



INTERNATIONAL PROSPECTUS 2012

A background image showing silhouettes of people on a beach at sunset. One person is performing a handstand on the left, while two others stand on the right, looking out at the ocean. The sun is low on the horizon, creating a bright glow and long shadows.

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Mihi

Māori Language

Tihei mauri ora!

Ki te whei ao,

Ki te ao mārama.

Hei timatanga kōrero ko te wehi ki a Ihowa.

Ko ia te timatanga me te whakamutunga o ngā mea katoa.

E ngā mate o te tau, o te marama, o te wiki, haere, haere, haere
atu rā.

Āpiti hono, tātai hono, rātou te hunga mate ki a ratou, Āpiti hono,
tātai hono, tātou te hunga ora ki a tātou, tēnā koutou, katoa.

Haere maiengā manuhiri tuarangi, ngā waewae tapu.

Nau mai ki te kuratini o Te Tai Poutini i Te Waka o Aoraki.

English

To begin by offering respect to my creator
the beginning and the end of all things

To the recently deceased who have departed,
farewell, farewell, farewell

The lines are joined, those the dead, to
them the lines are joined, us the living, to us
greetings to you all.

Welcome visitors from afar, welcome sacred
people.

Welcome to Tai Poutini Polytechnic on the
West Coast of the South Island of New
Zealand.

Kia ora koutou,

Hello and Welcome

Tai Poutini Polytechnic welcomes students from around the world to a unique tertiary education provider with a head campus based on the West Coast of the South Island of New Zealand but with campuses and learning opportunities spread throughout the country.

Our Polytechnic concentrates on practical applied and vocational education and training to prepare students to commence careers within a wide range of specialist areas from music and audio engineering and ecotourism, from business and computing to hospitality and tourism, and from outdoor recreation to jade carving.

The Polytechnic provides a safe and welcoming learning environment that enables small classes and individual attention- you won't be just another student at Tai Poutini. We want student's time with us to be not only a chance to achieve academic success but also to allow students to actively participate in the fun and lifestyle that is part of the overall New Zealand experience.

Please take the opportunity to read about the experiences and support you will receive should you choose Tai Poutini as a place to study. More detail on the learning opportunities available are provided in our prospectus or visit our website at www.tpp.ac.nz or www.mainz.ac.nz that lists all the programmes you might want to consider.

I very much look forward to welcoming you to our Polytechnic and unique part of the world as a new member of the Tai Poutini family.

Allan Sargison
Acting Chief Executive



Welcome

Education is the foundation for any career and Tai Poutini Polytechnic (TPP) offers a wide variety of high quality, industry approved training programmes throughout New Zealand.

Courses have been designed with industry in mind so students learn hands on skills to help them in their chosen career.

Teaching staff have a passion for education and students enjoy low student to tutor ratios. Tutors are experts in their fields and they are ideally placed to help graduates secure work placements.

Tai Poutini Polytechnic has had course completion rates above the ITP (Institutes of Technology and Polytechnics) sector average for the last three years and its student fees remain amongst the lowest in the ITP sector. There simply isn't anywhere better to study.

Tai Poutini Polytechnic has campuses in Auckland, Hamilton, Palmerston North, Christchurch, Wanaka, Invercargill, Westport, Greymouth and Reefton.





Tai Poutini Polytechnic International Students

Our staff are committed to providing excellent service and support on an individual basis to all students. Tai Poutini Polytechnic is a signatory to the New Zealand Government Code of Practice for the Pastoral Care of International Students. We also provide support and assistance with visa and insurance applications, course counselling and advice to help students get the most from their stay with us.

We have a phone line dedicated to offering you support:

0800 877 787 or 0277427592

0800 TPP SUPPORT

Contact details for international students:

Telephone: +64 3 769 9400
Fax: +64 3 768 4503
Email: info@tpp.ac.nz
Website: www.tpp.ac.nz
Postal: 73-87 Tainui Street
Private Bag 607
Greymouth 7805
New Zealand

Pastoral Care of International Students

Tai Poutini Polytechnic

Kathryn Prime

Telephone: +64 3 769 9409

Email: kathrynp@tpp.ac.nz

MAINZ Christchurch

Gretchen Mckinley

Telephone: +64 3 365 9195

Email: gretchenm@tpp.ac.nz

MAINZ Auckland

Merrie McDougall

Telephone: +64 9 308 7501

Email: merrie@tpp.ac.nz



Arrival and Accommodation

Greymouth

Students arriving from overseas normally fly to Christchurch International Airport then travel to Greymouth by plane (to Hokitika airport, 30 minutes south of Greymouth), train (the TranzAlpine), or bus/shuttle. It is very important that we know your arrival details as soon as possible so we can arrange for a staff member to meet you and help with your accommodation.

TPP Greymouth has 56 accommodation rooms available for 2012. If demand exceeds supply we will actively seek external rentals, Student Services will also be available for assistance.

The accommodation includes:

- 42 individual rooms in five units with shared common room, ablutions and kitchens
- 10 individual rooms with ensuites
- 1 self contained 4 bedroom house

Auckland (Music and Audio Institute of NZ)

Students arriving at Auckland airport will be met by a staff member, taken to their accommodation and introduced to the Central City Campus. There are many apartment buildings within a few blocks of MAINZ, and options such as homestay, flatting, boarding further out of town, but many students choose to live in their own apartments once they are familiar with the city. Please note that this accommodation is not monitored, administered or accessed by MAINZ Auckland.

Christchurch (Music and Audio Institute of NZ)

Students arriving at Christchurch airport will be met by a staff member, taken to their accommodation and introduced to the MAINZ Christchurch Campus. Accommodation is mainly home stays recommended by the Polytechnic, but many students choose to live in their own apartments once they are familiar with the city. Please note that this accommodation is not monitored, administered or accessed by MAINZ Christchurch.

Wanaka

Students arriving from overseas normally fly to Christchurch International Airport then travel to Wanaka by plane. We can arrange for a staff member to meet you at Wanaka airport and take you to your accommodation. A range of accommodation is available in Wanaka including rental housing and private board. It is important that students arrange accommodation as early as possible in order to secure a place. If you are interested in sharing accommodation with other Ski Patrol students please complete the "Contact Information" section attached to the Certificate in Ski Patrol Information Sheet included with the Application for Enrolment form.



Our campuses

The West Coast of the Southern Alps

is our main base, with our Greymouth campus catering for up to 500 students studying Outdoor Education, Diploma in Outdoor Instruction and Guiding, Jade and Hard Stone Carving, Carpentry, Automotive, Business Administration, Information Communications Technology (ICT), Hospitality, Professional Chef, Ecotourism, Hair, Beauty and Grooming, Nannying, and many more.

Greymouth is situated on the South Island's West Coast, where you can live and study amongst some of New Zealand's most stunning and majestic landscapes and access superb outdoor recreation facilities. The campus is on the main road, close to the main shopping centre, you will meet great "Coast" people, and receive friendly service.

Central Auckland

150 Victoria Street is the home of our Music and Audio Institute of New Zealand (MAINZ), an organisation with a reputation for quality programmes. At MAINZ both staff and students have a passion for music and this makes for a vibrant learning environment. MAINZ offers these programmes: Audio Engineering, Contemporary Music Performance, Live Sound and Event Production, Foundation Sound and Music, and Music Event Management and Creative Enterprise.

We have recording studios, rehearsal rooms, an auditorium, MIDI suites, music instruments, and a wide range of live sound equipment. Our staff not only work at MAINZ but are professionally active in the entertainment industry and are therefore excellent role models for students. Additional information is available from our website at www.mainz.ac.nz.

Central Christchurch

Due to the 2011 Earthquake our Christchurch MAINZ students are not currently operating from their normal campus in the inner city. We expect that the normal facility will be operating as per usual in early 2012.

In the meantime staff remain committed to delivering a high quality programme in classrooms located around the inner city.

All our staff are industry professionals who are actively engaged in the music industry. Additional information is available from our website at www.mainz.ac.nz

Mountain Education Centre of New Zealand (MECNZ)

This is a division of Tai Poutini Polytechnic based in Wanaka in the Southern Lakes Area, home of our renowned Ski Patrol programme. Training in the practical elements of Ski Patrolling take place on the Treble Cone Ski Area, only 40 minutes drive from Wanaka. A unique "on snow" classroom in the middle of Treble Cone provides the best possible training environment for those seeking a career in ski patrol.

Wanaka is one of the most spectacular alpine villages in New Zealand and is the perfect location for skiing and snowboarding.

Treble Cone is one of New Zealand's premier ski and snowboarding destinations, and offers awesome terrain for all abilities - fast lifts, reliable snow and the most uncrowded slopes in the Southern Lakes area. One of Treble Cone's best features is the southern hemisphere's only high speed, detachable, six-seater chairlift. It has an extensive modern snowmaking system which ensures maximum "on-snow" training time. Treble Cone also has large areas of avalanche terrain, making for an ideal learning environment.



Support Services

Tai Poutini Polytechnic takes the pastoral care of its international students very seriously. The Polytechnic employs a Student Services Co-ordinator to ensure quality care and support is provided to international students.

Orientation

Orientation is compulsory and all students must arrive in time for their orientation programme. Orientation will include familiarising students with the campus they will study on and its facilities; opening a bank account; arranging accommodation payments; health; sexual health advice; road code; visiting the local shopping centre; organising transport if necessary; and meeting staff and fellow students. The orientation programme is designed to be informative and enjoyable, and will assist students to settle in to their new environment.

Banking

Nearly all the major banks have international student packages. To open an account, make an appointment and take with you your passport and proof of your enrolment with a New Zealand Education Provider.

Some banks are open on Saturday mornings but all are closed on Sundays and public holidays. Customers can access their accounts 24/7 using Automatic Teller machines (ATM) and internet banking.

Most overseas currencies are accepted and easily exchanged at New Zealand banks and exchange centres. Overseas traveller's cheques and credit cards such as Visa, American Express, Bankcard, MasterCard and Diners Club are also accepted in most retail outlets. ATM (Automatic Teller Machine) cards are used and are issued automatically when you open a New Zealand bank account. EFTPOS (Electronic Funds Transfer at Point of Sale): Almost all business/shops in New Zealand have this facility which allows you to pay for goods with an ATM card or credit card. You may be identified with a signature or a PIN number. Be sure to memorise your PIN number rather than write it down. You should never let anyone know what your PIN number is.

Banks are close to all our campuses. They are generally open from 9.00am to 4.30pm Monday to Friday.



Library

TPP libraries can play a vital part in any students' successful study and research. We are constantly developing and adding resources to provide the up-to-date information you'll need to support your study.

The Central Library in Greymouth holds the majority of study material owned by TPP. Specialist collections of music and production-related titles are held at MAINZ Auckland and Christchurch; emergency management resources are held in Palmerston North; and ski patrol resources at MECNZ in Wanaka.

For students at other sites (and distance education students) or campuses where the collection cannot meet the need, we provide a free delivery and return service from Greymouth campus for course-specific books for study. If it is something that we do not have, we will do our best to obtain it from another source on your behalf.

The full catalogue for all TPP library resources is available at <http://library.tpp.ac.nz>

Talk to your campus receptionist to find your campus library; or contact us directly at the Central Library for help with locating information for assignments, referencing your work, using research databases, or for specific books you might need. Our friendly staff have been students too, and can help you get the best from the resources available.

Academic Support

Student support services study skills workshops are held on demand. This is a free service for international students.

Health Care

Your health and well-being is important to us. You will need to pay for your medical visits and then claim from your medical insurance provider.

At Greymouth Campus there is a free one hour health clinic each week during term times.

Insurance

It is compulsory for all international students to have appropriate and current medical and travel insurance while studying in New Zealand. International students should arrange this prior to their arrival in New Zealand. We recommend that your insurance cover includes travelling to and from New Zealand.

Cafeteria

The Greymouth campus cafeteria sells a variety of healthy and inexpensive food to students.

Other main city campuses have retail food outlets like cafes or fast food chains within walking distance.

Well-being

Free counselling is available to help resolve problems of a personal or academic nature. A member of TPP's staff will act as an advocate for a student if they encounter difficulties with any organisation or individual in the community. We encourage students to seek help from staff in the first instance and if we cannot help, we will find somebody who can.



Tai Poutini Polytechnic Academic Entry Criteria

IELTS and Other English Test Scores

Tai Poutini Polytechnic uses IELTS academic and general test scores as the primary indication of English ability for its international students. All courses follow a specified entrance requirement set for programmes and courses as specified below.

Tai Poutini does not administer IELTS tests. These are available from Canterbury Polytechnic Institute of Technology, Unitec, University of Auckland, or your country of origin.

The Dean, in consultation with the Chief Executive, can waive the English requirements where the student is not likely to be disadvantaged, or can exclude a student where there is any doubt of their ability to cope with the chosen course due to their proficiency in English.

Students without an official IELTS or TOEFL score but with demonstrated English proficiency will be assessed for readiness to undertake a course at Tai Poutini Polytechnic.

Definitions

IELTS - International English Language Testing System

TOEFL - Test of English as a foreign language. [TOEFL is an independent objective and worldwide English Language testing system which originated in America.]

Schedule of IELTS levels for non-English speaking students

This schedule applies both to international students and as a guide for non-English speaking New Zealand residents.

IELTS

- **Levels 1-3 - IELTS 5.0**
- **Levels 4-5 - IELTS 5.5. no band lower than 5.0**
- **Level 6 - IELTS 6 no band lower than 5.5**

* The level can be varied to suit content requirements in consultation with the Education Support Services Manager and appropriate standards and registration bodies.

Recognition of Tai Poutini Polytechnic Qualifications

Tai Poutini Polytechnic is a New Zealand Government tertiary institution. All certificate and diploma qualifications taught at Tai Poutini Polytechnic are registered with the New Zealand Qualifications Authority (NZQA). NZQA is the New Zealand Government's official registry for all qualifications on the New Zealand Qualifications Framework. Its international standing is described below.

The New Zealand Qualifications Authority (NZQA) is a member of the:

New Zealand Qualifications Authority NZQA

- International Association for Educational Assessment (IAEA)
- Association of Commonwealth Examinations and Accreditation Bodies (ACEAB)
- Australasian Curriculum, Assessment and Certification Authorities (ACACA); and
- Australian Qualifications Framework Advisory Board (AQFAB).

ACEAB provides a forum for the exchange of information and promotes ethical standards and high standards in examination and accreditation systems.

ACACA promotes and supports understanding within Australasia of the different senior secondary school qualifications systems. It provides links internationally on assessment matters.

NZQA is also a member of the Australasian Conference of Tertiary Admission Centres (ACTAC) that deals with matters concerning common standards and placements to courses in universities within Australasia.

The New Zealand Qualifications Authority is part of a network of countries including the United Kingdom and Scotland, USA, South Africa, Mexico and Australia. These countries are undergoing a detailed comparison and benchmarking of vocational qualifications systems.

The NZQA maintains close links with Australian bodies of similar standing at all levels of the education system and has representation on the Australian Qualifications Framework Advisory Board (AQFAB). The two systems are aligned from senior secondary school to postgraduate levels. This review has a mandate to position Australian qualifications in an international context. New Zealand degree and postgraduate qualification definitions have been closely aligned with the Australian definitions and are also closely aligned with definitions used in the United Kingdom.

The New Zealand qualifications system is accepted internationally. Learners with approved New Zealand qualifications are highly mobile and their qualifications are generally recognised in most countries. This recognition has occurred as a result of an ongoing tradition of quality in New Zealand education. The New Zealand Qualifications Authority maintains this tradition by participating in international networks of qualifications systems.

Code of Practice

Code

Tai Poutini 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 at www.minedu.govt.nz/goto/international.

What is the “Code”?

The Code is a document which provides a framework for consistent 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.

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.

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.

International student defined

You are an international student if you are:

- Not a resident of New Zealand, or
- Not a citizen or permanent resident of Australia, or
- Not a citizen of the Cook islands, Niue or Tokelau

How can I get a copy of the Code?

You can download a copy of the Code from the Ministry of Education website at www.minedu.govt.nz/codeofpractice

What if I have questions about the Code?

The New Zealand Ministry of Education is the Administrator of the Code. If you have any inquiries about the Code, you can email: info.code@inedu.govt.nz.

What 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 Student Services Co-ordinator, 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 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:

International Education Appeal Authority,
Tribunals Unit
Private Bag 32-001
Panama Street Wellington 6146

International Education Appeal Authority Tribunals Unit Level 1,
86 Customhouse Quay,
Wellington 6011

Phone: +64 4 462 6660

Fax: +64 4 462 6686

Email: ieaa@justice.govt.nz

Web: [www.justice.govt.nz/tribunals/
international-education-appeal-authority](http://www.justice.govt.nz/tribunals/international-education-appeal-authority)

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 International Education Review Panel (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.

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 and can be viewed on their website at 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 at www.acc.co.nz.

Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand. You will be sent via mail insurance brochures with your enrolment information. The Enrolments Officer needs to be able to sight the original documentation and keep a copy on file.

Your travel insurance policy should cover the following:

- Loss of baggage and other personal effects
- Accident and injury
- Disruption to travel plans
- Cost of medical care in any "stop-over" countries

The policy should:

- Commence the minute you leave home for the airport on your way to New Zealand
- Apply while in transit
- Cover you for any trips to other countries during the period of study
- Cover you for any holidays back to your home country during the period of study
- Cover you for emergency evacuation/repatriation, accompanying relative cover in case of serious illness or death
- Cover your personal effects and personal liability



Medical Insurance needs to cover:

- General practitioners visits and prescriptions, hospitalisation (both public and private), optical cover and emergency
- Dental cover
- It is preferable that medical claims have no excess

Desirable additional cover:

- Mental illness
- Loss of tertiary programme fees due to an emergency

Applying for a visa

If you are an international student you are required by law to hold a student visa for the duration of your study at Tai Poutini Polytechnic. Please submit your student visa application as soon as possible to avoid any delays in your study plan at Tai Poutini Polytechnic.

Immigration New Zealand

Immigration New Zealand can help you with all aspects of your visa application, including information such as:

- Your visa eligibility
- Terms and conditions of gaining a visa
- The visa application forms

Their contact details are: <http://www.immigration.govt.nz/> or phone +64 9 914 4100

Student Passports and Visa

It is most important that you don't let your student visa expire. If you do, you can be sent home. Do not leave renewing applications to the last minute – allow 3 months, so you can put together all the information that you need for your application to be successful.

Students studying on a programme more than 12 weeks in length are required by Immigration New Zealand to have a current student visa in their passport.

It is your responsibility to ensure you have an up-to-date visa in your passport at all times.

Application Procedure

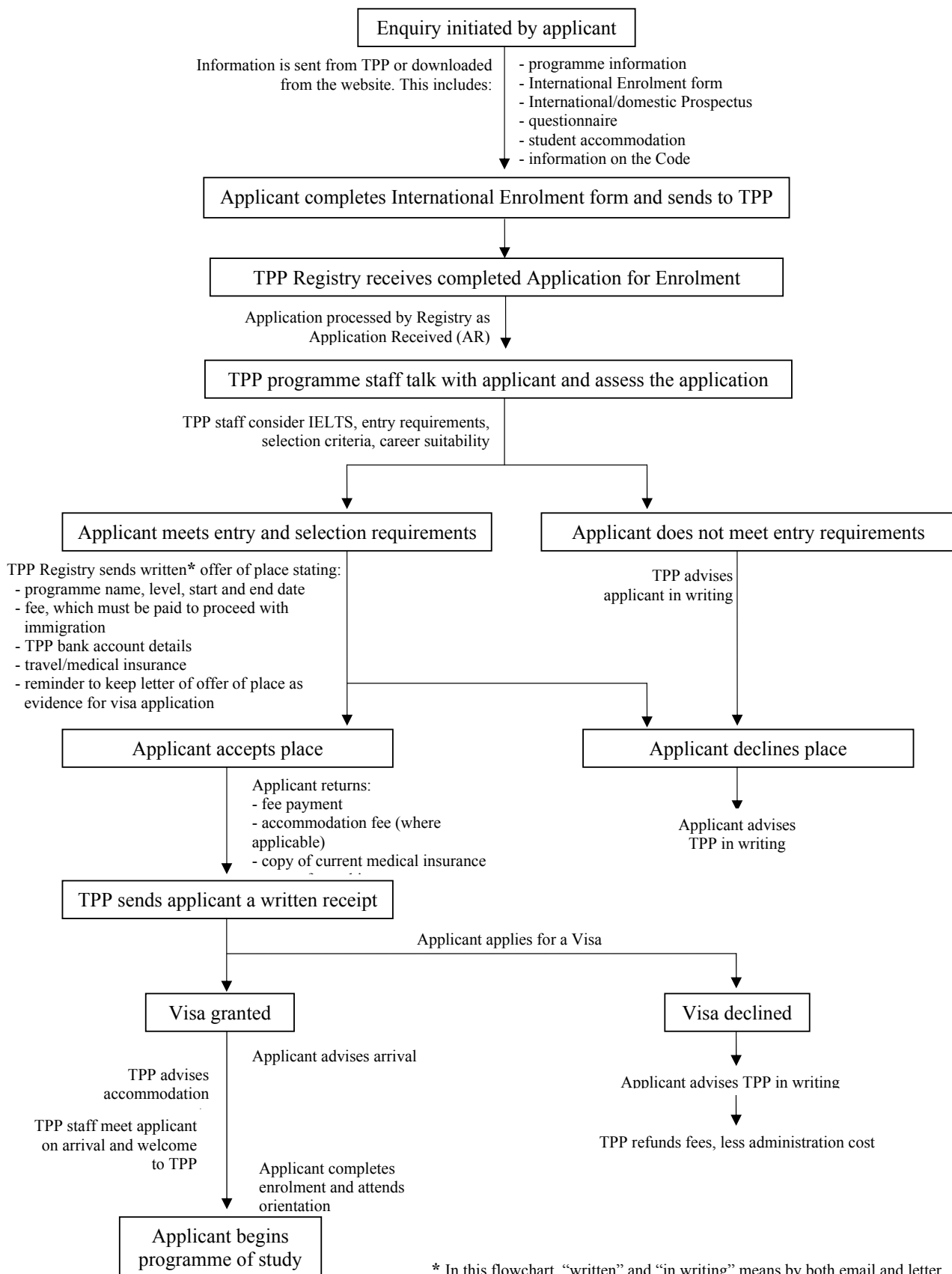
1. Complete and sign the Tai Poutini Polytechnic International Student Enrolment Form.
2. Please note you must be over eighteen (18) years of age as from the start date of the programme.
 - Attach certified translated copies of your:
 - academic records and / or certificates
 - evidence of your English language proficiency, i.e., IELTS or TOEFL
 - if in New Zealand, please include high school or language school reports
 - one passport-sized photograph
 - passport or birth certificate
3. Send the signed enrolment form and certified documentation outlined above to Tai Poutini Polytechnic, Private Bag 607, Greymouth 7805, New Zealand.
4. If your application is accepted, you will receive an "Offer of Place" and an Invoice letter. This will include information on the programme start and end dates, the fees, and conditions of study at Tai Poutini Polytechnic.
5. If you decide to accept the offer, you must pay the fees.
6. When your tuition fees have been paid, we will send you a receipt. You will need to include your Offer of Place and Receipt when you apply for a Student Visa from the New Zealand Immigration Service.

Note: Tai Poutini Polytechnic will accept a fax or email application in the first instance, but the original must be sent by mail.

Conditional Offer

If some of the admission requirements are not met, Tai Poutini Polytechnic may issue a Conditional Offer, subject to you meeting the requirements, e.g., an offer may be made conditional on achievement of a particular IELTS score. When the condition is met, an "Offer of Place" will be made.

Enquiries and Enrolment Flow Chart



Guide to completing the International Student Application Form

Personal Details

- Name:** We need your full legal name in English letters, as shown on your birth certificate or passport, and your English name if you use one.
- Age:** You will need to be over eighteen 18 years of age from the start date of your programme.
- NZQA ID:** If you have already studied in New Zealand, you may have a New Zealand Qualifications Authority (NZQA) number. Please enter it here if you know it.
- Programme name:** Check the Course Information Booklet carefully for the correct name of the programme you wish to enrol on (and location of programme if applicable). You may indicate a second choice if you wish.
- Citizenship:** Attach a clear copy of the picture page of your passport. International students must have a valid student permit to study at Tai Poutini Polytechnic. You will be required to show your student permit on arrival at Tai Poutini Polytechnic before you are issued with a student ID card. If your permit expires while you are in New Zealand, this will be reported to the New Zealand Immigration Service, and you may be required to leave the country.

Address Details

- Address:** All international students are required to advise Tai Poutini Polytechnic of their address in New Zealand. If you do not know your address now, you **MUST** advise the Enrolments Officer immediately you obtain accommodation after arrival in New Zealand.

Proposed Method of Payment

- Payment of fees:** You must pay international fees in full before a student visa/permit will be issued to you. Take your receipt for fees to the New Zealand Immigration Service with your letter of offer for your visa/permit to be issued.

Academic History and Language Ability

- Qualifications:** List any relevant qualifications that you have, and attach copies of these to the enrolment form. The documents you supply must be verified as a true copy by a college or university principal, or lawyer, and must be in English.
- English Level:** Please note that all programmes require an IELTS score as detailed on page 10 of this International Prospectus. Certification must be attached, or your application will not be considered. If you wish Tai Poutini Polytechnic to consider an alternative English level, you may apply to the Education Support Services Manager. TOEFL scores and letters from other institutions may be accepted in some circumstances.



Disability/Support Details

Medical Conditions and disabilities: This question is required for Ministry of Education statistics and to help us to provide better services to students. If you wish to speak to someone about any special requirements you may have, or where assistance may be required in an emergency, please contact the Student Services Co-ordinator at the Greymouth campus by telephoning +64 3 769 9400 or +64 9 308 7501 for the MAINZ Auckland Campus.

Emergency Contact Details

Contact Details: We must have contact for you someone in your home country in case of emergency

Marketing Information

How you obtained information: This section will assist Tai Poutini Polytechnic in future marketing/advertising.

Accommodation

Accommodation: Please complete this section if you require assistance with accommodation while studying at Tai Poutini Polytechnic.



General Information

Currency

The New Zealand dollar is the currency used in New Zealand. The dollar (\$) is divided into 100 cents (c). There are \$5, \$10, \$20, \$50 and \$100 notes and 10c, 20c, 50c, \$1 and \$2 coins.

Money requirements when you first arrive

There are no restrictions on the amount of currency overseas visitors or students can bring into New Zealand but amounts over \$10,000 in foreign currency must be declared. We strongly advise against bringing large amounts of cash with you.

However, if possible you should arrive with some New Zealand money in mixed denominations (\$5, \$10 and \$20 notes) as traveller's cheques may not be accepted for small purchases.

Taxation

In New Zealand everything incurs a Goods and Services Tax (GST). This tax is currently 15% and is normally included in advertised prices. Check if the price states "excluding GST" or "including GST". In this case you will have to add 15% on to the purchase price. The Inland Revenue Department (IRD) is employed by the New Zealand Government to collect taxes. The main situations in which you will be taxed are if you work in New Zealand or hold a New Zealand bank account which earns interest. You need to apply for an IRD number so that you are taxed at the correct rate. The penalties for evading or working illegally in New Zealand is high and can affect your immigration status, so it is important you follow these laws. You can download an application form for an IRD Tax Number from: <http://www.ird.govt.nz/library/publications/irdnumber.html> or ring their free phone on 0800 227 774 once you are in the country. Take your IRD number with you when you open a bank account.

Bargaining

Bargaining is not a common practise in most New Zealand shops. The prices marked are generally the price at which they are sold. In street stalls and some second hand shops you may be able to bargain. You may also bargain if you are making a large cash purchase.

Borrowing/Lending Money to Others

You should not lend money to anyone in New Zealand. If the person you loan money to does not pay you back, Tai Poutini Polytechnic is unable to recover it for you.

New Zealand Climate

New Zealand has a large temperate climate. While the far north has subtropical weather during summer, and inland alpine areas of the South Island can be as cold as -10 C in winter, most of the country lies close to the coast, which means mild temperatures, moderate rainfall, and abundant sunshine.

Because New Zealand lies in the Southern Hemisphere, the average temperature decreases as you travel south. The north of New Zealand is subtropical and the south temperate. The warmest months are December, January and February, and the coldest June, July and August. In summer, the average maximum temperature ranges between 20 - 30°C and in winter between 10 - 15°C.

Clothing

During the winter months (June to August) students should wear warm clothes- jumpers, coats, hat, scarf and woollen socks, raincoats. In summer months, most students wear t-shirts or shirts, skirts or shorts or other light cotton fabric as the humidity is quite high. All of these items can be purchased once you get to New Zealand. Please bring your national costume for cultural functions.

Time

New Zealand is 12 hours ahead of Greenwich Mean Time. During daylight saving (October to March), New Zealand is 13 hours ahead. All of New Zealand is on the same time zone.

Electricity and Accessories

New Zealand uses 220-240V AC, 50 Hz which is the same as Europe and Australia; the Australian style three-pronged plugs are used (PWR-103).

If you are bringing any appliances with you that are 110V you will need to purchase a voltage converter as well as a conversion plug. Small appliances are inexpensive in New Zealand (e.g. hairdryers, clock-radios etc), so we recommend you buy these when you arrive.

Phones

Phone plug -British (BT) connector and some US RJ-11

Cellular Phone Systems – GSM(2G) 900MHz/1800MHz and UMTS(3G) 900MHz/2100MHz network operated by Vodafone NZ. UMTS(3G) 850MHz/2100MHz network operated by Telecom NZ. CDMA network until September 2012.

Studying in New Zealand

Study in New Zealand may be different to what you have experienced in your own country.

Possible Differences

You'll find that often your tutors/teachers will not give you all the answers and information. You will need to research subjects yourself.

You are expected to ask questions and use your initiative. Do ask questions.

Prepare well. It is a huge advantage if you have read about topics before you attend class.

Tutors/teachers may ask for feedback. This is an important aspect of the teaching and learning process in New Zealand. If you are unsure how to give feedback or ask questions, talk to Student Services Co-ordinator for ways to do this without seeming rude.

Course work is very important – please remember for most mainstream programmes coursework counts towards your final result. It is not enough to rely on just sitting the exam at the end of the year.

If you have an assignment you will be expected to complete it yourself. If it involves 'group work' you will be told so clearly by the tutor.

If you are having difficulty in understanding, tell your teachers or tutors immediately.

Discuss any problems that you may be having. Remember, you are not alone.

Plagiarism

Duplicating information from the Internet or copying from books or other students' work is plagiarism and is not acceptable you will lose marks.

Students who submit plagiarised work will face penalties. These include getting a zero mark for an assignment or essay. A student who allows another student to copy his or her work will also be penalised.

Attendance while studying in New Zealand

You are here to study. You must comply with immigration regulations and attend at least 80% of your classes. All tutors keep records on the attendance of each student. Lack of attendance may impact on your grades and affect further study at Tai Poutini Polytechnic or other tertiary institutes in New Zealand. One of the requirements for your student visa is that you must have regularly attend your class/programme (unless you are sick or have an emergency situation arises) failure to do this could result in a breach of your student visa which could result in New Zealand Immigration Services being informed. Please ensure that you contact your tutor each day that you are away from class/programme. If you are having any problems attending class you must let your tutor know as soon as possible, so that you can receive support.



Important things to note

- In New Zealand we drive on the left-hand side of the road. Drivers are generally courteous and always obey road rules. Check online at: www.landtransport.govt.nz/roadcode.
- New Zealanders love sport. Popular sports are rugby, cricket and netball. They are passionate about the outdoors where much of their recreation takes place.
- A queuing system is used for shopping, going to the post office, buying tickets or at any other place where people are waiting for service. People stand in a line and wait for their turn in the queue.
- Many New Zealanders have pets such as cats, dogs, fish, birds, rabbits etc. You will see dogs at the beach, in parks or on the street. Do not approach any animal or try to pat it unless you check with the owner that it is OK. Dogs must be licensed and there are rules about where they are allowed to be exercised. Note that some people are allergic to cats or dogs.
- Antihistamine tablets to treat allergies can be bought at pharmacies, or you may need a doctor's prescription for medication
- New Zealanders find spitting in public very offensive.
- Smoking is not permitted on TPP campuses, in public buildings, bars, restaurants, cafés, theatres, cinemas, public transport or internal workplaces. Many homes and vehicles are smoke-free as well.
- Always ask permission before you light a cigarette in anyone's home or car.
- New Zealanders like to keep their country clean and tidy. They do not like people to drop litter or leave trash around in streets, parks or schools.

New skills

You may need to learn how to:

Study independently and manage your time.

The style of teaching in New Zealand may be different from what you are used to. Everyone is expected to study independently. Independent study means that you are responsible for making sure that you are prepared for class, keeping up with your studies and completing all your course requirements. You can always ask for help. All lecturers, tutors and student support staff are very happy to give you advice and answer any questions you have about your studies. However, it is your responsibility to ask for help and to do your studies. International students can find time management hard if they are used to a strictly regulated routine in their home country. You also need to make sure that you lead a balanced life in New Zealand and manage your time so that you can keep up with your studies, find time to socialise and do recreational activities.

Budget/manage money

Another responsibility you will have is managing your money. Many international students have never had to buy their own food or clothes and pay for their own accommodation. You should try to set a budget and plan how and when to use your money so that you can meet all your costs. Please ask Student Services Co-ordinator for advice.

Preparing meals, washing clothes and doing household chores

Skills such as cooking, washing clothes and cleaning will be very useful to you in New Zealand. Try to learn how to cook a few of your favourite dishes before you leave home. Learn to use a washing machine, vacuum cleaner and to wash and dry dishes.

Living with others (non-family members)

You will probably be living with others in New Zealand, perhaps in a homestay or with other students who are likely to be complete strangers. You will need to be tolerant and considerate of others' needs. You need to be prepared to do certain things differently in New Zealand and accept that your way may not suit others.

