



New Zealand

STUDENT HANDBOOK

2019



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ATMC NZ CAMPUS

Our campus is located in the heart of Auckland city, close to all public transport. We do not have onsite parking but are close to many paid parking buildings and have metered street parking outside the campus.

Reception is located on Level 1 at 85 Airedale Street, Auckland 1010, open between 8:00 am and 4:30 pm and can be contacted on **+64 9 309 5208**.

BEFORE YOU ARRIVE – INTERNATIONAL STUDENTS

1. Accept your offer of place at ATMC NZ
2. Pay your fees
3. Receive your Confirmation of Enrolment
4. Apply for your Student Visa
5. Book your airfares and arrange accommodation

You **MUST** attend the ATMC NZ orientation to complete your enrolment before you can start your studies.

You should also consider the following before you arrive in New Zealand.

Safety in Auckland – Please visit Study Auckland's website to find important information about laws and customs in New Zealand, as well as practical advice on staying safe and enjoying your time here.

<https://www.aucklandnz.com/study-work-and-live/study/student-life/safety-in-the-city>

Cost of living – International students can be surprised by the cost of living when they arrive in Auckland (for example, groceries, public transport and rent). Avoid any unpleasant surprises by finding out what your weekly expenses might look like. <https://nzready.immigration.govt.nz>

<https://www.newzealandnow.govt.nz/living-in-nz/money-tax/comparable-living-costs>

Work Rights – Ensure you are familiar with your working rights in relation to your student visa.

You may be allowed to work part-time for up to 20 hours a week and full-time during all scheduled holidays.

To be able to work in New Zealand you must apply for an IRD (Inland Revenue Department) Tax Number.

You will need:

- a) Your Passport details
- b) Your most recent overseas tax number (if you have one);

- c) Your Immigration New Zealand application number;
- d) A current New Zealand bank account.

<https://www.immigration.govt.nz/new-zealand-visas/options/study/working-during-after-your-study/working-on-a-student-visa>

Accommodation – Finding affordable accommodation in Auckland can be challenging. Aim for a flat, homestay, or rental that is both affordable for you but not so distant from ATMC NZ campus that commuting is overly challenging. Check out <https://trademe.nz/property/residential/rent> to get an idea of what to expect in terms of the cost of renting in various parts of Auckland.

QUICK OVERVIEW

EMERGENCIES AND AFTER-HOURS SUPPORT

In an emergency, call 111. When you call, you will be asked if you need Police, Fire, or Ambulance. The dispatcher will be able to listen and advise you over the phone until help reaches you. Call 111 and ask for Police when:

- Someone is badly injured or in danger;
- There's a serious risk to life or property;
- A crime is being committed and the offenders are still there or have just left;
- You've come across a major public inconvenience, like trees blocking a road.

For after-hours support from ATMC NZ, please call [021 518 839](tel:021518839). You may call this number with any enquiry during business hours, and you may call this number 24/7 for urgent assistance* from ATMC NZ.

*Urgent assistance may involve being lost, feeling unsafe, being put under pressure by an employer or landlord and needing immediate guidance, needing urgent relevant cultural advice. Some examples of categories that are non-urgent and therefore don't justify calling after-hours: grades, assessments, feedback and complaints, general queries. For non-urgent topics, please call during business hours or email.

ATTENDANCE

Attendance is a key responsibility for you as a student, and an Immigration New Zealand requirement for international students on a student visa. You must attend 100% of your classes. Lateness also affects your attendance negatively. If you are sick, please keep your medical records as evidence for Immigration New Zealand. However, these will not improve your attendance rate. If you receive three attendance warnings you might not be able to continue your studies at AMTC NZ.

FEEDBACK

Email feedback@atmc.ac.nz or use the feedback box at reception to provide feedback, make complaints, or offer ideas for improving your time at ATMC NZ.

STUDENT SUPPORT CENTRE

Open daily from 8:30am to 4:30pm to assist with all student questions. Location: Level 1 ATMC NZ, 85 Airedale Street. We can help you with immigration documents, records, insurance and other non-academic matters, as well as take time to talk with you about anything you wish. Personal counselling is free and available to you through the Student Support Centre and we can also connect you to external services also if required.

STUDENT COUNCIL

We have an active student council which meets regularly. Through the student council, students have the opportunity to give feedback, complaints and suggestions for anything to do with ATMC NZ.

LIBRARY

The library, located on Level 1, is open 8.30am-4.30pm Monday to Friday.

KEY ACADEMIC STAFF

Academic Staff can be identified on campus from checking updated current lists displayed around the Campus, and checking with Student Service staff.

1.0—ABOUT ATMC NZ

The Australian Technical & Management College Pty Ltd now owns this College which was established in 1988.

The Australian Technical & Management College operates a fully serviced and high quality Managed Campus Solution for two prestigious Australian Universities, namely Federation University and University of the Sunshine Coast in Australia. Along with running Vocational and VET education in Australia, with strong academic senior Professorial and Administrative leadership ATMC and ATMC NZ are a strong and reputable education provider with long-standing success now aimed to provide high quality education to the students of New Zealand.



ATMC NZ has quickly established itself within New Zealand and offers a wide range of courses that contribute to improving the employability of students through the delivery of a quality education experience. All courses are approved by NZQA (New Zealand Qualifications Authority):

- Business
- Digital Media
- English
- Healthcare Management
- Technology
- Teaching

ATMC NZ facilities include a lecture theatre, classrooms of varying sizes, computer labs, editing suites, digital media suites, a library, and a large cafeteria. The facility includes reliable wireless internet capability for all your devices. There is a medical centre nearby as well as many cafes, bars, cinemas and other entertainment facilities.

We offer extensive student care at ATMC NZ. We provide academic, practical, and personal support. Please speak to reception if you need any help - they will point you in the right direction and find a person who can help you.

1.1—ATMC NZ QUALIFICATIONS

ATMC NZ offers the following approved NZQA programmes:

1.1.1 DEGREES

- Bachelor of Applied Arts (Digital Media Production) - NZQA Reference : C37691, Issued (Pending)
- Bachelor of Applied Management (Business Management) - NZQA Reference : C37685, Issued (Pending)

1.1.2 DIPLOMAS AT LEVEL 7

- Diploma in Business - NZQA Reference : C37678, Issued (Pending)
- Diploma in Management (Healthcare) - NZQA Reference : C37660, Issued (Pending)
- Diploma in Software Development - NZQA Reference : C37661, Issued (Pending)
- Diploma in Teaching of English to Speakers of Other Languages (TESOL) - NZQA Reference : C37655, Issued (Pending)

1.1.3. TRAINING SCHEME

- General English- NZQA Reference : C37654, Issued (Pending)

2.0—REGISTRATION AND ENROLMENT

2.1—ENROLMENT

During your orientation you provided your contact details. We have a duty of care for you, and it is important that you keep us updated if your contact details change.

You must ensure that you send us any updated passport, visa, and insurance.

2.2—ORIENTATION

Students must attend Orientation as it provides key information about ATMC NZ and its operation.

You will be given more specific information about your course and timetable, introduced to the key staff who are on campus to support you, shown how to use our IT systems and provided your log in details. You will learn about the academic expectations that you will be required to meet and informed on the redress process.

Information on ATMC NZ's policies, your Visa and working rights while in NZ, grievance procedures, health and safety, emergency processes and information on the student support services that are readily available for you to utilise when you are on campus.

You will also receive a guided tour of our library.

2.3—COURSE INFORMATION

Course specific information is provided at the beginning of each course.

2.4—CREDIT TRANSFER AND ADVANCED STANDING

Credit Transfer: You may be able to get previous study recognised and credited for your current programme. Discuss the possibilities with your head of department.

Advanced Standing If you have studied at ATMC NZ, you may be able to apply for advanced standing. Please discuss this with your Programme Leader.

Please note: All applications for credit transfer or advanced standing incur an administration fee and submission of a formal application: please see Student Services for more information.

3.0—FEES, WITHDRAWALS AND REFUNDS

3.1—PAYMENT AND REFUND POLICIES

All tuition fees are paid into an account managed by Public Trust, a government agency. They pay the fees to ATMC NZ incrementally. This protects your fees. You must pay all fees due before your course enrolment can be confirmed.

3.1.1—COURSE WITHDRAWAL AND REFUND – DOMESTIC STUDENTS

Domestic students are entitled to a refund if they withdraw from a programme or training scheme as per section 235 of the Education Act 1989, and if:

Course length	Withdrawal period	Refund amount
For courses of two days or less	None	Any refund is at the PTE's discretion
For courses of more than two days but under five weeks	Up to the end of two calendar days of the course commencing	A minimum of 50% of the amount the student paid in respect of the course
For courses of five weeks or more but less than three months	Up to the end of five calendar days of the course commencing	A minimum of 75% of the amount the student paid in respect of the course
For courses of three months duration or more	Up to the end of the eighth day of the course commencing	The sum of the amount the student paid less a deduction of the lesser of 10 per cent of the fees paid or \$500.

If a student withdraws after the withdrawal period it will be at ATMC NZ's discretion whether a refund will be granted

The percent retained will vary depending on the period student attended class and costs incurred such as Processing costs associated with the withdrawal and refund to the student.

Please note: Requests to withdraw should be made by filling out the withdrawal form which is available from Student Services. Students are liable for the cost of any additional services requested.

- Withdrawal means notifying Studylink which could result in student allowance being terminated.
- Late withdrawals are ineligible for refunds.

3.1.2—COURSE WITHDRAWAL AND REFUND – INTERNATIONAL STUDENTS

International students are entitled to a refund if they withdraw from a programme or training scheme as per section 235A of the Education Act 1989, and if:

Course length	Withdrawal period	Refund amount
For courses of two days or less	None	Any refund is at the PTE's discretion
For courses of more than two days but under five weeks	Before the course starts and up to the end of two calendar days of the course commencing	A minimum of 50% of the amount the student paid in respect of the course
For courses of five weeks or more but less than three months	Before the course starts and up to the end of five calendar days of the course commencing	A minimum of 75% of the amount the student paid in respect of the course
For courses of three months duration or more	Before the course starts and up to the end of the tenth working day of the course commencing	A minimum of 25% of the amount the student paid in respect of the course

Please note: Requests to withdraw should be made by filling out the withdrawal form which is available from Student Services or available under the "Forms and Downloads" on the website. Withdrawal means notifying Immigration New Zealand which could result in automatic cancellation of a student visa.

3.1.3— VOLUNTARY OR REGULATORY CLOSURE

(a) The Provider voluntarily ceasing its Course or Courses

ATMC NZ will refund as per NZQA Student Protection rule 2013

The amount refunded will be at least a Pro Rata Refund paid within five working days from the date of the closure or cessation, unless NZQA permits a longer period.

Pro Rata Refund means a refund of Student Fees paid by the student for which services have not been provided to the Student, with the Tuition Fees component of the refund being calculated by multiply the total Tuition Fees by the percentage that time remaining in the Course bears to the total time of the Course:

(b) Voluntary closure by a Provider;

ATMC NZ will refund as per NZQA Student Protection rule 2013

The amount refunded will be at least a Pro Rata Refund paid within five working days from the date of the closure or cessation, unless NZQA permits a longer period.

Pro Rata Refund means a refund of Student Fees paid by the student for which services have not been provided to the Student, with the Tuition Fees component of the refund being calculated by multiply the total Tuition Fees by the percentage that time remaining in the Course bears to the total time of the Course:

(c) A Course Closure Event; and

ATMC NZ will refund as per NZQA Student Protection rule 2013

3.1.4— STUDENT WITHDRAWAL BEFORE STARTING

(a) International students whose visa applications are declined.

ATMC NZ will retain up to 10% of the total fees received with a maximum of \$500 to cover administration and processing activities associated with the marketing, recruitment and other fixed costs incurred.

Please refer to the NZQA website link detailing our legal requirements in full.

<https://www.nzqa.govt.nz/assets/About-us/Our-role/Rules/SFP-Rules.pdf>

3.2—COSTS OTHER THAN FEES

- You will need to buy your own stationery.
- Some courses require the purchase of a course textbook
- Students coming to New Zealand from overseas can be surprised by the high costs of food, transport and rent. Visit sites such as the following to get an idea of what to expect.
<https://www.newzealandnow.govt.nz/living-in-nz/money-tax/comparable-living-costs>
- Students studying more than 16 weeks can get a tertiary discount on their *AT HOP Card* for public transport. See <https://at.govt.nz/bus-train-ferry/at-hop-card/at-hop-card-concessions/tertiary-student-concession/>
- Transport and other costs for field trips or social events may be extra if they are not included in your course fees.

4.0—MEETING IMMIGRATION REQUIREMENTS: INTERNATIONAL STUDENTS

4.1—MEETING IMMIGRATION REQUIREMENTS

It is important that you are legally allowed to study during your course. The visa you need will depend on the course and your country of origin.

Immigration New Zealand (INZ) expects 100% attendance. If your attendance falls too low, your enrolment may be terminated (and therefore your student visa may be revoked). If you wish to extend your visa, or change to another course, you must have adequate attendance, or INZ may not grant an additional visa.

4.1.1—CLASS ATTENDANCE

In order to pass a course and gain course credits, all students should have both a minimum passing grade of 50% with a minimum of 90% class attendance.

If a student arrives or enrolls late for any reason whatsoever, 90% attendance for the full course is still required.

Diplomas, certificates, and confirmation of course completion may not be given to students whose attendance is below 90%.

Students who are unable to attend classes due to unavoidable circumstances should immediately inform both the Programme Leader and their lecturers. Supporting evidence may be requested.

4.1.2—LATENESS FOR CLASSES

Students who arrive late will be admitted to class at the sole discretion of the lecturer. A lateness of more than 5 minutes will be counted as an absence. Persistent lateness will be reported to the head of department for review of the student's status and disciplinary action.

4.2—STUDENT OBLIGATIONS ON A STUDENT VISA

The Registrar staff can provide documentation to assist students with student visas and extensions. ATMC NZ is not permitted to give any advice on immigration matters.

All correct documents should be collated before applying for a visa. You should apply (for renewals) six weeks in advance of your current visa expiring. If you do not have a current valid visa you will not be permitted to study. Please contact your agent for information about visa processes and fees.

Ensure that you get advice from qualified and registered advisors regarding visas and study. All student visas are individual cases so it is important that you consult with the correct people before you make important decisions.

You must be studying the programme that is mentioned on the visa you currently hold in your passport. You must adhere to the conditions of your current visa(s), studying on the named programme(s) and working within the stated hours (if any). If your visa permits paid employment, you may only work a maximum of 20 hours per week outside of scheduled college holiday times.

4.3—MEDICAL INSURANCE AND TRAVEL INSURANCE

International students are legally required to have purchased full and comprehensive medical and travel insurance policy that covers:

- the student’s travel, the full duration of their travel to and from New Zealand; and within New Zealand;
- medical care in New Zealand, including diagnosis, prescription, surgery, and hospitalisation; and
- repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation; and
- death of the student, including cover of:
 - the travel costs of family members to and from New Zealand;
 - the costs of repatriation or expatriation of the body; and
 - any funeral expenses.

The above is taken from the Education (Pastoral Care of International Students) Code of Practice 2016, Section 16.5..

ATMC NZ can arrange insurance cover for you upon payment of the required fee.

Ensure you keep all receipts from medical treatment or medicines.

5.0—ACCOMODATION

5.1—FLATS OR APARTMENTS

Students may rent a flat or apartment. A flat may be part of a house or a whole house which is shared between two or more flatmates. Flats in Auckland can be expensive—they range from \$250 to \$750 a week, depending on their quality and location.

Tenants and landlords have rights and responsibilities. If you are unsure about something, please contact ATMC NZ. Visit www.tenancy.govt.nz or call 0800 TENANCY (0800 83 62 62) for more information.

When selecting accommodation remember, carefully consider the options available to you. One of the most important decisions is not the type of accommodation but who you live with. Consider living with native speakers rather than people who speak your first language, and consider living with friends rather

than strangers. You should also consider transportation and other things important to you, for instance how close the accommodation is to ATMC NZ and other places of importance to you. Many students use trademe.co.nz to find a flat. Google search "Auckland roommate" for other options. Feel free to approach the Student Support Centre for advice.

5.2—PRIVATE BOARDING ACCOMMODATION

ATMC NZ does not provide any private boarding arrangements or have any affiliations with the providers below, however should you wish to arrange this yourself, private boarding accommodation is available in the area. The prices range from \$150 to \$300+ per week.

<p>Kiwi International Hotel 411 Queen Street , Auckland Central Email: stay@kiwihotel.co.nz Web: www.kiwihotel.co.nz Phone: +64 9 379 6487</p>	<p>City Lodge, Auckland 150 Vincent Street Auckland Central Web: www.citylodge.co.nz Phone: +64 9 379 6183</p>
<p>YWCA 103 Vincent Street Auckland City Email: hostel@akywca.org.nz Web: http://www.akywca.org.nz Phone: +64 9 377 8763</p>	<p>YMCA Auckland Greys Avenue, Auckland Central Web: www.nzymca.com Email: hostel@ymcauckland.org.nz Phone: +64 9 303 2068</p>
<p>Central Hostel 47 St Pauls Street, Auckland Central. Web: http://www.centralhostel.co.nz/ Email: info@centralhostel.co.nz Phone: +64 9377 6889</p>	

6.0—STUDYING AT ATMC NZ

6.1—ASSESSMENTS

Each course has its own methods of assessment, and these will be given to you in class by your tutors, lecturers, or Programme Leaders. Most of your work at ATMC NZ is assessment based. This means you have deadlines for written work which is submitted electronically via Moodle during the term. Work

should be submitted on or before the deadline specified. Late work will be penalised according to ATMC NZ policy. Assessment work will be marked and returned to you within a reasonable period. ATMC NZ use Moodle to communicate results with students. You will be provided with training and a login for your use of Moodle at Orientation.

If you have problems accessing Moodle or your results, contact your lecturer. ATMC NZ maintains records of assessment results and can provide these to you given reasonable requests and timeframes. If you receive your results and do not understand or disagree with any feedback or grade then ATMC NZ has a formal complaints procedure which you must follow. First discuss the results with the lecturer concerned: if the matter is not resolved then contact your Programme Leader. They can provide you with assistance for re-assessment or provide. The Student Services can provide guidance for lodging a formal appeal.

6.2—ACADEMIC INTEGRITY

Assessments submitted electronically through Moodle are also moderated through *Turnitin*, which detects plagiarism—that is, any work copied from other texts without using proper acknowledgment and referencing of source material. Your assessments require you to use APA (6th Edition) referencing. Your tutors and lecturers will teach you how reference adequately. Make sure you ask for help if you have any doubts. Always ensure the work you submit is your own. Submitting work done by someone else is a serious offence and will result in you failing your paper.

See Section 8 of this handbook for more on your Student Responsibilities in the area of academic integrity.

6.3—COURSE AND TUTOR EVALUATIONS

You will be asked to provide feedback regarding your study and teachers. This is often during, or at the end of a course. You may also be invited to feedback discussion sessions. You are also welcome to use the feedback box at reception at any time, or email feedback@atmc.ac.nz

6.4—SUCCESSFUL STUDY

ATMC NZ will provide the environment and framework for your success, but this also depends on how you organise your study. It is important to:

- Immediately talk to your teachers and support staff if you have any worries or concerns.
- Set realistic goals
- Be punctual and attend all classes.
- Interact with teachers, classmates and others to improve communication

- Persevere with study and complete assignments—submit work on or before the deadlines
- Keep a balance in your life including study, work, recreation and rest

6.5—OPENING HOURS

- The ATMC NZ campus at 85 Airedale Street, is open from 8:00 am - 4:30 pm Monday to Friday.
- The Library is open from 8.30 am - 4:30 pm, Monday to Friday.
- The on-site cafeteria on Level 2, which sells coffee, food and drinks, is open from 7:30 am to 2:30 pm, Monday to Friday.

6.6—FOOD AND BEVERAGES

- The cafeteria is available for all ATMC NZ students. You may bring your own food and make use of the fridge, microwaves, and water cooler. There is also food available for purchase at the *Cloud 9* cafe on Level 2. No food or drink (except bottled water) may be consumed in classrooms.
- There are many restaurants, convenience stores, bakeries within 5 minutes walking distance of ATMC NZ.

7.0—STUDENT SUPPORT SERVICES

7.1—SUPPORT SERVICES

Your first point of contact for any non-academic advice is Reception (09 309 5208), or the Student Support Centre (09 309 5208 Ext. 324). If you are unsure whom to talk to, ask Reception for assistance. If you have concerns about your well-being or the well-being of others, please contact the Student Services (021 518 839). The Student Services is able to assist with:

- Emergencies
- Referrals to external services (includes counsellors or health professionals)
- Support regarding accommodation issues
- Help and advice about learning difficulties
- Understanding the [Education \(Pastoral Care of International Students\) Code of Practice 2016](#)
- ATMC NZ grievance procedure and complaint process

7.2—CARING FOR INTERNATIONAL STUDENTS

ATMC NZ is a Signatory of [Education \(Pastoral Care of International Students\) Code of Practice 2016](#) published by the NZQA. Copies of the Code are available on request at the Student Support Centre,

including explanatory pamphlets in various languages. Our aim is that International Students at ATMC NZ would be able to support themselves, achieve educational outcomes that support their future pathways and choices, are safe and well, and are welcomed, valued and socially connected.

7.3—ACADEMIC SUPPORT SERVICES

ATMC NZ offers additional academic support for you to improve:

- Your reading and writing skills
- Skills for academic writing
- Correct referencing
- English language
- Study skills

ATMC NZ will offer workshops to support your learning, including:

- Academic reading and writing
- Focus
- Writing reports and essays
- Studying in New Zealand
- Dealing with anxiety and stress

7.4—STUDENT COUNCIL

We have an active student council, where students have the opportunity to give feedback, complaints and suggestions for anything to do with ATMC NZ. Please check notice boards for names of student representatives, or any news. If you have any questions or would like more information about student council, please email studentcare@atmc.ac.nz

7.5—EXTERNAL SUPPORT

Listed below are some key welfare organisations in Auckland. These are external services, many of which are provided free of charge. Student Services can help you make contact with these and other specific organisations that can support you. **In an emergency, please call 111.**

<p>Mental Health Crisis Team 0800 800 717</p> <p>Lifeline Counselling Services 09 522 2999 lifeline.org.nz 0800 543 354 (24/7 helpline)</p> <p>Suicide Crisis Helpline 0508 828 865</p> <p>Anxiety Helpline 0800 269 4389</p> <p>Problem Gambling Foundation 0800 664 262 help@pgfnz.org.nz</p> <p>Alcohol Drug Helpline 0800 787 797, free text 8681 or online chat at alcoholdrughelp.org.nz</p> <p>Samaritans 0800 726 666 for confidential support for anyone who is lonely or in emotional distress</p> <p>Depression Helpline 0800 111 757 or free text 4202</p>	<p>Women’s Refuge Crisis Line 0800 733 843 for women living with violence, or in fear, in their relationship or family</p> <p>Shakti Crisis Line 0800 742 584 for migrant or refugee women living with family violence</p> <p>Rape Crisis 0800 883 300 for support after rape or sexual assault</p> <p>Shine - confidential domestic abuse helpline: 0508 744 633</p> <p>PlunketLine 0800 933 922 support for parents</p> <p>Skylight 0800 299 100 for support through trauma, loss and grief (9am – 5pm weekdays)</p> <p>OUTLine 0800 688 5463 for sexuality or gender identity issues</p>
<p>Auckland District Health Board / Auckland City Hospital http://www.adhb.health.nz/ Phone: 09 367 0000</p>	<p>Citizens Advice Bureau (CAB) http://www.cab.org.nz Phone: 0800 367 222</p>

<p>New Zealand Police</p> <p>Help with crime, sexual harassment, drugs, intimidation, racism, or any other problems</p> <p>Corner Cook & Vincent Streets, Auckland Central Police Station, Central City</p> <p>Phone: (09) 302 6400</p> <p>In an emergency, call 111.</p>	<p>Family Planning Association</p> <p>Level 2, 5 Short Street, Newmarket, Auckland</p> <p>Phone: 09 524 3341</p> <p>www.familyplanning.org.nz</p> <p>Information about everything to do with your sexual and reproductive health - from contraception, to STIs, the body, relationships, pregnancy, abortion, diverse sexual and gender identities, and more.</p>
<p>Relationship Services</p> <p>Relationship counselling</p> <p>http://www.relate.kiwi.nz/</p> <p>94 Jervois Rd, Ponsonby, Auckland 1011</p>	<p>New Zealand Chinese Students Association</p> <p>Programs & help for Chinese students</p> <p>http://www.nzcsa.com/</p>
<p>Immigration NZ</p> <p>www.immigration.govt.nz</p> <p>Phone: 09 914 4100</p>	<p>Disabled Citizens' Society</p> <p>http://www.dcsinc.org.nz/</p> <p>Phone: 09 638 8153</p>
<p>Auckland City Mission</p> <p>140 Hobson Street,</p> <p>http://www.aucklandcitymission.org.nz/</p> <p>140 Hobson Street, Auckland Central</p> <p>Phone: 09 303 9200</p> <p>Email: info@aucklandcitymission.org.nz</p>	<p>NZ Aids Foundation</p> <p>Get HIV/AIDS tested</p> <p>Phone: 0800802437</p> <p>Email: contact@nzaf.org.nz</p> <p>https://www.nzaf.org.nz/getting-tested/book-a-test/#!</p>
<p>Auckland Sexual Health Service</p> <p>http://www.ashs.org.nz/</p> <p>Phone: 0800 739432</p>	<p>HELP- Support for Sexual Abuse Survivors</p> <p>(09) 623 1700 (24 hour confidential phone line)</p> <p>Email: info@helpauckland.org.nz</p>
<p>Mental Health Foundation of New Zealand</p> <p>www.mentalhealth.org.nz</p> <p>Email: info@mentalhealth.org.nz</p> <p>Phone: 09 623 4812</p>	<p>You can also find a list of helplines on this website:</p> <p>https://www.mentalhealth.org.nz/get-help/in-crisis/helplines/</p>

7.6—GENERAL MEDICAL SUPPORT

ATMC NZ staff will help you to contact any health professionals you may need. Staff can provide you with detailed instructions and maps for you to visit your health professionals. In some circumstances ATMC NZ staff may accompany you to the hospital or to the medical centre.

The nearest medical centre to ATMC NZ is the *Symonds Street Medical Centre*, located at 57 Symonds St, 2 minutes walking distance away (Ph.: 09-309 9577). If you are not comfortable calling the centre to make a booking, please enquire at the Student Support Centre for help.

7.7—DISABILITIES AND SPECIAL NEEDS

ATMC NZ welcomes students with disabilities and will provide assistance. We will provide help and guidance for special needs and disabilities; however, we can only provide reasonable, affordable, and practical support. For further information please contact disabled.support@atmc.ac.nz

If you have a disability and you are unhappy about the way you have been treated at ATMC NZ, or you wish to make a complaint, please talk to the Student Services or contact a Health and Disability Advocate on: 0800 55 50 50. You can also call 0800 11 22 33 to make a complaint with the Health and Disability Commissioner.

Swipes to use the elevator are available from reception. Students need to pay a \$20 to retain a swipe.

7.8—COUNSELLING SUPPORT

ATMC NZ provides students with free access to on-site counselling.

Counselling is a confidential and safe environment where students can talk about whatever they wish. Often, students come to counselling when something is happening in their life that is not having the impact that they had hoped it would. This situation might be causing discomfort, distress and be getting in the way of the living the life they want to be living. Counselling is very helpful for identifying changes students want to make in their life and offer them support to make these at a pace that feels right.

8.0—COLLEGE EXPECTATIONS

8.1—STUDENT RECORDS

You must ensure that ATMC NZ has your most recent contact information, if anything changes please email registrar@atmc.ac.nz or call +64 9 309 5208 Ext. 322. It is a legal requirement for us to have accurate contact information.

If you require a reprint of your Academic Record or Diploma certificate, please contact Student Services, there is a fee for this service.

8.2—DUTIES AND OBLIGATIONS

ATMC NZ relies on the good sense of individual students in matters of general conduct. Students are expected to behave responsibly and to conduct themselves both inside and outside the college in a manner that shows respect for others and for the college.

8.3—ATTENDANCE AND ABSENCES

Attendance is a key responsibility for all students on a student visa. Immigration New Zealand expects full class attendance from International students. ATMC NZ will allow you to graduate with 90% attendance and above, however, this does not guarantee that future Immigration New Zealand applications will be successful.

Notify your teacher when you know you will be absent.

If you continue to miss classes, you may be asked to leave ATMC NZ. You will receive formal warnings if your attendance drops

Below 100%	First Warning
Below 90% current attendance:	Second Warning
Below 90% maximum attendance:	Third and final warning (three strikes) followed by a meeting

- For students with a student visa, we are required to notify Immigration New Zealand when your study is terminated. Immigration New Zealand may cancel your student visa.
- You may be required to supply Medical Certificates to Immigration NZ. Please ensure these are from a NZ Registered doctor.

8.4—STUDENT AGREEMENT

In accepting an Offer of Place to study with ATMC NZ, the student agrees:

- To obey all Regulations and Policies of ATMC NZ
- To supply ATMC NZ with all required information for compliance purposes.
- Complete all the orientation, enrolment and registration procedures required by ATMC NZ
- Abide by the Contract freely signed by the student in choosing to study with ATMC NZ
- Ensure that the information provided to ATMC NZ is true and correct and no information that would have an effect or bearing on enrolment with ATMC NZ has been withheld.

8.4.1 DISCIPLINE AND RESPECT IN THE CLASSROOM

If a student is causing disruption in classes and preventing others from engaging in class, the student may be instructed to leave the classroom by their tutor or lecturer. The disruptive student is then to meet with their Head of department. This meeting may result in a written warning. If a second written warning is issued to a student who is disrupting classes or breaching the rules of conduct at ATMC NZ, the student may be required to meet with their Programme Leader, Student Services and Registrar Manager. Receiving a third and final warning results in withdrawal from the course. A third warning can be appealed in writing to the CEO.

8.4.2 DUTY OF MATURITY

- Accept personal liability when travelling on field trips or engaging in activities outside of college premises.
- Attend classes and internship / practicum in a coherent and sober state; neither alcohol nor drugs (other than for approved medical purposes) are permitted on the premises.
- Keep your classrooms and workspaces tidy at all times. Always remove litter.

8.4.3 DUTY OF PROTECTION

- Be courteous and considerate to all members of the college community.
- Protect members of the college community and report potential or actual hazards, breakages or loss to a member of staff.
- Ensure members of the college are not harassed directly or indirectly on grounds of their gender, race, sexual orientation, or religion, or by the use of threatening, offensive or abusive language.
- Be aware of and follow the building evacuation procedures.
- All visitors to the college must be approved and sign in at reception.
- Protect all college property at all times and replace or pay for replacement items, if lost or damaged. This includes protecting the property of others when you are representing the college.
- Maintain acceptable standard of dress, personal hygiene and behaviour at all times. For example, ensure you shower daily, use deodorant, and wash your clothes. You must wear shoes at all times while on site.
- Stay away from the college while sick and notify your tutor or lecturer of these absences.

- Keep the premises smoke free at all times as required by law. Do not smoke in the vicinity of the college including car park areas, entrance ways, and neighbouring buildings. You may not use a vape inside the building.
- Protect the security, cybersecurity, and integrity of the building and its infrastructure; connect only approved devices to the network. Refrain from allowing unknown persons into the building after hours, report any suspicious activity or persons onsite.

8.4.4 DUTY OF SCHOLARSHIP

- Be punctual and actively prepared for scheduled classes and project times.
- You must not plagiarise or cheat. Plagiarism or cheating will result in you failing the paper. The work presented for formative or summative assessment must be your work and your work only.
- Submit your work on or before the deadlines specified.
- Practice academic honesty in all your endeavours.

8.4.5 LEGAL OBLIGATIONS

- Meet copyright and intellectual property laws at all times.
- Obey the laws of New Zealand.
- Observe all health and safety regulations of New Zealand and associated college regulations.
- Obey the laws of your home nation that are applicable under International Law.

8.4.6 COMMUNICATION OBLIGATIONS

- Provide the college with up-to-date contact information.
- Respond to all formal requests from the college.
- Return all equipment borrowed from the college, staff or fellow students on time and in the same condition as borrowed—including library resources.
- Use appropriate channels of communication with students, staff and the college.
- Work effectively as a member of the college community using appropriate channels of communication and respect, including following the formal process for raising concerns and complaints.
- Refrain from public communications that could bring the college into disrepute without first following the internal procedures of the college.

8.4.7 SITE SPECIFIC RULES AND REGULATIONS

Regulations governing your study at ATMC NZ:

- You must only gain access to areas of the campus designated for your study.
- You must not smoke in the areas surrounding the building and in the building itself.
- Avoid behaviour that would disrupt the employees of the College undertaking their duties.
- Avoid behaviour that would disrupt the ability for staff to teach and learners to learn.
- Do not share any passwords, entry codes, keys, access to the site, or other privileged information or resources.
- Students are not allowed to use the lift unless you have a disability.

8.4.8—INAPPROPRIATE MEDIA

No pornographic and/or disturbing media may be brought on site, used or shown. Expulsion may result from violating these rules.

You must also be careful if viewing motion pictures or clips from age restricted titles, as you may be inadvertently breaking New Zealand law, if younger people view this material. To keep yourself safe any material above the R14 restriction should be viewed at home. College staff will observe all appropriate regulations and practices when using restricted material for teaching purposes.

8.4.9—ACADEMIC DISHONESTY AND MISCONDUCT

The following are some of the actions that constitute academic misconduct:

- Gaining unfair advantage by deceiving members of staff including lecturers.
- Failing to cite and/or quote the works of others when used as reference material.
 - This includes articles, books, papers, TV shows, Motion Pictures, video games, technical works, as well as all digital or traditional art works.
- Attempting to bribe, coerce or threaten members of the college community in order to gain academic credit;
- Attempting to circumvent the academic policies and have grades or attendance altered;
- Cheating in any test, quiz or examination;
- Conspiring to commit an act of academic misconduct;
- Intentional falsification of information or data in any academic work;
- Intentionally assisting another to commit an act of academic misconduct;
- Knowingly be substituted by another person in an examination (guilty of deception by impersonation). Any accomplice is also guilty of academic misconduct;
- Obtaining prior knowledge of a confidential examination paper;

- Failure to acknowledge the source of 3rd party material, whether or not the student intended to deceive.
- Purposefully sabotaging another student's work;
- Taking unauthorised materials into an examination;
- The inability to show work-in-progress artefacts at any time in order to provide documentation of the student's own work constitutes academic misconduct. It is a course requirement that all working files must be kept for the duration of the course and should not be deleted without consultation or written instructions from the Course Supervisor;
- When working on an approved collaborative assignment, there may be a requirement to identify individual contribution. However, for individual assignments collaboration is not permitted. Students working collectively in these circumstances are guilty of collusion. Please note helping your classmates in and of itself is not collusion.

Due to the circumstances of individual cases, the decision of the Appeals Committee could range from a failed assessment with no opportunity for resubmission to suspension and/or expulsion from the college. If the student is dissatisfied with the penalty for academic misconduct an appeal may be lodged in writing to the CEO.

9.0—WITHDRAWAL

In some circumstances ATMC NZ may withdraw you from your programme—this will mean your enrolment is cancelled. Possible reasons for this action could be:

- Academic Dishonesty (see Section 8)
- Poor attendance (see Section 8)
- Failure to pay fees or fines
- Repeated poor performance. If you fail more than 50% of your courses and / or if you fail the same course twice.
- Serious anti-social behaviour, harassment or sexual harassment
- Damage to property of members of the college community
- Damage to ATMC NZ premises or equipment
- Failure to obey the laws of New Zealand
- Attending classes or college in an intoxicated state
- Conduct unbecoming a member of the ATMC NZ community (see Section 8.2)
- By triggering the three-strikes clause (see Section 8.3)

Students being withdrawn have the right to appeal this decision once. For serious offences a student may be dismissed at short notice—e.g. for using non-prescribed drugs or violent behaviour causing harm to other people. However, dismissal (at short notice) will be an option of last resort, after a full and impartial hearing.

Whenever the possibility of dismissal arises we shall first discuss the matter carefully with you and other parties. Our main concern is to help you overcome problems and finish your course.

10.0—INFORMATION

10.1—TIMETABLE

You will be issued with your timetable at orientation.

You are expected to do out-of-class study of approximately 17.5 hours per week. This will include assessment tasks, homework and other self-directed activities. You may be able to use the ATMC NZ facilities for your self-directed study—for example reading in the library or using computers to complete assessments.

10.2—KEY DATES AND HOLIDAYS

New Zealand 2019 Public Holidays

Auckland Anniversary Day	Monday, 28 January 2019
Waitangi Day	Wednesday, 6 February, 2019
Good Friday	Friday, 19 April, 2019
Easter Monday	Monday, 22 April, 2019
ANZAC Day	Thursday, 25 April, 2019
Queen's Birthday	Monday, 3 June, 2019
Labour Day	Monday, 28 October, 2019
Christmas Day	Wednesday 25, December 2019
Boxing Day	Thursday 26, December 2019

ATMC NZ 2019 Term Breaks

Autumn Holiday	April 15, 2019 – April 26, 2019
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Winter Holiday	June 24, 2019 – July 5, 2019
Spring Holiday	September 2, 2019 – September 13, 2019
Summer Holiday	November 11, 2019 – November 22, 2019
Christmas Break	December 23, 2019 – January 3, 2020

10.5—PERSONAL PROPERTY AND VALUABLES

We try to keep your personal property as secure as possible at the college, but we cannot accept responsibility if it gets damaged or lost. It is best not to carry valuables or large amounts of cash on you – most New Zealanders use EFTPOS or credit cards for day-to-day expenses.

10.6—HEALTH & SAFETY AND FIRST AID

Due to the Health & Safety laws in NZ we all have a responsibility to take appropriate care of ourselves and notify any accidents or issues in this regard to Student Services staff immediately. Students must conduct themselves in a safe manner at all times, be vigilant about potential danger or harm, have respect for those they interact with and for ATMC NZ property and must follow all instructions of those in authority. The college's *Health and Safety Manual* is made available to students. Further information can be found at reception or on Moodle. First Aid Kits are provided on Campus and Staff Safety Wardens will guide students in the event of any emergency on campus.

10.8—INTERNET

There are a number of computers throughout the campus for students to use and access the internet. Access policies will be explained to you during orientation or by your teacher. Wifi access information will be provided at Orientation.

10.9—SICKNESS

When missing classes through sickness, you must inform your lecture and obtain medical certificates from qualified Medical Doctor's for submission to ATMC NZ as required. If you are sick while at the college, inform your teacher or come to reception where First Aid Kits are available. For non-emergency daytime medical attention, ATMC NZ is close to a number of Medical Centres and Student Services Staff can assist with details.

In general, most international students are not entitled to publicly funded health services while in New Zealand. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz>.

When you become sick, your travel and medical insurance may cover the costs for visits to the doctor. You to make a formal claim with the insurance company you must keep your receipts. Please visit Student Services for the necessary forms to assist you with making insurance claims.

10.10 - VISITING THE OPTOMETRIST OR DENTIST

Most travel and medical insurances do not cover optometry or dental services so ensure you understand what is and is not covered. If you need help finding an Optometrist or Dentist, please approach the Student Services for help.

10.11 - GOING TO HOSPITAL

The Auckland City Hospital is in Park Road, Grafton which is ten minutes' walk from ATMC NZ. Hospital is restricted to emergency care or specialist treatment.

In the event of accident or serious injury, call 111 for emergency services or visit the hospital Accident & Emergency.

Please note that you will incur significant costs for calling an Ambulance.

10.12 - INJURY OR ACCIDENT

The Accident Compensation Corporation (ACC) provides 24-hour personal injury or accident cover for visitors to New Zealand. For more information, free phone 0800 101 996 or check online at www.acc.co.nz.

11.0—NEW ZEALAND LAW AND CULTURE

11.1—DISCRIMINATION

In New Zealand you must abide by the Human Rights Act 1993, which ensures that all people in New Zealand are treated fairly and equally. It is unlawful to discriminate on the grounds of your gender, marital status, religious or ethical belief, colour, race, ethnic or national origin or disability.

11.2—SEXUAL HARASSMENT

Sexual harassment is sexual behaviour that is physical or verbal, and is unwelcome and unacceptable in any form at ATMC NZ. It includes:

- Offensive jokes

- Showing offensive pictures, posters, graffiti or messages, or pornography
- Persistent questioning about your private life, repeated and unwelcome requests for dates
- Offensive comments about your appearance or body
- Leering, touching, pinching or any sexual contact which you are not wanting
- Requests for sexual favours to gain better grades or threats about lesser grades if you refuse
- Explicit sexual violence

11.3—WORKPLACE RIGHTS

In New Zealand workers have rights.

The following website goes into more details about your rights and obligations as a New Zealand worker: <http://nzstudywork.immigration.govt.nz/work-rights-for-all-workers/>.

11.4—PRIVACY ACT

The Privacy Act sets out a range of privacy principles, that relate to collection of personal data.

The college adheres to the Privacy Act at all times. We will not divulge personal information about you to any third party without your informed consent or without a court order.

11.5—ALCOHOL AND TOBACCO

You must be aged 18 or over to buy alcohol or enter a bar where it is sold. Please be aware that it is illegal to consume alcohol outdoors in some parts of Auckland City. It is illegal to drink and drive and smoking is not permitted on college premises.

11.6—SEXUALITY AND AGE OF CONSENT

Please be aware that the age of consent for sex is set under New Zealand law at 16 years. A medical professional will supply you with information that will allow you make informed decisions about your sexual health.

11.7—MEDICINE AND DRUGS

No illegal drugs are permitted on ATMC NZ premises. Heavy penalties exist for possessing or selling illegal drugs in New Zealand.

11.8—DRIVING AND TRAFFIC LAWS (FOR INTERNATIONAL STUDENTS)

In New Zealand all vehicles travel on the left side of the road. Before you drive in New Zealand you must have a valid driver's licence, you may drive in New Zealand for up to one year on an International Driver's licence.

12.0—DEALING WITH PROBLEMS

12.1—GRIEVANCES AND COMPLAINTS

If you have a grievance or complaint about another person, an assessment, or anything else mentioned in this handbook, you should first try to settle the matter within ATMC NZ.

If it cannot be settled at this level, you may refer your problem to an external authority, please refer to NZQA website page <https://www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider/>.

12.2—PROCEDURES FOR SETTLING GRIEVANCES AND COMPLAINTS

- First, talk directly to the person or persons concerned to try and resolve the issue.
- If the problem remains unresolved you should approach your Programme Leader or Student Support Centre.
- If the situation is still unsatisfactory, you can fill in a *Student Appeals Form* (you can download one from Moodle or ask reception for a copy) and attend the *Appeals Committee Meeting*. If you have any questions about this meeting, please email studentcare@atmc.ac.nz
- You may appeal any decision made by the Appeals Committee in writing to the CEO.
- If you have exhausted this formal complaints procedure you may take your concern / grievance to NZQA, for an independent assessment. Please refer to NZQA website page <https://www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider/>

12.3—NEW ZEALAND'S QUALITY STANDARDS

All international students enrolled with a New Zealand education provider are covered by the New Zealand Government's **Education (Pastoral Care of International Students) Code of Practice**.

This is legislation that outlines the level of care that education providers, and their agents, must provide to international students while they live and study in New Zealand.

The education system is regulated with strong quality assurance systems across the board.

In general, as an international student you can expect that:

- the quality of teaching and learning you receive will meet high educational standards
- the marketing and promotion information you receive before you enroll is clear, complete and accurate so you can make a well-informed decision about whether an education provider is the right choice for you

- education providers' agents give you reliable information and act with integrity and professionalism
- you will receive enough information and support to help you with your enrolment, including understanding the legal obligations you have, and that you will receive all the proper documentation
- you are welcomed and have enough information, guidance and support to help you settle into your new life in New Zealand
- your study environment is safe, and that you have a safe place to live

12.4—ABOUT THE EDUCATION (PASTORAL CARE OF INTERNATIONAL STUDENTS) CODE OF PRACTICE

The New Zealand Government's Education (Pastoral Care of International Students) Code of Practice 2016, is a document that clearly outlines the full legal requirements that education providers enrolling international students must abide by – to read this, go to the NZQA website:

www.nzqa.govt.nz

About NZQA – New Zealand Government Organisation



12.5—CONCERNS/COMPLAINTS LETTER TEMPLATE

Please use the following template to formulate a letter of complaint or concern. Additionally, you should use this template when raising issues:

- Dating the letter
- Identifying the qualification and intake you are studying
- Describing complaints/concerns
- Only address evidence-based complaints—with hard facts

12.6—PROGRESSION POLICY

1.0 Purpose

In keeping with our core vision to inspire world changers through education, this policy governs how and who ATMC NZ will allow to progress in their course. The overarching purpose of this policy is to support students requiring additional learning assistance or provide alternate arrangements to students who are not meeting the academic requirements.

2.0 Scope

This policy applies to students who are undertaking additional courses because of failing or deferring previous courses.

Note: This policy does not apply to English language students.

3.0 Policy

To continue in their studies at ATMC NZ, a student must:

- Pass 50% of their courses at the original end date of their programme;
- Not fail a course more than twice;
- Be in a position to be able to complete the programme within the maximum time allowed for the respective programme.

3.0 Procedure

3.1 Further Enrolment

1. ATMC NZ communicates and confirms student results.
2. Student requests a new offer of place.
3. Where determining student eligibility, marketer confirms the student has not failed more than 50% of the courses in their programme
4. If student has failed more than 50% of their course, student is emailed a meeting invite to attend meeting with the Student Care Manager and Academic Manager.
5. Student Care Manager and Academic Manager review the eligibility of the student to continue in ATMC NZ and decide to:
 - 5.1 Give approval for the student to continue in ATMC NZ. A Provision Entry Qualification Period and Provisional Entry Requirements will be created and communicated to the student.
 - 5.2 Not approve the student to progress. The result will be discussed and confirmed in writing with the student.

3.2 Deferring Students

1. Student requests to defer a course or programme.
2. Registrar Manager, Academic Manager and Student Care Manager (as required) review the student request and
 - 2.1 Approve the student deferral. Where required, student may need to meet a mutually agreed Provision Entry Qualification Period and Provisional Entry Requirements on return.
 - 2.2 Not approve the student deferral. The result will be discussed and confirmed in writing with the student.

13.0—USEFUL LINKS

13.1—LIFE, STUDY, WORK, AND SAFETY IN NEW ZEALAND

Please visit these links for useful information about studying in New Zealand

- Auckland Public Transport: www.at.govt.nz
- Budgeting resources: <https://sorted.org.nz/guides/studying>
- Citizens Advice Bureau: www.cab.org.nz
- Earthquakes and other natural disasters: <http://getthru.govt.nz>
- General information on renting can found here: <https://www.tenancy.govt.nz/>
- If you work in New Zealand, you'll need an IRD (tax) number: www.ird.govt.nz
- Immigration New Zealand's Studying in New Zealand: <https://www.immigration.govt.nz/assist-migrants-and-students/assist-students>
- Information about accommodation for international students in Auckland: <https://www.aucklandnz.com/study-work-and-live/live>
- New Zealand auction website: www.trademe.co.nz
- New Zealand Immigration Service: www.immigration.govt.nz
- New Zealand Now: www.newzealandnow.govt.nz
- New Zealand Police lists useful resources for keeping safe. Information for students: www.police.govt.nz/advice/personal-community/keeping-safe/visitors-safety-guide
- NZQA's Studying in New Zealand: www.nzqa.govt.nz/studying-in-new-zealand
- NZTA information for visiting drivers: www.nzta.govt.nz/safety/driving-safely/visiting-drivers/ and Drive Safe: www.drivesafe.org.nz/
- Real-estate: www.realestate.co.nz
- Study in New Zealand: www.studyinnewzealand.govt.nz
- Tourism Auckland: www.aucklandnz.com
- Tourism New Zealand: www.tourismnewzealand.com
- Want to drive in New Zealand? www.nzta.govt.nz/licence

13.2—HEALTH SAFETY AND WELL-BEING

- Alcohol laws and penalties: www.police.govt.nz/advice/drugs-and-alcohol/alcohol-laws-and-penalties
- Health Navigator New Zealand: <http://www.healthnavigator.org.nz/>
- Healthpoint provides up-to-date information about healthcare providers, referral expectations, services offered and common treatments: <http://www.healthpoint.co.nz/>

- New Zealand Now: <https://www.newzealandnow.govt.nz/living-in-nz/healthcare/healthcare-services>
- Sexual and reproductive advice: <http://shop.familyplanning.org.nz/international-students-sexuality-education-toolkit>
- Students must be aware of the risk of exploitation. Anyone currently being forced to work in New Zealand illegally for less than the minimum wage and/or excessive hours is advised to call the Labour Inspectorate on 0800 20 90 20. Students can also contact anonymously: <http://www.crimestoppers-nz.org> 0800 555 111.
- Sun safety: <http://sunsmart.org.nz>
- To find a private dentist, search www.dentalcouncil.org.nz/
- Water Safety New Zealand: www.watersafety.org.nz/resources-and-safety-tips/safety-info-tips/the-water-safety-code
- Your Local Doctor: www.yourlocaldoctor.co.nz

13.3—CODE OF PRACTICE

- <http://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/tertiary-guidelines-code-of-practice.pdf>