File code SS005

Aotearoa
New Zealand

STUDENT HANDBOOK
2025

Nau Mai Haere Mai.

Welcome to ATMC NZ.

We are here to support you on your journey and ensure you have the best quality learning experience possible. Each of you is unique and at ATMC NZ we recognise you are all individuals and we acknowledge the learning and diversity you bring to your learning journey.

In this Student Handbook, you will find lots of useful information about ATMC NZ as well as life as a student in Auckland, New Zealand.

Our aim is to help you achieve good educational outcomes and ensure you are included, kept safe, given accurate information, are aware of your rights and responsibilities, and know where to access help and services to support you in your studies.

We wish you all the best in your studies, and we are here to support you in your hard work.

Ngā mihi,
Marion Edwards
CEO

OUR VISION

O Mātau Matakite

Inspiring world changers through education

No te mātauranga te hurihanga o te ao

OUR MISSION

Ō Mātau Whakatakaka

World class education delivering success for life and social impact

Te mātauranga nui o te ao ka whakatake te piki ora

OUR VALUES

Ō Mātau Uara

Wisdom, Passion, Connectedness, Heart

Mātauranga, Aroha, Hononga, Ngākau

OUR ACADEMIC PHILOPSOPHY

Ō Mātau Ohia Akoranga

To nurture people through wisdom, passion, connectedness, and heart

Kia hapaitia te tangata no te mātauranga, te aroha, te hononga, me te ngakau

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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 from Monday to Friday, between 8:30 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. Arrange insurance and accommodation.
6. Book your airfares.

You **MUST** attend the **ATMC NZ Orientation** week 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
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://naumainz.studyinnewzealand.govt.nz/help-and-advice/money-and-banking/cost-of-living-in-new-zealand
- https://nzready.immigration.govt.nz
- https://www.newzealandnow.govt.nz/living-in-nz/money-tax/comparable-living-costs

WORKING ON A STUDENT VISA

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.

Refer to the following link:

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 difficult. Aim for a flat, homestay, or rental that is affordable for you and near our campus to reduce the length of commuting. See 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.

ATTENDANCE

Attendance is a key responsibility for ATMC NZ students, 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, you are permitted to a total of 5 sick days a year before it is recorded as an absence. If you are unwell for 2 consecutive days, you must obtain a medical certificate. Please keep your medical records as evidence if you are required to attend a disciplinary meeting and to submit to Immigration New Zealand with the attendance documentation, if necessary. If you receive attendance warnings, you might not be able to continue your studies at AMTC NZ.

EMERGENCIES AND AFTER-HOURS SUPPORT

IN AN EMERGENCY

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.

ATMC NZ AFTER-HOURS STUDENT SUPPORT

For after-hours support from ATMC NZ, please call 022 582 3938. You may call this number with any enquiry during business hours, and you may call this number 24/7 for urgent assistance[1] from ATMC NZ.

POLICE NON-EMERGENCIES

Call 105 if:

- Your bike has been stolen from the park.
- You've lost your wallet or phone.
- Your handbag was stolen at the library.
- Someone broke your car window.
- Your car has been stolen.
- You suspect a scam.
- You suspect drug dealing.

However, do call 111 if.

- There is a fire of any sort.
- You need an ambulance because someone is seriously hurt.
- Someone is breaking into your house right now.
- There is car accident where people might be hurt, or cars are blocking the road.
- Someone has been assaulted and the offender is still there.
- You are afraid for your safety and or for those around you.
- You need an emergency Police response.

[1] 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.

STUDENT SERVICES

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 can be made available to you through the Student Support Centre.

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. AT orientation new students will be encouraged to join the student council.

LIBRARY AND COMPUTER LABS

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

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. Wi-Fi access student login information will also be provided at Orientation.

1.0 —ABOUT ATMC NZ

ATMC NZ Ltd. Was first registered with NZQA as a higher education provider in 2019. With strong Academic Senior Professorial and Administrative leadership ATMC NZ is a strong and reputable education provider bringing high quality education to the students of New Zealand.

ATMC NZ 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):

- Applied Management
- Film Production
- Digital Media Production
- Management Healthcare
- Software Development

ATMC NZ facilities include classrooms of varying sizes, editing suites, digital media suites, a library, and a large cafeteria. Although ATMC NZ is a BYOD Campus, computer suites are available for student use and 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. ATMC NZ also has a specified prayer room, sick bay, and designated safe room for students who feel unsafe for any reason.

Please speak to our Student Support Officer in the Reception area 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 qualification as part of these approved NZQA programmes:

1.1.1 DEGREE PROGRAMS

- Bachelor of Applied Arts (Digital Media Production & Film Production) - NZQA Reference : 3472, Issued 26 April 2019
- Bachelor of Applied Management - NZQA Reference : 3473, Issued 26 April 2019

1.1.2 DIPLOMAS AT LEVEL 7

- Diploma in Management (Healthcare) - NZQA Reference : 3543, Issued 26 April 2019
- Diploma in Software Development - NZQA Reference : 3084, Issued 26 April 2019

2.0 —REGISTRATION AND ENROLMENT

2.1 —ENROLMENT

During your orientation you will provide us with 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 details.

2.2 —ORIENTATION

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

You will be given information ATMC NZ and student life in Auckland, what to expect, what services are available and whom to ask for help. You will find out more about 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, be given information on ATMC NZ's policies, health and safety and emergency processes, how to give feedback and make complaints, 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 the campus.

2.3 —COURSE INFORMATION

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

2.4 — RECOGNITION OF FORMAL PRIOR LEARNING AND ADVANCED STANDING

Recognition of Formal Prior Learning: You may be able to get previous study recognised and credited for your current programme.

Advanced Standing If you have studied at ATMC NZ, you may be able to apply for advanced standing.

Please note: All applications for Recognition of Formal Prior Learning or advanced standing incur an administration fee and submission of a formal application. Application for the above must be made prior to the enrolment.

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 based on the following criteria:

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 or through your course Moodle sites. 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 based on the following criteria:

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

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 or through your course Moodle sites. Students are liable for the cost of any additional services requested.

- Withdrawal means notifying Immigration New Zealand which could result in automatic cancellation of a student visa.
- Late withdrawals are ineligible for refunds.

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

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 may 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 may 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. 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

Students who are unable to attend classes due to unavoidable circumstances should immediately inform their lecturers. Supporting evidence may be requested. Refer to Section 8.3 of this Student Handbook for more detail.

4.1.2 —LATENESS FOR CLASSES

Students who arrive late will be admitted to class at the sole discretion of the lecturer but will be recorded as absent for the session. Persistent lateness will be reported to the Academic Administrator 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) 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.

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 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; and if the travel is part of the educational instruction, outside 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; and
    - the costs of repatriation or expatriation of the body; and
    - funeral expenses.

The above is taken from the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 202.

ATMC NZ can arrange insurance cover for you upon payment of the required fee.
To claim medical expenses ensure you keep all receipts from medical treatment or medicines.

5.0 —ACCOMMODATION

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 Reception 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.

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

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 or lecturers. 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 uses 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 Reception. 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 procedure which you must follow. First discuss the results with the lecturer concerned: if the matter is not resolved then contact the Academic Administrator. They can provide you with information on possible next steps.

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 (7th 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. You will be required to confirm a declaration of authenticity when you submit. Submitting work done by someone else is a serious offence and will result in you failing your paper. **Continued offending of this nature will result in you being expelled with no entitlement of fee refund.**

There will be workshops on academic integrity at Orientation.

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 8:30 am – 4.30 pm Monday to Friday.
- The Library is open from 8.30 am - 4:30 pm, Monday to Friday.

6.6—FOOD AND BEVERAGES

- The cafeteria is available for all ATMC NZ students and provides reasonably priced delicious food and beverages.
-
- **No food or drink (except bottled water) may be consumed in classrooms.**

7.0 —STUDENT SERVICES

7.1 —STUDENT SERVICES

Your first point of contact for any non-academic advice is the Student Support Officer at Reception (09 309 5208).

If you have concerns about your well-being or the well-being of others, please contact Reception or the Student Services Manager. ATMC NZ's Student Services is able to assist with many things, including:

- Referrals to external services (includes counsellors or health professionals)
- Support regarding life in Auckland (e.g., accommodation issues)
- Help and advice about specific learning difficulties.
- Understanding the Education (Pastoral Care of International & Domestic Students) Code of Practice.
- Feedback and complaints

7.2 —CARING FOR INTERNATIONAL STUDENTS

ATMC NZ is a Signatory of the Education (Pastoral Care of International & Tertiary Students) Code of Practice 2021 published by NZQA. Copies of the Code are available on request at Reception, includingexplanatory 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:

- Reading and writing skills
- Skills for academic writing
- Correct referencing
- Study skills
- Assignment preparation

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.**

Mental Health Crisis Team 0800 800 717

Lifeline Counselling Services
09 522 2999 lifeline.org.nz
0800 543 354 (24/7 helpline)

Suicide Crisis Helpline
0508 828 865

Anxiety Helpline
0800 269 4389

Problem Gambling Foundation 0800 664 262 help@pgfnz.org.nz

Alcohol Drug Helpline
0800 787 797, free text 8681
or online chat at alcoholdrughelp.org.nz

Samaritans
0800 726 666 for confidential support for anyone who is lonely or in emotional distress

Depression Helpline
0800 111 757 or free text 4202

Auckland District Health Board / Auckland City Hospital
http://www.adhb.health.nz/
Phone: 09 367 0000

New Zealand Police
Help with crime, sexual harassment, drugs, intimidation, racism, or any other problems
Corner Cook & Vincent Streets, Auckland Central Police Station, Central City
Phone: (09) 302 6400

In an emergency, call 111.

Women's Refuge Crisis Line 0800 733 843 for women living with violence, or in fear, in their relationship or family

Shakti Crisis Line
0800 742 584 for migrant or refugee women living with family violence

Rape Crisis
0800 883 300 for support after rape or sexual assault

Shine - confidential domestic abuse helpline: 0508 744 633

PlunketLine
0800 933 922 support for parents

Skylight
0800 299 100 for support through trauma, loss and grief (9am – 5pm weekdays)

OUTLine
0800 688 5463 for sexuality or gender identity issues

Citizens Advice Bureau (CAB)
http://www.cab.org.nz
Phone: 0800 367 222

Family Planning Association
Level 2, 5 Short Street, Newmarket, Auckland
Phone: 09 524 3341
www.familyplanning.org.nz
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.

Relationship Services
Relationship counselling
http://www.relate.kiwi.nz/

Immigration NZ
www.immigration.govt.nz
Phone: 09 914 4100

Auckland City Mission
140 Hobson Street,
http://www.aucklandcitymission.org.nz/
140 Hobson Street, Auckland Central
Phone: 09 303 9200
Email: info@aucklandcitymission.org.nz

Auckland Sexual Health Service
http://www.ashs.org.nz/
Phone: 0800 739432

Mental Health Foundation of New Zealand
www.mentalhealth.org.nz
Email: info@mentalhealth.org.nz
Phone: 09 623 4812

New Zealand Chinese Students Association
Programs & help for Chinese students
http://www.nzcsa.com/

Disabled Citizens' Society
http://www.dcsinc.org.nz/
Phone: 09 638 8153

NZ Aids Foundation
Get HIV/AIDS tested
Phone: 0800802437
Email: contact@nzaf.org.nz
https://www.nzaf.org.nz/getting-tested/book-a-test/#!

HELP- Support for Sexual Abuse Survivors
(09) 623 1700 (24 hour confidential phone line)
Email: info@helpauckland.org.nz
You can also find a list of helplines on this website:
https://www.mentalhealth.org.nz/get-help/in-crisis/helplines/

7.6—GENERAL MEDICAL SUPPORT

ATMC NZ staff will help you to contact any health professionals you may need. Reception 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 *Tend Symonds Street Medical Centre*, located at 57 Symonds St, 2 minutes walking distance away (Ph.: 0800 439 8363). If you are not comfortable calling the centre to make a booking, please enquire at Reception 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

- ATMC NZ Student Contact Officer / Student Services Manager
- Health and Disability Advocate - 0800 55 50 50

- Health and Disability Commissioner - 0800 11 22 33

Swipes to use the elevator are available from reception for students with disabilities. Students need to pay a $20 fee if the card is lost or damaged.

7.8—COUNSELLING SUPPORT

ATMC NZ provides students with free access to 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 —OUR EXPECTATIONS

8.1 —STUDENT RECORDS

You must ensure that ATMC NZ has your most recent contact information and if anything changes please email registrar@atmc.ac.nz or call Reception. 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. Serious breaches of conduct can result in being expelled.

8.3 —ATTENDANCE AND ABSENCES

Attendance is a key responsibility for all students. ATMC NZ and Immigration New Zealand require 100% attendance. Under ATMC NZ attendance policy, attendance warnings will be issued, and the following process will apply.

If you continue to miss classes, you may be asked to leave ATMC NZ. You will be expected to attend an intervention meeting to discuss ways to improve your attendance. Formal warnings will be issued if your attendance continues to drop.

1. If your attendance falls below 100%, you will receive a **First Warning.**
2. If the attendance continues to drop you will be required to attend an **intervention strategy meeting**.

3. Any students whose attendance fall below 85% will be withdrawn from the programme. No fees refund will be issued.

For students on 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 lecturer. The disruptive student is then to meet with the Director of Studies. 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 will be required to meet with the Discipline Committee. This may result in being expelled.

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.
- 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 (see detailed explanation 8.4.9). 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.
- Practise 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 ATMC NZ regulations.
- Obey the laws of your home nation that are applicable under International Law.

8.4.6—COMMUNICATION OBLIGATIONS

- Provide ATMC NZ 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. Unauthorised use of the lift will incur a fine. The lift contains a camera.

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 R18 restriction should be viewed at home. ATMC NZ 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.
- Using any form of Artificial Intelligence or AI system or program to assist in writing assignments.
- 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 Deputy Director of Studies.

- 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.

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. 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. 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—CALENDARS AND TIMETABLES

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

ATMC NZ will close for all scheduled public holidays. Please refer to your timetable for specific dates.

11.0 HEALTH AND SAFETY

11.1—HEALTH & SAFETY AND FIRST AID

Due to the Health & Safety laws in New Zealand we all have a responsibility to take appropriate care of ourselves and notify any accidents or issues in this regard to Reception 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.

11.2—SICKNESS

When missing classes through sickness, you must obtain medical certificates from qualified Medical Doctor's for your personal records. If you are sick while at the college, inform your lecturer 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 Reception 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 Reception for the necessary forms to assist you with making insurance claims.

11.2—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 Reception for help.

11.3—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**.

11.3— 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

11.4—PERSONAL PROPERTY AND VALUABLES

You must keep your personal property as secure as possible at the college, and we do not 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.

12.0 —GRIEVANCES AND COMPLAINTS

12.1—GRIEVANCES AND COMPLAINTS

All ATMC NZ policies and processes contain the right of appeal.
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. Student Services can provide you with information on the process for lodging a complaint or appeal and this information is also available in your course Moodle site.
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—PROCEDURE 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 or talking to the person concerned is too problematic, you should approach the Student Support Officer at Reception to fill in a Student Complaints Form. Alternatively, you can contact the Student Support Manager directly. The Student Support team can help facilitate the complaints process.
- After filing a complaint, you may be invited to participate in informal or formal meetings. You may bring a support person with you to these meetings.
- You may appeal any decision made in a meeting in writing to the CEO.

12.3—NEXT STEPS IF YOUR COMPLAINT IS NOT RESOLVED

INTERNATIONAL STUDENTS

If you have exhausted this 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/

NZQA is a government organisation. They can provide an independent assessment of your complaint and will either investigate your concerns or advise you what you can do next. If you need more information on the complaints process, contact **NZQA** on **0800 697 296**.

You can submit your complaint query on the NZQA website, or send an email to qadrisk@nzqa.govt.nz

Or, if it is a financial dispute, you can contact **iStudent Complaints**
iStudent Complaints is available to help you resolve financial or contractual disputes with your education provider. There is no cost to you for this service.

- Email: complaints@istudent.org.nz
- Website: http://www.istudent.org.nz/
- Phone: 0800 00 66 75

iStudent Complaints is an independent service with experience in helping people to resolve disputes.

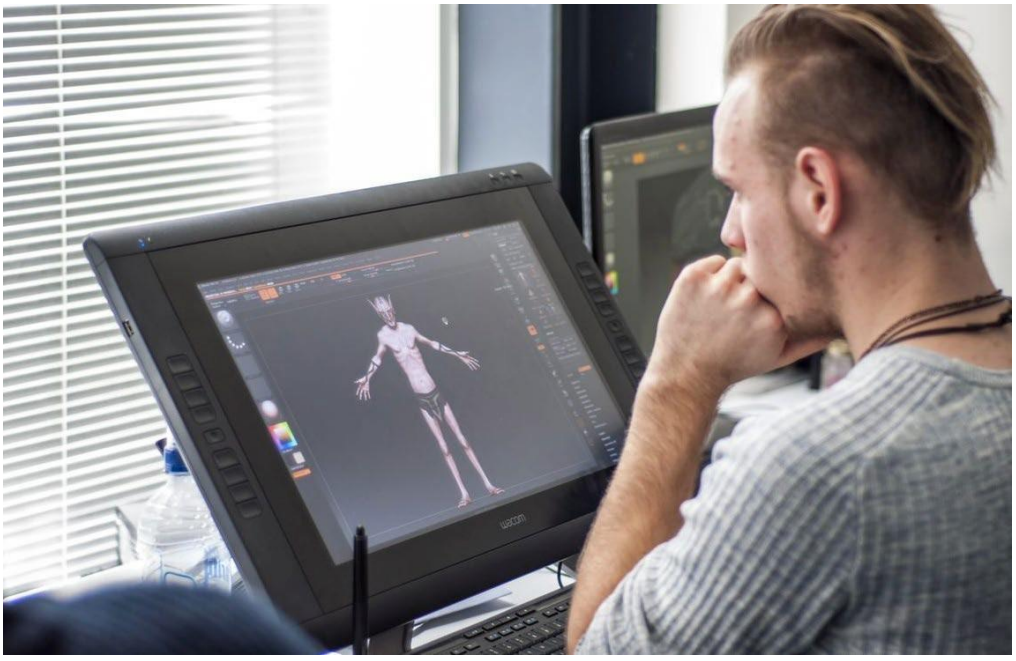
DOMESTIC STUDENTS

Domestic students can make a complaint to **TEC (Tertiary Education Commission)**

- by calling 0800 601 302 or
- emailing complaints@tec.govt.nz, or
- using the complaints reporting form at https://app.whispli.com/TECComplaints.

Domestic students may also approach **ITENZ (Independent Tertiary Education New Zealand)**: http://www.itenz.co.nz/quality-commission/students/

FURTHER INFORMATION
You can obtain full information on the complaints procedure from our downloadable forms and procedures on our website www,atmc.ac.nz or under forms and policies on your Moodle site. The flow chart of the complaints process is shown below.



Complaints Process

Talk to the person it concerns most directly first if possible.

Staff members' office hours and contact details are listed in your Student Handbook

You can approach the Student Support Officer at Reception or on 09 309 5208 directly for guidance and assistance in making your complaint.

You can also contact the Student Services Manager directly on 021 518 839 or studentcare@atmc.ac.nz

Teacher

For an academic or class related issue, first approach your teacher.

Director of Studies

If your complaint is still unresolved, take it to your Director of Studies

If your complaint is unresolved after talking with the relevant staff above, proceed to fill a complaint form. You may be asked to attend an Appeals Committee Meeting.

Appeals Committee

1. Fill in a Complaint form (download the form from Sharepoint or ask for one at Reception)

2. Attend an Appeals Committee Meeting

If your complaint is not resolved from following ATMC NZ's complaints process, contact NZQA (International Student) or ITENZ (Domestic Students)

External Complaint

NZQA
0800 697 296
qadrisk@nzqa.govt.nz
ITENZ
admin@itenz.co.nz
iStudent Complaints
(for financial disputes):
0800 00 66 75
www.istudent.org.nz

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 Tertiary and International Learners) Code of Practice 2021**.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 enrol 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 TERTIARY & INTERNATIONAL STUDENTS) CODE OF PRACTICE 2021

The New Zealand Government's Education (Pastoral Care of Tertiary & International Learners) Code of Practice 2021, 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: https://www.nzqa.govt.nz/providers-partners/tertiary-and-international-learners-code/#heading2-1

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.

3.0 Policy

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

- Pass all of their courses of their programme
- Not fail the same course twice
- Be able to complete the programme within the maximum time allowed for the respective programme as per programme approval documents.

More detailed outline is available in the ATMC NZ Academic Policy.

4.0 Procedure

4.1 Repeating a failed course.

1. ATMC NZ communicates and confirms the student result.
2. Student can request to repeat a failed course.
3. Where determining student eligibility, the Academic Administrator confirms the student has not failed more than 50% of the courses in their programme.
4. The Director of Studies will review the eligibility of the student to continue in ATMC NZ and decide to:
    - 4.1 Give approval for the student to continue in ATMC NZ.
    - 4.2 Not approve the student to progress. The result will be discussed and confirmed in writing with the student.

4.2 Deferring Students

1. Student may request to defer a course or programme.
2. Registrar and Director of Studies will review the student request and
    - 2.1 Approve the student deferral.
    - 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

- Links and Advice: http://www.yourlocaldoctor.co.nz
- 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

13.3—CODE OF PRACTICE

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

14.0 —NEW ZEALAND LAW AND CULTURE

14.1— 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.

14.2—SEXUAL HARASSMENT

Sexual harassment is sexual behaviour that is physical or verbal, and it 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

14.3—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/

14.4—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.

14.5—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 any ATMC NZ premises.

14.6—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. The law in your home country relating to age of consent for sex may be higher than 16 years, and the law of your home country will apply.

14.7—MEDICINE AND DRUGS

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

14.8—DRIVING AND TRAFFIC LAWS

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.

15—STAFF CONTACT LIST

Staff Name	Position Title	Email	Phone
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