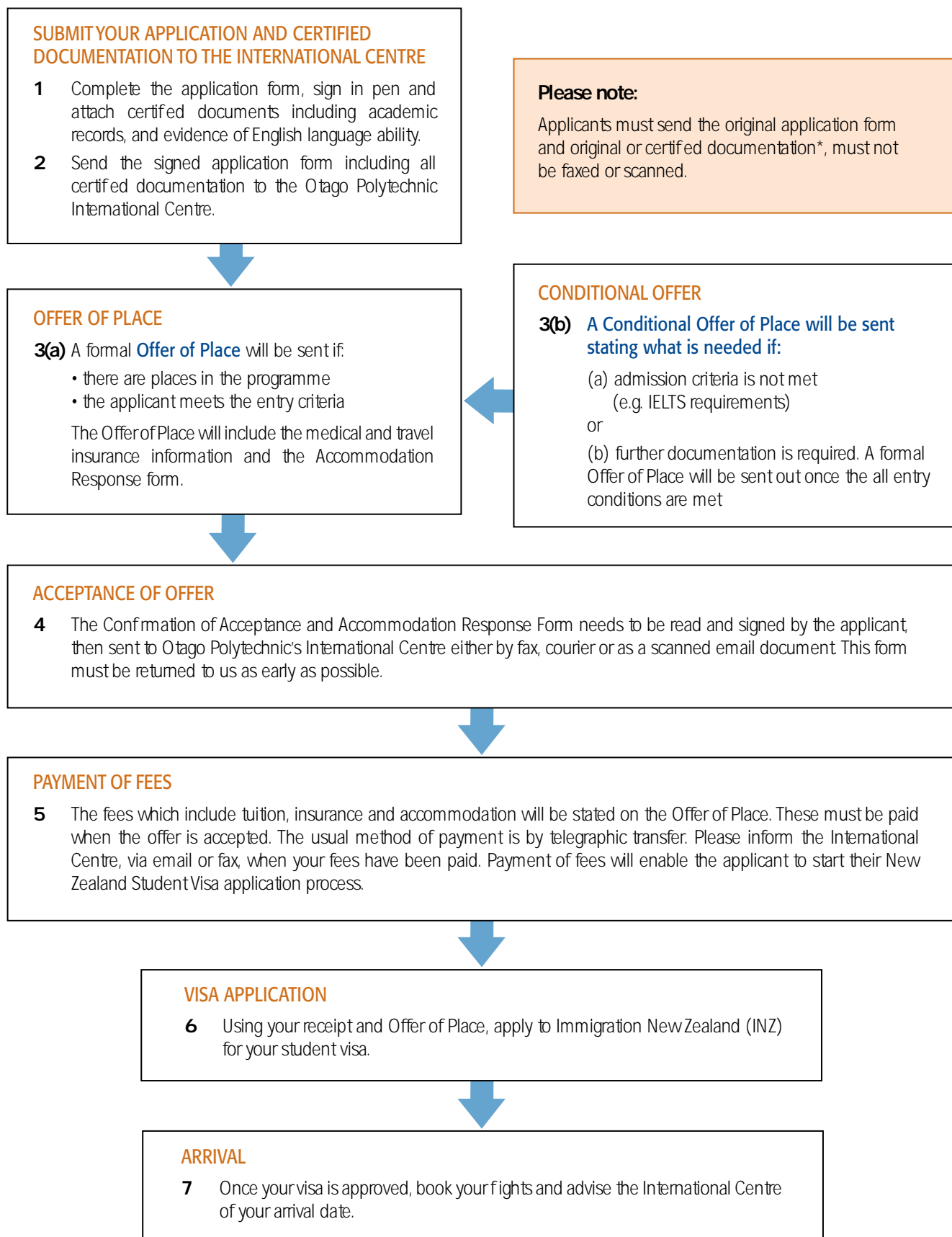
If you are applying through an agent, please note that all correspondence will be sent to their office. They will then contact you.

If you do not meet our entry criteria, but we can accept you provisionally into the programme of study, we will send a "**Conditional Offer of Place**". This letter will include the conditions you have to meet in order to get a confirmed Offer of Place. Once you have met these conditions, a second letter will be sent you to confirm your place.

### Deadlines:

There are different application deadlines for various programmes. Please check the Otago Polytechnic prospectus or the programme information on our website to ensure that you are not late in applying for your programme of choice.

# aPPICatIon ProCeSS



\* A certified copy is a photocopy that has been stamped or endorsed by a person who confirms that the copy is a true copy of the original document. The person who certifies the copy must be authorised to do so by law in your home country or in New Zealand, i.e. a lawyer, a notary public, a Justice of the Peace or a Court Official.



## Payment Options

Please make the payment to 'Otago Polytechnic'. Payment can be made as follows:

1. **telegraphic transfer** by your bank to:

Account Name: Otago Polytechnic

Bank Name: Westpac Trust Banking Corporation

Branch: George Street, Dunedin, New Zealand

Account No: 03 0883 0 348 0 00

**reference: Please put your student number and full name as a reference**

Please fax a copy of the bank transfer document to: +64 3 474 7285

2. **Bank Cheque/Bank draft** in New Zealand Dollars, made out to 'Otago Polytechnic' and posted direct to Otago Polytechnic.
3. **Credit Card**
4. **eFtPoS**, if you are in Dunedin. (Please be aware that there is a daily limit with some banks). Cash payments over NZD 500 cannot be accepted at Otago Polytechnic.

## Fee Protection Policy

Otago Polytechnic has a Fee Protection process in place as a public institution supported by the New Zealand government. This means that if a refund is owing to a student, Otago Polytechnic will always be in a position to pay it.



## your PaSSPor t and Student Per ml tS/VISa

Your student Visa, issued in your home country (or in New Zealand, if you apply to Otago Polytechnic whilst residing or visiting New Zealand) allows you to enter New Zealand as a student. When you arrive in New Zealand, show your passport and Visa to the immigration officer. You will be issued with a student permit, if you meet all of the requirements.

A student permit is an endorsement in your passport that provides the details and conditions of your course, location and place of study.

The New Zealand Immigration Service (NZIS) issues student visas and permits. If you have any questions about your student Visa or permit, check online at [www.immigration.govt.nz](http://www.immigration.govt.nz)

The International Centre must always have a copy of your passport's front page and Visa/permit. This will help us to ensure that you will always have a current study Visa with us.

During Orientation you will be asked to provide your passport for copying.

During your time with us it is your responsibility to ensure that your study permit/Visa is current and remains valid.

### **CHeCKlSt For Student VISa aPPIlCAtIOnS:**

The International Centre at Otago Polytechnic can renew student Visas on campus. For your student visa renewal please supply the following:

- A completed and signed New Zealand Immigration Service "Application to Study in New Zealand" form
- Your passport (must be valid until at least three months past the date you plan to leave New Zealand)
- A recent passport size photograph
- A bank statement showing evidence of funds as in visa application (must be dated after tuition fees have been paid and have your name on it) or financial undertaking from a sponsor in New Zealand NZD 6,500 for one semester visa or NZD 10,500 for one year visa
- Proof of accommodation/tenancy agreement/homestay
- Your offer of place from Otago Polytechnic
- Proof of medical insurance
- Tuition fee receipt
- NZD 100 Visa payment fee receipt (please pay at Customer Services).

### **CHangeS In ImmIgratIon neWZeal and reguLatIonS:**

The Government has recently changed legislation to allow international students easier access to working in New Zealand during their studies and after they have been completed.

#### **term-time Work r ights**

Term-time work rights of 20 hours per week will be available to the following students:

- All students enrolled in a full-time course of at least two years
- All students enrolled in a programme/course that would result in points under the Skilled Migrant Category (regardless of length of programme/course or type of institution).
- English language students with an IELTS overall band score of 5.0 or above at the time of application for a visa or permit to study a full-time programme/course of at least six months duration.

#### **Christmas Holiday Work r ights**

The right to work full-time in the Christmas holiday period will be available to any student enrolled in a programme/course of 12 months or more duration. The policy changes also give more opportunities for international students to gain work permits and apply for permanent residence, after they have completed their studies.

## Other Changes to Work Right Permits

- International students who have graduated from a programme/course that would gain points under the Skilled Migrant Category (SMC) will be eligible for a six months open work permit
- Anyone undertaking a programme/course of 2 months or more will be able to apply to work full-time, over the summer holidays
- Partners of students studying in areas of absolute skill shortage and partners of all postgraduate students will be able to apply for an open work permit valid for the duration of the student's programme/course of study.

The Graduate Job Search Work Permit allows students who have completed a three-year qualification in New Zealand, or a qualification that would qualify for points under the Skilled Migrant Category, to apply for a Work Visa/Permit for a maximum of two years. This work permit can be used to obtain practical experience suitable to their qualification, and allows students to accept an offer of employment relevant to their qualification.

The chart below illustrates the pathway from study to work to permanent New Zealand residency, for international students.

## Study to Work to Permanent Residence:

<i>STUDY</i>	<i>WORK</i>	<i>WORK</i>	<i>RESIDENCE</i>
Complete New Zealand qualification which qualifies for points under the Skilled Migrant Category (SMC).	Apply for six months open work permit to seek relevant employment	Once employed in relevant field apply for two year post-study work permit (U7.20. 5).	Apply for residence under the Skilled Migrant Category (SMC).



## Health and travel Insurance

The New Zealand Ministry of Education requires all international students to have health and travel insurance for the duration of their programme of study in New Zealand.

International students can choose their own health and travel insurance company but, initially, Otago Polytechnic arranges a policy with InterGlobal and includes this cost with the tuition fee. The insurance fee will be refunded if students arrange their own insurance, and can prove the policy complies with the minimum standards required by the Code of Practice for the Pastoral Care of International Students (a copy of the policy must be supplied to the International Centre, in English).

### Minimum Content For Insurance Policies:

#### Start of Cover

The policy should:

- Commence the minute the student leaves home for the airport on their way to New Zealand;
- Apply while in transit
- Apply while the student is in New Zealand;
- Cover the student for any trips to other countries during the period of study;
- Cover the student for any holidays back to their home country during the period of study.

#### High Sums Insured and Medical Benefits

"Sums insured" is the money available in the event of a claim. It is imperative that the sums insured are very high so they will not be exceeded in any possible claim. Current policies range from \$600,000 to "unlimited cover". In order to "future proof" policies, sums insured of one million dollars plus, are suggested.

Medical benefits generally range from general practitioner visits and prescriptions through to major hospitalisation (both public and private), optical cover and emergency dental cover.

It is preferable that no excess is applied to medical claims.

#### Emergency Evacuation/Repatriation

Repatriation represents the cost of getting the student home.

The benefit works two ways:

- If the student becomes seriously ill or injured and needs to be accompanied home (either alive or deceased) with medical professionals these costs are met by the insurance
- If members of the student's immediate family living overseas become critically ill or die, the policy will fly the student home, and then back to New Zealand to complete their studies.

Ideally the policy should have "unlimited cover" as very large sums can be incurred in these situations.

#### Accompanying relative Cover

If an overseas student in New Zealand becomes seriously ill or dies the policy should pay for parents to fly to New Zealand on the first available flight. The day-to-day accommodation and reasonable living costs in New Zealand for the parents should be met, as should the cost of their airfares home.

#### Personal Effects

Insurance should cover students' personal effects, including items like expensive musical instruments, laptop computers, and sporting equipment.

Limits should be realistic but able to be increased to represent the actual value of particular items.

#### Personal Liability Cover

This benefit applies when a student causes accidental damage to property at an education provider or homestay (e.g. breaking expensive laboratory equipment, spilling paint on the carpet). While persons affected could claim on their insurance, their insurance company should be provided with details of the student's insurance to recover costs from the student's insurer.



## International Centre – SerVICeS and SuPPort

This year, over 50 international students are studying at Otago Polytechnic. Our International Centre offers the following services to support our international students:

- replying to enquiries
- processing applications
- course and programme advice
- assistance with student visa applications
- assist with finding accommodation
- airport pick-up
- counselling
- compulsory orientation programme
- social activities and student networking
- a staff member available 24/7, in case of an emergency.

At the International Centre, our team of people are friendly and caring, providing support and help to international students throughout the year. Students should feel comfortable coming to ask for help and guidance at the Centre.

International Centre Manager:	Yvonne Fogarty
International Admissions:	Anne Stansfeld
International Administrator:	Helen Jiang
International Student Support	Jenni Taylor
Homestay Accommodation Coordinator:	Noeline Burden
International Recruitment	Susie Scott, Sarah Gauthier, Graham Jones

### Orientation Programme:

Prior to beginning your course of study, a two-day orientation is provided for all international students new to Otago Polytechnic. Orientation includes the following activities: a campus tour, a bus tour of Dunedin, social activities with other students, a free lunch, an introduction to student services and academic staff, information sessions from the Learning Centre, and a student forum on living in New Zealand.

### The Academic Year :

There are two main semesters which begin in February and July of each year. Most programmes start in the February semester, but there is a small intake into some programmes in July.

### entry requirements:

All academic programmes have individual entry criteria. Please consult Otago Polytechnic's prospectus or website for more information. If you already have tertiary qualifications, you may be able to apply for cross-credits.



# SuPPor t Ser VICeS

## Careers advice

Advice on career and study planning is available free of charge to all current and future Otago Polytechnic students. Our team of advisory staff can help you plan your future! Contact the International Centre for further information.

## Chaplain

The chaplain offers support to students in many ways. Find out about places of worship or talk to someone who can understand your spiritual needs. The Chaplain deals with all kinds of events and issues – from helping students deal with homesickness and providing support in times of loss or grief to blessing fats.

## Childcare

Childcare services are available at Otago Polytechnic to students with young families. The early childhood centre is staffed by fully-trained carers. Please contact the International Centre to arrange a visit to the centre.

## Clubs and Societies

The OUSA Clubs and Societies Centre is owned by the Otago University Students' Association, and Otago Polytechnic Students' Association (OPSA) members are entitled to take part in any of its activities, and to use its facilities. You can choose from pilates, Spanish, ballroom dancing, badminton, develop your own photographs, repair your car... more handy stuff than you can ever imagine! Visit [www.clubsandsocieties.co.nz](http://www.clubsandsocieties.co.nz)

## Computer access

The Computer Open Access Suite is a free computing centre, located in S Block, on the corner of Harbour Terrace and Union Street (opposite G block). It is open from 7.00am until midnight, seven days a week, and is provided to students for use in their studies.

## Counselling Services

Counselling services are available free of charge at the Student Medical Centre to help you work through any issues you may want to talk through while studying at Otago Polytechnic. The Counselling Clinic is open to all students between 8.30am to 5.00pm weekdays, however appointments are necessary.

## Info Hits email

All students will receive a free Otago Polytechnic email address after enrolment. This will allow you to communicate with lecturers, other staff members, students and friends. You will also be able to receive regular information about campus activities and news via your Otago Polytechnic email account.

## Harassment

You have the right to study in a harassment free environment. If you are being subjected to behaviour you find offensive, Otago Polytechnic has procedures in place to deal with your concerns and a range of trained people to act as your first point of contact. These include all lecturers, your class representatives, the OPSA and your hall supervisor or residential assistant. You don't have to put up with offensive behaviour.

## Learning Centre

The Learning Centre offers a free learning support service to all students enrolled at Otago Polytechnic. One-to-one appointments, workshops and facilitated study groups are available in the following areas:

- general study skills
- test and exam preparation
- essays and assignments
- maths and science
- English grammar and literacy development

## Library

Otago Polytechnic's Bill Robertson Library is located on Union Street East next to the University of Otago's College of Education. The library contains an extensive resource of books, videos, tapes, CDs and DVDs. Photocopying and printing services are also available.

## online learning

Otago Polytechnic offers a number of qualifications by distance learning. This will involve a component of online learning using Blackboard – a web-based programme that provides tools and facilities for online programme management, content management and sharing, assessment management, and online collaboration and communication. Blackboard is supported by an on campus helpdesk.

## Otago Polytechnic Students' association (OPSA)

The Otago Polytechnic Students' Association (OPSA) is run by students, for students. The Association plays a very important role advocating on behalf of students, especially in education and welfare issues. OPSA also funds and manages a range of student services including gYro (a free student newspaper), entertainment and social events and photocopying services. Best of all, OPSA issues student IDs which will give you access to services and amenities such as Unipol, the Bill Robertson Library, Clubs and Societies, retail discounts and many, many more!

Visit [www.opsa.org.nz](http://www.opsa.org.nz) for information about OPSA services and events.

## Quiet agent

Otago Polytechnic students and alumni are invited to register with online career management tool Quiet Agent. Quiet Agent allows you to confidentially upload your curriculum vitae (CV) onto a database for potential employers to search – a great way to attract the attention of the companies you most want to work for! Contact the Career Advisor for further information.

## Recognition of Prior Learning

Otago Polytechnic is committed to the recognition of prior learning. This means you may get credit for programmes already passed in some other qualification. Alternatively, if you have already spent some years out working and are looking for a qualification to back you up, then you may already know some material that is being covered in class. Contact the International Centre for further details.

## Security

Security is everyone's responsibility. The campus is as safe as we make it. The University of Otago and Otago Polytechnic have shared a "Campus Cop" and after hours security is achieved by automatic locking of outside doors. Most doors will normally lock at 7.45pm Monday to Thursday and 5.30pm Friday. A swipe card system also operates on internal doors to high use student areas, in particular computer suites.

## Student Centre

Otago Polytechnic's Student Centre is in the heart of the Dunedin campus on Forth Street. A great place to grab something to eat and drink or socialise with other students! Why not join in on the Friday afternoon happy hour? Several other student support services are located in the student centre. These include health, counselling and chaplain services and the Otago Polytechnic Students Association (OPSA) Hours are from 7.30am to 4.00pm, Monday to Friday.

## Student medical Centre

Located in the Student Centre on Forth Street, the Student Medical Centre provides a range of services, as well as promoting health education and offering additional services such as health screening tests and free nutrition counselling. Vaccination services, travel health advice and minor surgery are also available. Consultations cost NZD 5, which you can claim back through your insurance policy.

## **Student exchange Partnerships**

Otago Polytechnic has mutual student exchange agreements with universities and polytechnics throughout the world. The International Centre can provide you with information about applying and assess your eligibility. We currently have agreements in the following countries:

### ***Germany***

Ulm University – Engineering School  
Hochschule Harz – Applied Science University  
Merkur Internationale FH – Applied Science University

### ***Japan***

Ritsumeikan University

### ***Italy***

IED Istituto di Design

### ***Sweden***

Jonkoping University – School of Nursing

### ***Netherlands***

Utrecht – School of the Arts

### ***United States of America***

South Puget Sound Community College  
Kansas City Art Institute

## **training establishments**

Students are able to take advantage of a number of training establishments operated on campus by Otago Polytechnic. Mellor's Training Restaurant and Café Brie are located at Tennyson Street, Dunedin and Molyneux Restaurant is part of the Cromwell campus. These facilities are used to give hospitality students practical experience serving real customers. Even better, they're open to the public. The Salon in the Department of Design is a training establishment for the hairdressers of the future. The perfect place for a high-quality, inexpensive haircut!

## **unipol Sports Centre**

Unipol is located on Anzac Avenue and access is free with your student ID. Facilities include a cardio and weights room, fitness classes, social sport leagues and areas for sports such as basketball, volleyball, badminton, table tennis and snooker. Visit [www.unipol.co.nz](http://www.unipol.co.nz) for further information.



## aCCommodation

### Studying In dunedIn:

Dunedin has plenty of living options designed to accommodate its large and lively student crowd.

### SuPer VIsed aCCommodation:

Supervised accommodation is a great option, especially for first year students. You are guaranteed to meet many new people, you'll get two or three meals a day and you won't have to worry about extra expenses like power and phone rental. There are Halls of Residence available to Otago Polytechnic students and both have been assessed by Otago Polytechnic as suitable for students providing excellent quality facilities.

#### City College

City College located in North Dunedin, in the heart of the student area. You will live in apartment-style accommodation with 'fatmates' and dine in a communal eating area. City College has excellent recreation facilities and study facilities. Visit [www.citycollege.co.nz](http://www.citycollege.co.nz) or phone: +64 3 479 5590 for further information. Costs: approx NZD 260 per week.

#### Salmond College

Salmond College is an easy 5 minute walk from Otago Polytechnic's Forth Street campus. It has great facilities for study and recreation and a communal eating area for meals. Free study tutorials are also available.

Visit [www.salmondcollege.ac.nz](http://www.salmondcollege.ac.nz) or phone: +64 3 473 0750 for further information. Costs: approx. NZD 265 per week. Please note that places at these Colleges are limited – you must try and lodge your application before the end of September each year.

### Fl atting Pr IVately:

There are plenty of properties to rent in Dunedin – they range from top-line trendy apartments to traditional old villas to studio rooms. Shop around, and you are likely to get better value for money and a higher standard of living. Unfurnished fats generally cost between NZD 85 and NZD 115 per week in rent and another NZD 80 to NZD 100 in expenses like power, phone and food. You may need to sign a lease and pay a bond to the landlord when you move in. Be sure to check the newspapers, internet and campus notice-boards for 'fatmate wanted' ads. Furnished fats typically cost slightly more – about NZD 85 to NZD 140 per week for rent, and are less common. Your expenses will most likely be the same as in an unfurnished property. Studio rooms cost from NZD 120 to NZD 220 per week. Often this includes power, heating, local telephone calls and cleaning of the common areas. Higher priced studios can include ensuite facilities. Otago Polytechnic in association with Platinum Properties provides a free accommodation search for students who want to live independently.

Phone Platinum Properties: +64 3 473 7 7

Email: [info@platinumproperties.co.nz](mailto:info@platinumproperties.co.nz) or visit [www.platinumproperties.co.nz](http://www.platinumproperties.co.nz) for details.

### Studying In Centr al otago:

There is a range of accommodation available for students in the Cromwell area. You need to organise your accommodation before you arrive as it can be difficult to find accommodation at short notice in Central Otago. Our administration staff at our Cromwell campus keep a register of fats, houses and rooms and board available in the area. Students often post notices of available rooms and fats in the student common room. You could also try local papers, such as The Bulletin, The Mirror, and the Central Otago News.

#### Flatting Privately

There are good houses to rent in Cromwell – usually furnished three or four bedroom homes costing between NZD 85 and NZD 120 per room per week in rent and NZD 80 to NZD 100 per week in expenses.

Check the Central Otago newspapers and campus noticeboards for 'fatmate wanted' advertisements. Or, if you are looking to start a fat you could try real estate agencies such as:

First National, phone: +64 3 445 748 or Harcourts, phone: +64 3 445 155.

## Hostel accommodation

### *The Chalets*

The Chalets is an unsupervised hostel where you can rent a single room for NZD 00 per week, power included. Students are usually placed together, sharing lounge, bathroom and kitchen facilities. You will need to bring your own bedding and cooking utensils (meals are not provided). 02 Barry Avenue, Cromwell – phone: +64 3 445 260.

### Homestay

All homestay accommodation used by Otago Polytechnic has been assessed as suitable for students. There is some accommodation available in private homes. Contact the Central Otago campus for assistance:

Otago Polytechnic Cromwell Campus, Corner Ray and Erris Street, Cromwell. Phone: +64 3 445 572

## WHAT IS a HomeStay?

This is when you live with a New Zealand family in their home. You are expected to spend the majority of the week in your homestay and participate in family life. There may be one or two parents and children or no children. Many New Zealand families have pets – normally a cat or a dog. Most of the Otago Polytechnic host families live between a 5 to 30 minute bus ride from our campuses.

### What homestay accommodation includes:

- Breakfast and dinner from Monday to Friday during course time. Breakfast, lunch and dinner on weekends, public holidays and Polytechnic holidays. You may be asked to prepare your own breakfast and lunch.
- Your own private bedroom.
- Study facilities – these may be in your bedroom or in another area of the house.
- Bed linen and towels (eg sheets and blankets). You are expected to make your own bed.
- Laundry facilities. You may be asked to help wash your own clothes. Some host families will wash your clothes.

### Please remember:

You are expected to provide your own toiletries, clothing, study materials, special food, lunch and pay for your own entertainment and personal expenses. Your host family is not required to provide transport. If they do take you somewhere, it is polite to say “thank you”.

## WHAT you Can exPeCt to FInd InSIde a neWZeal and Home

### In the Bedroom:

- New Zealand houses do not have central heating, so you may find them colder than houses in your home country. Most New Zealand people wear more clothes instead of turning a heater on. When you are cold, try to do it the New Zealand way first – wear a warm jumper, socks and trousers at home or add an extra blanket to your bed, before turning a heater on.
- You will have your own bedroom with a bed and storage space. This is your private place but please keep it clean and tidy. Sometimes you need quiet time alone but please do not spend all your time in your bedroom. Most New Zealand families spend time together in the lounge or living-room. Remember to spend time with your host family and talk with them.
- Turn off the lights and heaters when not in the room and when you go to bed as electricity is expensive.
- Open your curtains during the day to let sunlight into your room.
- Your host family may enter your room to open your window, put clean washing in your room, etc.
- New Zealand families like to say, “goodnight” to each other before going to bed. You may like to do this. It is normal for New Zealand adults to go to bed around 10- 0.30pm.
- Remember, **no SmoKIng** in your bedroom.

## telephone access

- All homestays provide access to a telephone.
- Telephone calls to Dunedin numbers, and New Zealand numbers starting with 0800, are free. Please use a telephone card or call collect to make other New Zealand or International calls.
- Ask permission before you make a long telephone call. Your host family may also need to use the phone or may be expecting a call. Try to speak quietly on the phone. If you shout, people will think that you are angry.
- It is not normal to receive or make calls after 9.00pm as it disrupts the family. Please ask your friends and family not to telephone you after this time.

## Internet access

- Homestays are **not** required to provide Internet access for students.
- If you are fortunate to live with a family who has an Internet connection in their home, you need to discuss the use of the Internet with them.
- When a person is using the Internet, the telephone line is busy. This means that no one in the home can make or receive telephone calls. For this reason, many families will set clear rules about what time you can use the Internet and for how long.
- Many families ask their student to pay for their costs of using the Internet.
- It is not reasonable to expect or request an Internet connection in your room, or in the home, for use with your own computer.
- There are computer suites on Otago Polytechnic campus and internet cafés in the city, where you can access the Internet.

## meals

- Sometimes you may need to prepare your own meals – talk to your host parents about what you should do. Ask your host parents what snack foods you can eat between meals.
- In New Zealand it is normal to use a knife, fork and spoon when eating.

**Breakfast:** New Zealand families usually prepare their own breakfast. Cereal, fruit, toast, tea, coffee and other hot drinks are normal breakfast foods.

**Lunch:** During the week you can buy your lunch at the Otago Polytechnic Student Centre. You can also buy food from the supermarket to keep at your homestay so that you can make your own lunch to bring with you each day. A normal New Zealand lunch may be filled rolls, sandwiches, biscuits, cake, fruit, noodles, salad or a meat pie. You will need to speak with your host parents about what you can eat for lunch when you are at home on weekends and holidays.

**Dinner:** It is normal to eat dinner between 6.00pm and 7.30pm. Dinner is usually eaten together and you should be on time for this meal as this is when New Zealand families talk about their day and relax together. You may like to offer to cook for your host family occasionally.

It is alright to say, "no thank you" to food if you do not like it, but you should try new foods as it is all part of your New Zealand experience.

No one has servants in New Zealand. You are expected to help with household chores. These may include setting the table, clearing the table, washing the dishes or filling and emptying the dishwasher, and cleaning.

## laundry

- Your host family may want to wash your clothes or you may be asked to wash your own clothes.
- It is New Zealand custom to wash men's and women's underwear and clothes together and dry them on the washing line (inside and/or outside). Please do not be embarrassed to share this custom.
- Ask your host parents where to leave your laundry each day and how the washing, drying and ironing are done.
- Please **do not** dry wet clothing in your room or on a heater. Dripping clothes can damage the carpet and furniture.
- Hand washing of clothes must be done in the laundry, not the bathroom.

## using the Shower and Bathroom

- In most New Zealand families, the bathroom is very busy in the mornings. Some bathrooms have a shower and/or bath and toilet all in the same room. Some homes have a shower and/or bath in one room and a toilet in a separate room. Some homes have more than one bathroom.
- Do not be too long in the bathroom.
- Most New Zealand people prefer to shower rather than take a bath and some homes do not have a bath. New Zealanders wash with soap and then rinse the soap off while under the water in the shower. Bathroom floors do not have drains so it is not appropriate to wash outside of the shower or bath. It is normal to shower every day for five to ten minutes.
- Ask what is the best time to have your shower. Talk to your host family if you would like to take a bath. It may not be appropriate to take a bath every day as this uses a lot of hot water and may occupy the bathroom for a long time. It may be best to take a shower sometimes and a bath sometimes.
- New Zealand homes do not have large hot water supplies and it is very expensive. If you use all the hot water there may not be any more until the next day.
- Supply your own toiletries (for example shampoo, soap and toothpaste).
- When you are wet from the shower/bath, put the bath mat on the floor, stand on it while you dry yourself and hang it up when finished.
- Leave the bathroom clean and dry when you have finished using it. Wipe up water from the floor if it is wet.
- Your own towel will be provided. Please use **your** towel only.

## toilet

New Zealand toilets may work differently to those in your home country.

**Males:** Lift the toilet seat before urinating. If you wet the seat, floor or wall, please wipe it dry.

**Females:** Sit on the toilet seat. Ask your host mother where to put your pads and tampons. It may not be acceptable to flush them as this will block toilets and cause problems and embarrassment.

New Zealand homes do not have bidets or hoses to wash yourself after using the toilet. It is normal to use toilet paper.

## guidelines For Living With a Host Family

The following simple guidelines will help you to have a happy homestay experience:

- Share your host family's lifestyle. Be part of the family – participate in family occasions, discussions, household activities and chores.
- Follow the household rules. Remember you are living in someone's home – *it is not a hotel* and you do not have the 'right' to do as you please.
- Respect the personal and private property of your host family. Always ask before borrowing or using any items.
- Please smoke outside and never in your bedroom. Most New Zealand people do not smoke inside their homes.
- Always tell your host parents where you are going and when you are coming home. Your host family will worry about your safety. Tell your host parents if you will not be at home for a meal. They might be offended if they cook food for you and you are not at home to eat it. Telephone them if any of your plans change.
- Ask for permission if you want to invite friends to the house.
- Leave a contact phone number (eg mobile number) and address with your host family when you are away overnight or on holiday. You must be contactable in an emergency.
- If your family takes you out somewhere with them, eg to a movie or restaurant – offer to pay for your meal. They may not accept, but it is good manners for you to offer. Some families cannot afford to pay for you, but they want to take you with them.
- At times you may like to buy something small for your family (e.g. ice creams or a small gift).

### Homestay difficulties

We want you to be happy in your homestay. However, we cannot control everything that happens. We try hard to provide the best place for you but sometimes problems arise.

If you have a problem or concern it is not helpful to you or anyone else, to complain around your friends about things you are not happy with. *We have staff who can help you if there is a problem. Please talk to them. Most problems can be solved quickly.*

Occasionally, it may be necessary to change your homestay, but usually students remain happily in their first homestay.

If you do not get satisfaction from Otago Polytechnic regarding your concerns, there is a formal complaint procedure you can follow. You do have rights to protect you. Please ask the International Centre if you require further information.

### Please remember:

New Zealand is different to your home country so you must expect to make some adjustments. Trust your host family to help you. Your first few months will be filled with new experiences and adjustments – be patient.

You will receive more information when you arrive to help you have a happy homestay experience.

The staff at the International Centre are here to help. Please talk with them, as most problems can be solved quickly.



## Code of Practice

Otago Polytechnic has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website: [www.minedu.govt.nz](http://www.minedu.govt.nz)

### **Immigration:**

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from the New Zealand Immigration Service website [www.immigration.govt.nz](http://www.immigration.govt.nz) for more information.

### **Eligibility For Health Services:**

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health website: [www.moh.govt.nz](http://www.moh.govt.nz)

### **Accident Insurance:**

The Accident Compensation Corporation (ACC) provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs. Further information can be viewed on the ACC website: [www.acc.co.nz](http://www.acc.co.nz)

### **Medical and Travel Insurance:**

International students must have appropriate and current medical and travel insurance while studying in New Zealand.

## Summary Code of Practice For the Pastoral Care of International Students

### **Introduction**

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for. New Zealand educational providers have an important responsibility for international students' welfare.

### **What is the Code?**

The Code is a document that provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students. The Code applies to pastoral care and provision of information only, and not to academic standards.

### **Who does the Code apply to?**

The Code applies to all education providers in New Zealand with international students enrolled. The Code is mandatory to these providers and must be signed by them.

### **What is an "international student"?**

An "international student" is a foreign student studying in New Zealand.

### **How can I get a copy of the Code?**

You can request a copy of the Code from your New Zealand education provider. The Code is also available online from: [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international)

### **How do I know if an education provider has signed the Code?**

The New Zealand Ministry of Education maintains a register of all signatories to the Code. This is available online from: [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international). If the education provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

### ***What do I do if something goes wrong?***

If you have concerns about your treatment by your education provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further.

If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

### ***What is the International Education Appeal Authority (IEAA)?***

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their education provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

### ***How can I contact the IEAA?***

You can write to the IEAA at the Code of Practice office:

International Education Appeal Authority (IEAA)

C/- Ministry of Education

Private Bag 92644

Symonds Street

AUCKLAND 50

Phone: +64 9 632 95 3, Fax: +64 9 632 9456, Email: [info.ieaa@minedu.govt.nz](mailto:info.ieaa@minedu.govt.nz)

Or write directly to the IEAA office:

International Education Appeal Authority (IEAA)

PO Box 2083

WELLINGTON

Phone: +64 4 9 8 8300, Fax: +64 4 9 8 8303

### ***What will the IEAA do?***

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on education providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and / or requiring that remedial action be undertaken.

The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate.

The education provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel.

The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

### ***What can the Review Panel do?***

The Review Panel can remove or suspend an education provider as a signatory to the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

### ***A summary of the Code of Practice for the Pastoral Care of International Students***

The Code sets standards for education providers to ensure that

- High professional standards are maintained
- The recruitment of international students is undertaken in an ethical and responsible manner
- Information supplied to international students is comprehensive, accurate, and up-to-date
- Students are provided with information prior to entering into any commitments
- Contractual dealings with international students are conducted in an ethical and responsible manner
- The particular needs of international students are recognised
- International students are in safe accommodation
- All providers have fair and equitable internal procedures for the resolution of international student grievances.
- Full details of what is covered can be found in the Code itself.

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.



## Code of Conduct

Otago Polytechnic is committed to providing an environment that is enjoyable, safe and secure for all students, staff and visitors.

All Polytechnic students and staff should be guided by principles of openness, fairness and respect, and should be able to engage in the activities of learning in a manner that strives for excellence.

The rights and responsibilities in this document apply to all students and staff and act as a guide to the policies and practices within the Polytechnic.

## rights

It is recognised that students have rights and that you should expect

- To have quality learning and teaching experiences from enthusiastic teachers who communicate effectively with you
- to be supported in your learning with up-to-date information and programme/course content by staff who are sufficiently current and up-to-date in their respective areas of expertise
- To receive clear, accurate and up to date programme/course advice for all programmes/courses
- To receive clear information on how and when assessments will be conducted
- To receive fair, timely and constructive information on your performance in your programme/course
- To be able to provide feedback about the course/programme and teaching that you are engaged with, without fear or anxiety about giving that feedback
- To be informed about what is expected of you as a student
- To have access to information that will assist in your programme/course, including relevant policy and procedures that affect you as a student
- To have reasonable opportunities to have a say about how Otago Polytechnic operates
- To be treated with respect by students and staff
- To learn in an environment that is free from harassment or discrimination
- To have access to clear and appropriate procedures for dealing with grievances
- To have reasonable access to facilities, student support services, and appropriate resources
- To be members of a students association.

You have the right to a safe and supportive environment, and should feel comfortable asking questions or clarifying information with staff. Should you have any concerns or feel you are being disadvantaged a good place to start is talking to the Programme Manager or your Head of School/Programmes; however, policy **AP603 Student Complaints** is on our intranet site "Polybase" and will guide you through the process of making an informal or formal complaint. The complaints process consists of a number of stages; there is choice for the student at each stage and there are also prescribed practices for both students and staff.

The following behaviours are not acceptable at Otago Polytechnic, and may result in disciplinary action being taken:

- Disruptive behaviour which interferes with the rights and learning opportunities of others
- Language and imagery which is offensive (may be verbal, written or electronic)
- Hand gestures of an offensive nature
- Carrying or being under the influence of drugs and/or alcohol
- Any threatening or acts of aggression, bullying or intimidatory behaviour
- Stealing
- Vandalism.



## attendance at Cl aSS

### aP701.00 International Student attainment and attendance Policy:

The Code of Practice for the Pastoral Care of International Students to which Otago Polytechnic is a signatory is to promote the wellbeing of International Students.

*Clause 16 of the Code states:*

#### **monitoring attendance to ensure student welfare:**

6. Signatories must have processes in place to:
  6. .1 Ensure that International Students are maintaining their course requirements:
  6. .2 Follow up in the event that a student ceases attendance before course completion.

*Our policy states:*

"International students who do not pass at least 80 per cent of the courses in their programme of study can be given no more than one opportunity to re-enrol."

"International students are required to attend no less than 80 per cent of scheduled class time."

At Otago Polytechnic we ask that the School contact the International Centre if they have concerns about performance or if a student's attendance is inadequate or ceases. The international student support person will make contact with you and support will be offered to you if you require it.

International Students must attend 80 per cent of classes. If you still choose not to attend class, you will receive a letter of concern. This is to let you know that your absence has been noted and that you must return to class immediately. Your parents will also be notified at this stage that we have concerns about your attendance and progress.

If you continue to miss classes you will receive a Second Notification letter and will be required to attend a meeting with the Programme Manager and the International Manager. At this stage you will either be required to be on an attendance contract or you will be asked to leave Otago Polytechnic. Your parents will be notified. Immigration New Zealand (INZ) will also be notified that your enrolment has been terminated.

If you are unwell you must get a "medical certificate" to explain your absence. This medical certificate must show that you were ill on the days you were absent and missed class. We ask that you go to the Student Health doctors on campus when you are sick.



## grievance Procedures

There may be a time when you wish to complain, or have concerns about a situation. In the first instance you may wish to discuss this with the International Student Support person who will support and advise you on the most appropriate action. Otago Polytechnic has procedures in place for you to follow. These are described in the Grievance Procedure Flow Chart

All disputes will be dealt with under New Zealand law. Details of an additional procedure for international students to use if their concerns are not resolved by Otago Polytechnic are also detailed on page 32.

### **Student Complaints**

You may wish to complain about conditions, processes or treatment at Otago Polytechnic. Some of the ways to address your concerns have already been listed.

Otago Polytechnic prefers to resolve conflict situations at the lowest possible level. Otago Polytechnic has a policy for students wishing to make a complaint, AP603.00 Student Complaints. This policy also gives the complainant a number of additional steps to take if they are not satisfied with the initial outcome. The process is intended to be fair and safe, resolving complaints quickly and providing protection from penalty or discrimination for students making a genuine complaint. If you wish to make a complaint, talk to one of your teaching staff, your Head of School, or, if you are uncomfortable with this, with the Otago Polytechnic Students' Association (OPSA).

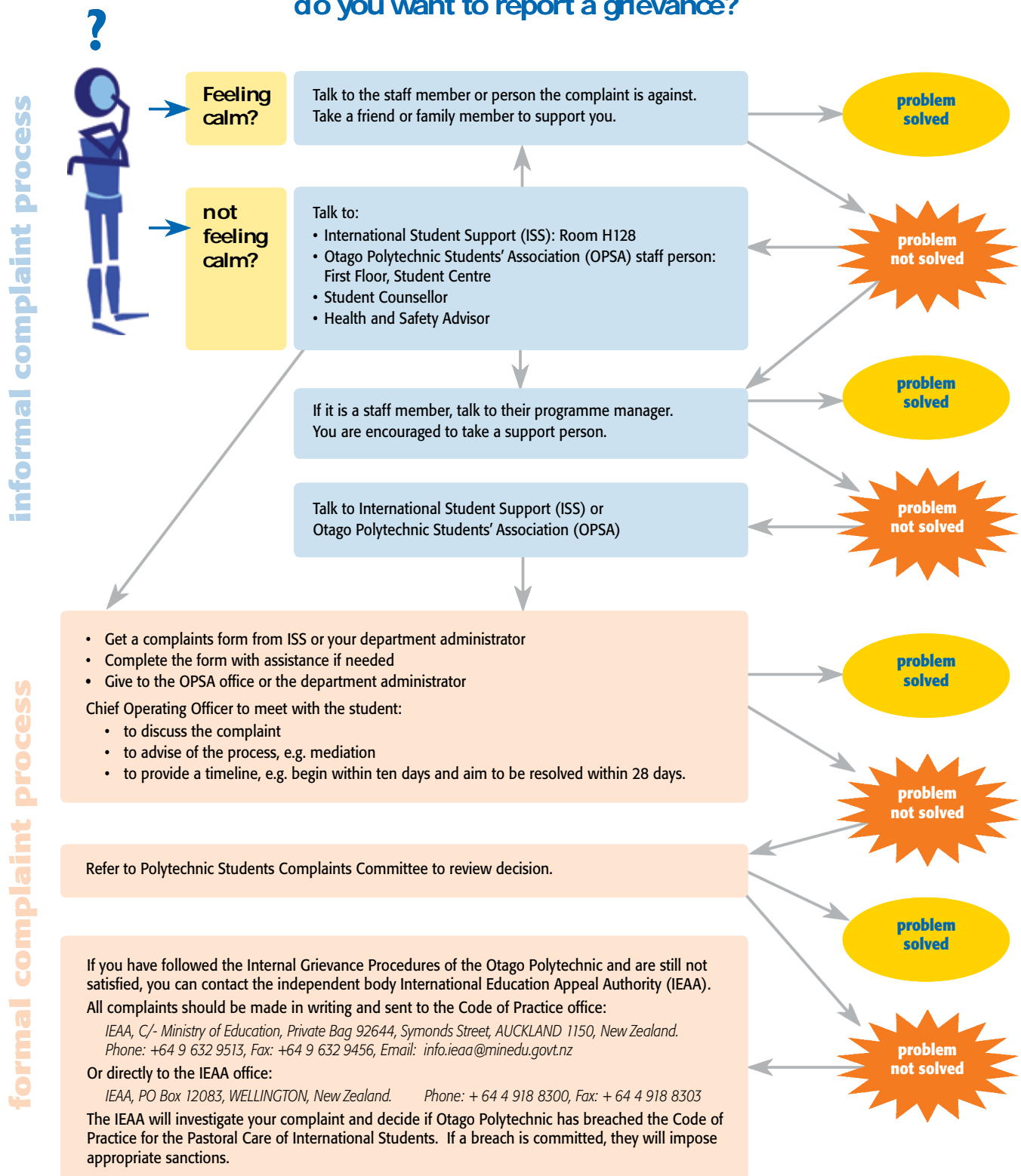
#### ***What do I do if something goes wrong?***

If you have concerns about your treatment by your education provider or by an agent of the provider, the first thing you must do is contact the Chief Executive Officer, lecturer, international manager or another person who has been identified to you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further. If your concerns are not resolved by the internal grievance procedure, you can contact the International Appeal Authority (IEAA).

What the IEAA will do and how to contact them is explained on page 32.

# Grievances Procedure for International Students

do you want to make a complaint?  
do you want to report a grievance?



**INFORMAL COMPLAINT PROCESS:**  
**FORMAL COMPLAINT PROCESS:**

verbal complaint to staff member or written complaint recorded in survey, feedback, etc  
complaint put in writing for the purpose of being resolved

DC-Att 25.707



## termination of enrolment

Your enrolment with Otago Polytechnic will be terminated under the following conditions:

### **Breaking the rules:**

Please refer to the section of this Handbook called "Code of Conduct" (page 29). If you break the rules you may be subject to disciplinary procedures. This may result in your enrolment being terminated. Policy AP602 Student Discipline describes such circumstances.

More information is available on our website: [www.otagopolytechnic.ac.nz/polybase](http://www.otagopolytechnic.ac.nz/polybase)

### **Fallure to meet Course Requirements:**

This information is detailed in the Student Course Handbook given to you on your first day of class. Your enrolment may be terminated if you fail to meet the course and/or programme requirements.

### **Provision of False or Misleading Information By the Student on enrolment:**

Information that is found to be false or misleading will be referred to the Deputy CEO. If this information is found to be fraudulent then it will be passed to the New Zealand Police to be assessed and followed up with.

### **Criminal Behaviour By the Student:**

Behaviour of a serious nature either at Otago Polytechnic or out in society, that ends with the student being given a criminal conviction in the courts, will see the student being brought before the Deputy CEO. A decision on the student continuing their studies will be made by the Deputy CEO, in consideration of all the circumstances.

### **Cease attending Class or Inadequate attainment:**

See page 30 "Attendance at Class" for more detail about minimum attendance at class and the consequences of inadequate attainment.

### **Process of termination:**

Student will be asked to meet with the International Student Support Person (students are entitled to bring a support person with them). The situation will be explained with an outline of how things will happen from that point onwards.

All decisions will be evidence or information based.

The situation will be assessed objectively to establish if termination is the correct decision.

Students will be given the opportunity to respond to any prejudicial information before any final decision is made.

All decisions are made on fair and accurate information.

Student has the "Right of Appeal". Once termination is decided then Course Transfer and Withdrawal Form must be completed. Otago Polytechnic will notify Immigration New Zealand of the student's termination.



# Summary of Terms and Conditions of enrolment

The following is a summary of the Terms and Conditions of Enrolment for International Students. They form part of the contract each international student will have with Otago Polytechnic. Otago Polytechnic is a signatory to the Code of Practice for Pastoral Care of International Students.

## 1. Study Permit or Visa

1. This enrolment agreement is conditional upon the student obtaining the appropriate student visa or permit to enable the student to live and study in New Zealand.
2. The student will ensure they hold a valid student permit or visa for the duration of their enrolment at Otago Polytechnic. If the student fails to obtain or maintain a valid student permit or visa, this enrolment agreement will be void.
3. If the student is required to leave New Zealand for whatever reason, this enrolment agreement will lapse and Otago Polytechnic may offer the place of enrolment to another student.
4. The offer of place does not guarantee that the student will be issued with the appropriate student visa or permit.
5. The student is responsible for complying with all conditions relating to the study visa or permit.

## 2. enrolment according to the agreement

- 2.1 Acceptance of the offer of place entitles the student to enrol at Otago Polytechnic in the programme of study specified in the offer of place.
- 2.2 This does not entitle the student to enrol in any other program of study at Otago Polytechnic or at any other institution in New Zealand.

## 3. Fees

- 3.1 The student is not enrolled at Otago Polytechnic until all fees are paid for the first year of the programme of study, or for the remaining part of the year where the student is enrolling for the first time in the middle of an academic year.
- 3.2 For subsequent periods of study, the student agrees to ensure that all fees for the academic year are paid in full no later than the required payment date.
- 3.3 A place at Otago Polytechnic is not confirmed until fees are paid.
- 3.4 Otago Polytechnic may invoice the student for the underpayment of fees resulting from currency exchange fluctuations and/or banking transactions.

## 4. method of acceptance

- 4.1 The student, within the stipulated time, must return one copy of the signed offer of place response form to Otago Polytechnic, indicating whether the student accepts or declines the offer of place.
- 4.2 On completion of the requirements of Clause 4.1 above, the Offer of Place and these terms, conditions, declarations and policies form a single binding agreement between Otago Polytechnic and the student.

## 5. refund of fees

Refunds of tuition fees will only be made in accordance with the following policy:

- 5.1 All notices of cancellation and withdrawal of enrolment must be made on the Withdrawal notification and Request for Refund of Fees Form obtainable from the International Centre. Supporting documentation will need to be submitted.
- 5.2 No refunds will be given after 7 days from the programme commencement date.
- 5.3 Refunds will be paid in New Zealand Dollars. This will be sent to the person (or agent) who paid the fees in the applicant's country of origin. Upon provision of an Offer of place from another institution, it may be paid directly to that institution.
- 5.4 A request for a deferral of commencement does not incur any additional costs. Only one deferral is allowed per student to a maximum of one academic year.

- 5.5 Any additional overpayment of fees will be refunded to the applicant upon request. Otago Polytechnic will not be liable for any interest accrued on the amount of the overpayment.
- 5.6 An international student in a full year programme who gains Permanent Residency must pay the international fees for the full year, regardless of the date Permanent Residency has been granted during that year.
- 5.7 Special circumstances, as approved by Otago Polytechnic, may necessitate withdrawal from a programme. Supporting information must be supplied in writing.
- 5.8 Under the Education Act 1989, Otago Polytechnic is a public tertiary education institute and this ensures that when a refund is payable, Otago Polytechnic can honour that commitment.
- 5.9 The table below gives details of the refund policy for International Students at Otago Polytechnic. It is important that you understand the refund policy prior to your enrolment.

*Please note, this policy was reviewed after the Prospectus went to print. There now is no cancellation fee if you fail to obtain a valid study permit or visa. Further, you now have 7 days after the start of the programme within which to withdraw with a 90% tuition fee refund.*

## 6. Student Compliance

- 6.1 The student/ parent/ guardian agrees to have read, understood and accepted the Rules, Regulations and Policies of Otago Polytechnic.
- 6.2 The student acknowledges that once they are accepted for a programme of study, they are liable for the fees payable for the programme of study until such time as the student has paid their fees in full or formally withdrawn in writing from the programme.
- 6.3 The student acknowledges that attendance at any class without the full tuition fee having been paid is in breach of Otago Polytechnic Policy and Otago Polytechnic may take steps to recover the outstanding fees as may be necessary.
- 6.4 The student shall abide by all requirements of their programme of study including attendance and attainment requirements.

## 7. Privacy - Personal Information

- 7.1 Otago Polytechnic collects and stores information about students to comply with various statutes including the Education Act 1989 and the Public Finance Act. We also collect and store information to enable us to make decisions regarding your academic progress, and to provide you with evidence of your academic achievements. You must provide the information asked for on your enrolment form. If you do not provide that information, we may refuse enrolment.
- 7.2 Where it is relevant, personal information may be disclosed to other agencies such as the Ministry of Education, NZ Qualifications Authority, as well as Industry Licensing and Registration Bodies. In addition, when required to by statute, we will release information to Government agencies such as the New Zealand Police, Department of Justice, and New Zealand Immigration Service. Upon request, or upon failure to abide by the Terms and Conditions of Enrolment, information will also be provided to the recruitment agent, parent, guardian or caregiver of the student. We will also provide information to Otago Polytechnic Students' Association (OPSA) for its membership records.
- 7.3 You have the right to see and request correction of information that has been collected by us. Please contact Customer Services if you wish to enquire about personal information held by Otago Polytechnic.

Circumstance	Refund Due (% of tuition fees paid)	Cancellation fee (NZ\$)
Cancellation owing to failure to obtain a valid study permit or visa	00%	Nil
Cancellation prior to, or up to 7 days after the commencement of a programme	90%	0% of tuition fees paid
Withdrawal after 7 days from commencement of a programme	Nil	-
Cancellation if Otago Polytechnic is unable to proceed with the programme	00%	Nil

These Terms and Conditions of Enrolment are effective as of 1 January 2003.

Cancellation of course/programme: Enrolment in a course or programme is conditional upon and subject to sufficient numbers of students enrolling in the course/programme.



## Withdrawal and Refund Policy

### International Students Withdrawal and Refund Policy For the year 2007 (AP306.05):

#### Policy and Procedures

Students requesting a refund must formally withdraw from a programme by personally completing and signing the Programme/Course Transfers/Withdrawals Form and returning it to the International Centre. Forms can be obtained from the International Centre.

- 2 The withdrawal date from a programme is taken as the date the Programme/Course Transfers/Withdrawal Form is lodged with the International Centre. The responsibility for withdrawal is with the student. For distance based students the date of withdrawal will be taken from the date Otago Polytechnic is formally advised by email or letter that confirms the student wishes to withdraw. The appropriate academic or International Centre staff member will sign the withdrawal form and attach evidence such as email or letter indicating the wish to withdraw. Verbal notice of withdrawal will not be accepted as a student's intention to withdraw.
- 3 No change to the student's enrolment status on the Otago Polytechnic SMS may be made unless formal withdrawal takes place.
- 4 If a student is withdrawing from all courses within a programme and a Student ID card has been issued, it must be attached to the withdrawal form, otherwise the withdrawal will not be processed. If the student advises that their ID Card has been lost, they will be required to sign an ID Card Declaration attached as Appendix A
- 5 Students cannot withdraw from a course after 50 per cent of the course is completed. A Did Not Complete (DNC) or equivalent academic course result is recorded on the SMS and the student's academic transcript. Any withdrawal form completed after 50% of the course is completed will not be recorded on the SMS but the form will be kept on the student file. Students cannot withdraw from a course once it has ended.
- 6 The rules for determining refunds are as follows:
  - 6.1 No refunds will be given for formal withdrawals from a programme or course within a programme after seven days from the programme commencement date as noted on the Offer of Place letter.
  - 6.2 Where a notice of cancellation is received by the International Centre up to 7 days after the start date of the programme, 90 per cent of tuition fees will be refunded.
  - 6.3 Where a student fails to obtain a valid study permit or visa, 00 per cent of tuition fees paid will be refunded
  - 6.4 Where Otago Polytechnic is unable to proceed with the programme, 00 per cent of tuition fees paid will be refunded.
  - 6.5 All refunds will be paid in New Zealand dollars. This will be sent to the person (or agent) who paid the fees in the applicant's country of origin.
- 7 Upon provision of an Offer of Place from another institution, any refund may be paid directly to that institution.
- 8 A request for deferral of commencement does not incur any additional costs. Only one deferral is allowed per student to a maximum period of one academic year.
  - 8.1 Any additional overpayment of fees will be refunded to the applicant upon request. Otago Polytechnic will not be liable for any interest accrued on the amount of the overpayment
  - 8.2 An international student in a semesterised programme who gains Permanent Residency will not receive a refund of fees for the semester in which residency is granted. They will be treated as a New Zealand Permanent Resident for the following semester and refunded any international fees paid beyond the semester in which residency was granted.
  - 8.3 International students in full-year programmes must pay the international fees for the full year, regardless of the date Permanent Residence has been granted during that year.

- 9 Exceptions to the rules in 5 above may be made for compassionate reasons. Compassionate grounds are usually referred to as events outside the individual's control that could not have been predicted and have had a significant impact on the person's ability to continue studying. This could for example include such things as significant accidents or personal injury to self or a close family member that would effect your ability to continue studying. Compassionate grounds will not be considered sufficient for a refund of fees where the student could have continued in the programme with support or where the student has chosen to withdraw for other reasons.

Such consideration may be given to a refund upon receipt of written evidence, which must be submitted at the same time as the completed withdrawal form.

Exceptions may be considered on the grounds of:

9. Medical, supported in writing by a health professional and supported by the Head of School/ Programmes.

9.2 As a result of a decision, made jointly and confirmed in writing by the Head of School/Programmes and the student, that to continue the programme would be inappropriate.

- 0 Any student who wishes to dispute the withdrawal or refund decision must do so within one month of receiving the notification (letter, invoice or statement) showing the outstanding amount. A request to review the outstanding amount must be made in writing to the Customer Services Manager, Otago Polytechnic, within the specified time period. There is discretion to accept reviews lodged outside the normal one-month time limit if Otago Polytechnic considers that there was good reason for the delay. The review should be completed within seven days of the date of receipt of the application for review. Any outstanding monies owing at the outcome of the review are to be paid to Otago Polytechnic immediately notification is received.

The Customer Services Manager, in consultation with the Head of School/Programmes, International Manager and/or another appropriate academic staff member will determine whether the reasons stated and the documentation provided, satisfy the criteria for a refund in 8. and 8.2 above. Outcomes may include holding fees over to the following year or for the next occurrence of the programme within the same year if the student is intending to return to that programme of study.

A refund on the grounds of compassionate consideration will give:

- No refund for any courses/programmes where there is a result entered.
- 90 per cent of the fees for all courses/programmes that have not reached the 0 per cent "Last Withdrawal date" but have not yet been completed where there is no academic course result recorded.
- 50 per cent of the fees for all courses/programmes that have passed the 0 per cent reporting date but have not yet been completed where there is no academic course result recorded.
- 00% of the fees for all courses/programmes that have not started when the compassionate withdrawal is received.
- No Administration fee will be charged.
- Students can be withdrawn after 50 per cent of course/programme completion – as a compassionate withdrawal. For those courses/programmes where a result has been entered, including any Recognition of Prior Learning (RPL) results, no refund is possible.
- Students cannot be withdrawn after the course/programme end date.

The Chief Executive has authority to vary the refund consideration on compassionate or other grounds for any individual case.

## Refunds for examination Fees:

External examination fees will be refunded if a Withdrawal Form from the examination is formally lodged with Otago Polytechnic before the cut-off date set by Otago Polytechnic each year. If fees have been sent to the examining body, a request for refund must be made by the student directly to the appropriate organisation.

## Definitions

<b>Compulsory fee</b>	Fee components which cover items which the student must purchase as a condition for enrolment.
<b>Course</b>	A component of a programme for which there is a separate enrolment. A course or collection of courses forms a programme of study. For the purposes of determining entitlement to refunds withdrawals will be processed on a course-by-course basis.
<b>Distance-based programme</b>	Students that are studying in programmes or courses that are delivered primarily off-campus.
<b>Programme of study</b>	The collection of courses in which a student enrolls which contributes to meeting the requirements for the award of a qualification.
<b>Withdrawal from programme</b>	Withdrawal from all of the courses in that programme of study for which the course end dates are later than the withdrawal date.

## Recognition of Prior Learning (RPL) Refunds – International Students (AP300.03)

### Policy:

1. The Otago Polytechnic RPL Policy AP 50 is followed for the process of determining any RPL.
2. The student must provide sufficient evidence to the Head of Department/School and International Manager that the awarding of RPL and change to the Path of Study will not contravene the student's Visa status.
3. Students will pay all fees as agreed in policy AP302 Fee Payments: International Students.
4. If RPL is awarded and the student has paid their full semester or year's annual tuition fees, then international students may receive a refund only following deduction of the RPL application fee of NZD 56.25 plus any assessment or equivalence fees that have been calculated in determining the RPL.
5. The total fee for assessment or equivalence cannot be greater than the International Fee for that course or paper.

### Procedures:

1. All prospective international students are to be advised of the Otago Polytechnic RPL arrangements and Policy including this policy on refunds for RPL for International Students (as per the Code of Practice, Section 5.3 Clause 5.3.3).
2. Applicants apply for RPL through the usual RPL application process.
3. Decision on RPL is made following the usual RPL application process.



## PrePar Ing to Come to otago PolyteCHnIC

Before you leave home, find out as much as you can about the place you will live, Otago Polytechnic and about living and studying in New Zealand.

The following websites may be useful:

[www.newzealandeducated.com](http://www.newzealandeducated.com)

[www.stuff.co.nz](http://www.stuff.co.nz)

[www.newzealand.com](http://www.newzealand.com)

[www.lonelyplanet.com/destinations/australasia/new\\_zealand](http://www.lonelyplanet.com/destinations/australasia/new_zealand)

[www.i-SITE.org](http://www.i-SITE.org)

[www.minedu.govt.nz](http://www.minedu.govt.nz)

### **dunedIn City:**

Dunedin is the centre of learning in New Zealand. It is a historic, attractive city on the east coast of New Zealand's South Island. It has a long history of educational excellence, and Otago Polytechnic's roots date back to the School of Art in 1870. Today it is a city that attracts students from all over New Zealand and the rest of the world. In fact, students make up nearly a quarter of the city's population.

Dunedin is one of the safest places to live in the world. It has a very low crime rate and residents enjoy the security of living in a clean, secure and safe environment.

### **FaCtS aBout dunedIn:**

- Situated only five hours drive to/from Christchurch, the international airport gateway to the South Island.
- Situated only three hours drive to/from the international resort of Queenstown.
- Weekly direct flights to Sydney, Melbourne and Brisbane from Dunedin.
- Settled by Scots in 1848. Dunedin retains its essentially Scottish heritage both in traditional customs and its style.
- The most complete architecturally preserved Victorian and Edwardian City in New Zealand.
- Population: 20,000 – 20,000 are tertiary students creating a city atmosphere of vitality and youth culture.
- A temperate climate and coastal setting amongst hills and valleys provides a range of microclimates within four distinct seasons.
- Dunedin is situated at the neck of a long harbour and is surrounded by bush clad hills and gardens. The architectural style of the city is predominantly Edwardian and Victorian, which provides an attractive urban environment for students.

### **Central otago and tHe toWn of CromWell :**

Central Otago is New Zealand's most inland region. It is also its hottest, coldest and driest. A fragmented schist plateau in a semi-desert environment, Central Otago is a living museum, scattered with historic features preserved by a dry climate. Central Otago, affectionately called "Central" by those that know it well, covers an area of 10,000km<sup>2</sup> and has fewer than 17,000 permanent residents.

Otago Polytechnic's Central Otago main campus in Cromwell offers programmes and short courses in adventure, art, business and computing, horticulture, viticulture, hospitality, sports turf management and stonemasonry. Studying in Central Otago means hands-on learning within industry, small classes, dedicated tutors and a lifestyle experience second to none.

Central Otago is also renowned for a lifestyle that encourages outdoor pursuits. These lifestyle opportunities are made possible by the superb climate, generous endowment of rivers and lakes and some of the most spectacular mountains in the country. Whether your interests lean to fishing, golf, four-wheel driving, mountain biking, kayaking, skiing, snowboarding or hiking, it is immediately accessible in Central Otago.

## **tIPS on WHat to Br Ing:**

### **When you are packing to come to Otago Polytechnic, remember the following:**

Dress on campus is relaxed and casual. Most students wear clothing such as jeans, shorts, t-shirts, sweatshirts, sandals and sports shoes. Warm winter clothes are essential for the South Island. You will need woollen sweaters and socks, a warm jacket, heavy shoes, gloves, a scarf, and a hat.

A sleeping bag is useful for weekends away.

Bring any relevant information about your prescription medicines and eye-glasses.

### **CoPIeS oF ImPor tant doCuMentS:**

Copies of important documents, like the photo page of your passport, make it easier to get replacements if you lose them. Have an extra set of passport photos for the same reason, and for getting ID (identity) cards for when you are in New Zealand.

Make three photocopies of your passport photo page, airline tickets, driver licence and the credit cards that you plan to bring with you, and of any other personal information such as records of your banking and insurance. Leave one set at home with family, pack one in your luggage and carry one in your cabin bag. If you have any special medical conditions, bring a note in English explaining the condition. List the serial numbers of any travellers' cheques (cross off the numbers from your copy as you use the cheques).

### **FinanCial matterS:**

In order to live comfortably in Dunedin, you will need to have about NZD 4,000 per year, available for living costs.

It is unwise to carry a large sum of cash with you and we suggest you open a bank account as soon as you arrive. Money can then be electronically transferred to your account. Bank drafts can also be used.

Remember to have some New Zealand cash for your immediate costs on arrival. There are foreign exchange offices at all New Zealand airport terminals and in Dunedin city.

### **getting Here:**

International flights coming to New Zealand generally arrive in either Auckland or Christchurch. From there, a domestic flight is required to travel to Dunedin. It is advisable to book all flights as soon as possible because the beginning of the academic year is a busy time to travel in New Zealand.

It is important to book domestic flights at the same time as your international booking.

We are very happy to meet you at the airport as long as you let us know in advance the details of your travel arrangements.

If you are staying in a homestay your host family will meet you at the airport. If for some reason they are unable to do this then a member of the International Centre will meet you, and take you to your homestay family.



## more Information and uSeFul WeBSiteS

### City of dunedin

[www.cityofdunedin.com](http://www.cityofdunedin.com)  
[www.dunedin-tourism.co.nz](http://www.dunedin-tourism.co.nz)

### Central o tago

[www.centralotago.co.nz](http://www.centralotago.co.nz)

### Immigration new Zealand

[www.immigration.govt.nz](http://www.immigration.govt.nz)

### Studying in new Zealand

*Ministry of Education New Zealand*

[www.newzealandeducated.com](http://www.newzealandeducated.com)  
[www.minedu.govt.nz](http://www.minedu.govt.nz)

### new Zealand:

*Information about what to see and do in New Zealand*

[www.i-SITE.org](http://www.i-SITE.org)

## any QueStIonS?

### Please contact our International Centre:

Telephone: +64 3 477 30 4

Fax: +64 3 474 7285

Email: [international@teko-tago.ac.nz](mailto:international@teko-tago.ac.nz)





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Telephone: +64 3 477 3014

Facsimile: +64 3 474 7285

Email: [international@tekotago.ac.nz](mailto:international@tekotago.ac.nz)

Freephone (in New Zealand): 0800 762 786

Website: [www.otagopolytechnic.ac.nz](http://www.otagopolytechnic.ac.nz)