

International ENROLMENT & FEES GUIDE



IPU
NEW ZEALAND
TERTIARY INSTITUTE



IPU New Zealand has agreed to observe and be bound by the Education (Pastoral Care for International Students) Code of Practice 2016. Copies of the Code are available from the NZQA website at <http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>.

To obtain information on the current IPU New Zealand rating by NZQA, please visit the NZQA website:
www.nzqa.govt.nz/providers/details.do?providerId=855050001

The Board of Trustees of International Educational Foundation Limited confirms that IPU New Zealand has the financial resources available to refund fees to students when required in compliance with NZQA Student Fee Protection Rules 2013. (Available at: www.nzqa.govt.nz/assets/About-us/Our-role/Rules/SFP-Rules.pdf). For full details on IPU New Zealand's Student Fee Protection and Refund policies please refer to the Academic Handbook.

“Introduction to IPU New Zealand” produced on 15 February 2017
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WHY IPU NEW ZEALAND?

IPU New Zealand was established in 1990 as a charitable education institution of higher learning in New Zealand. IPU New Zealand prepares students for full participation in the constantly changing international environment and fosters close links between students from Pacific Rim countries through education.

The New Zealand Qualifications Authority (NZQA) has approved and accredited IPU New Zealand to deliver the following programmes:

- Master of Contemporary International Studies
- Postgraduate Diploma of Contemporary International Studies
- Graduate Diploma of Contemporary International Studies
- Bachelor of Contemporary International Studies
- Diploma of Japanese Studies
- Level 5 Tourism and Travel Studies
- Level 5 Business Studies (Project Management) (April 2019)
- Level 4 Business Studies (Small Business)
- Level 1-5 English language studies

IPU New Zealand has developed specialty areas in teaching for its degree and graduate courses of study. Within the Bachelor of Contemporary International Studies, IPU New Zealand grants majors in International Business, International Environmental Studies, International Relations, Japanese Studies and TESOL & Language Studies. The Postgraduate Diploma of Contemporary International Studies and associated Master of Contemporary International Studies programmes focus on the environment and business, science, politics and culture.

In addition, IPU New Zealand is an accredited teacher-education centre for the Trinity College London Certificate of Teaching English to Speakers of Other Languages (TESOL). It is also a TOEIC English language-testing centre.

At our campus in Palmerston North we currently have students from around 20 different countries including Australia, China, Indonesia, India, Sri Lanka, Japan, Nepal, Russia, Taiwan, Thailand, Uzbekistan and Vietnam. Students from these countries study and live together in halls of residence and comprise a truly international campus.

IPU New Zealand provides interdisciplinary programmes, quality teaching and personalised individual support in a friendly learning environment. We have a beautiful campus set in park like grounds, and superb facilities including a library, recreation centre, tennis courts, computer laboratories, a dining hall and 10 halls of residence.

International and New Zealand staff advise and give guidance to students on personal as well as academic matters, and provide the linguistic and other assistance students may require.

Because classes are small (20 students per class on average), you receive individual attention from friendly and supportive staff. Students are given individualised support, yet provided with the opportunity to gain independence.

By studying at IPU New Zealand, you will have a number of advantages such as:

- Small classes – individualised attention and support for each student
- An ideal international living environment to become fluent in English, Japanese and other languages
- Creative academic programmes that equip graduates with knowledge and skills for the international workplace.

TUITION & ACCOMODATION FEES

TUITION

Fees are for full-time study per year and subjected to change annually at the start of each new academic year.

Tuition Fee

NZ\$19,000 per year

Textbooks

NZ\$200

Compulsory Student Services Fee / Facility Fee

NZ\$1,550

The Facility fee covers:

- Orientation
- Internet
- Printing and copying
- Recreation Centre access
- Administration of clubs
- Cultural events
- On site health centre
- Careers advice service
- Visa application support services
- Travel on Palmerston North city bus service
- General student support services including first language support, counselling access, advocacy

Note:

- Applicants in certificate, diploma or degree programmes are entitled to enrol in up to eight papers in total during the Academic Year. Additional papers will incur an extra fee.
- International students are required to organise their own travel/medical insurance and provide IPU New Zealand with proof of their insurance policy before their arrival in New Zealand.

ON-CAMPUS

LIVING IN PALMERSTON NORTH (OFF CAMPUS)

Renting based on sharing a house with two others

ESTABLISHMENT COST

What	Detail	Approx-cost
Bond	One-off	NZ \$810
Telephone/Electricity, Gas connection	One-off	NZ \$300
General establishment (furniture, linen etc.)	Some accommodation comes unfurnished, and it is a student's responsibility to purchase the furniture.	NZ \$1,000
Total cost	Expected cost to start up living in accommodation in town.	NZ \$2,110

ON-GOING ESTIMATED WEEKLY/YEARLY COST CALCULATIONS

What	Weekly	Yearly
Books, stationery and equipment	-	NZ \$1,000
Average rent	NZ \$100	NZ \$5,200
Food (three meals a day)	NZ \$80	NZ \$4,100
Household costs (power, phone, mowing)	NZ \$40	NZ \$2,080
Travel expenses (between city and IPU New Zealand)	NZ \$30 by personal car	NZ \$1,560
Car: petrol, insurance, WOF, registration, maintenance		
Miscellaneous (entertainment, personal items etc.)	NZ \$50	NZ \$2,600
Total yearly cost		NZ \$16,600
Total yearly cost NZ \$13,960 + Establishment fee NZ \$2,110		NZ \$18,710

ACCOMMODATION

This residential fee includes three meals per day, seven days a week provided in our dining hall.

Accommodation - Pricing

- Small private room (Halls 1-6) NZ\$15,000
- Large private room (Halls 7,8,10) NZ\$16,000 per year
- Homestay NZ\$17,000 per year
- A \$500 bond, \$250 service fee

Floor space:

- Halls 1-6: Approx 7 square metres
- Halls 7-8: Approx 11 square metres
- Hall 10: Approx 10.5 square metres

Note:

- All rooms are subject to availability. Students cannot reserve a particular hall or room, but we will endeavour to allocate your choice wherever possible.
- Temporary accommodation is available. Please contact recruitment@ipu.ac.nz for more information.
- Prices may increase annually.

PROGRAMME INFORMATION

QUALIFICATION TYPES

All quality assured qualifications listed on the New Zealand Qualifications Framework (NZQF) fit into a qualification type.

Each qualification type is defined by an agreed set of criteria which includes the level at which the qualification is listed and the number of credits required at each level.

NZQF STRUCTURE - LEVELS AND QUALIFICATION TYPES

LEVEL	QUALIFICATION TYPES
10	Doctoral Degree*
9	Master's Degree
8	Postgraduate Diplomas and Certificates Bachelor Honours Degree
7	Bachelor's Degree Graduate Diplomas and Certificates
6 5	Diplomas
4 3 2 1	Certificates

* Not offered at IPU New Zealand

The NZQF has ten levels based on complexity, with level one the least complex and level ten the most complex.

Source: www.nzqa.govt.nz/assets/Studying-in-NZ/New-Zealand-Qualification-Framework/requirements-nzqf.pdf

MASTER OF CONTEMPORARY INTERNATIONAL STUDIES (LEVEL 9)

POSTGRADUATE DIPLOMA OF CONTEMPORARY INTERNATIONAL STUDIES (LEVEL 8)

1. DURATION

- Postgraduate Diploma of Contemporary International Studies - One year
- Master of Contemporary International Studies - Two years

2. PROGRAMME STATEMENT

Upon successful completion of year one of the postgraduate programme, students have the option of exiting with the Postgraduate Diploma of Contemporary International Studies qualification, or completing a second year of study to achieve the Master of Contemporary International Studies.

The Postgraduate Diploma of Contemporary International Studies (PDCIS) involves 150 credits of study, of five level 8 papers, taken over a minimum of three terms. It can be completed in one year of fulltime study. The PDCIS is a 'taught' programme that does not include independent research, but does involve considerable independent investigation and learning. The course comprises three interdisciplinary papers that look at management, business, science and the environment. Students also take Postgraduate Research Methods, which helps refine academic skills and research design, and Resource Management, the capstone paper.

The second-year research component of the Master of Contemporary International Studies involves 90 credits of study, taken over a minimum of two terms. This research is achieved through completion of a formal research thesis or strategic executive project, or one extra taught paper together with either an executive project or research paper. Students choose their own area of specialisation for interdisciplinary research - business, politics, resource development or the environment. Upon successful completion, students are awarded a Master of Contemporary International Studies.

3. ENTRY REQUIREMENTS

A completed bachelor's degree with a minimum 50% grade average. Polytechnic graduates may be granted entry.

Minimum English language requirements are as follows: IELTS (Academic) – 6.5 with no band lower than 6.0; TOEFL (pBT) – 590 with an essay score of 5.5 TWE; TOEFL (iBT) – 79 with a writing score of 21; PToE (Academic) - 58

YEAR ONE - ELECTIVE PAPERS - 30 CREDITS EACH		EXIT POINT 1 PDCIS 150 Credits (5 papers)
Students select three of the following*:	<ul style="list-style-type: none"> • Sustainability and Management Accounting • International Human Resource Management • Leadership, Communication and Change Management • Contemporary Issues in Marketing • Strategic Management and Corporate Social Responsibility • Other Special Topics papers 	
<ul style="list-style-type: none"> • People, the Planet and Sustainability • Entrepreneurship and Innovation • Business, the Environment and Corporate Social Responsibility • Science, the Environment and Policymaking • Politics and Development 		
YEAR ONE - 2 COMPULSORY PAPERS - 30 CREDITS EACH		
Students complete both of the following:	<ul style="list-style-type: none"> • Resource Management • Postgraduate Research Methods 	

*Not all elective papers are offered every year

YEAR TWO (MCIS ONLY) - RESEARCH AND PROJECTS - 90 CREDITS		EXIT POINT 2 MCIS 240 Credits (including 150 Credits from Year One, above)
Candidates may select one of the following:	<ul style="list-style-type: none"> • AN EXECUTIVE PROJECT (60 CREDITS) AND ONE TAUGHT PAPER (30 CREDITS): A supervised investigative contract with relevance to international interdisciplinary management on behalf of a client enterprise (a government department, business, institution or NGO) and an additional Level 8 paper. • AN EXECUTIVE STRATEGIC PROJECT (90 CREDITS): As above but the contract must be based on an issue of wider concern rather than a single enterprise and includes an additional report in which the wider implications of the investigation are addressed. • A RESEARCH PAPER (60 CREDITS) AND ONE TAUGHT PAPER (30 CREDITS): A supervised piece of interdisciplinary research with relevance to international interdisciplinary management, which must include analysis of data from original sources, and an additional Level 8 paper. • A RESEARCH THESIS (90 CREDITS): A comprehensive report on a supervised piece of original interdisciplinary research with relevance to international interdisciplinary management. 	

GRADUATE DIPLOMA OF CONTEMPORARY INTERNATIONAL STUDIES (LEVEL 7)

1. DURATION

- One year

2. PROGRAMME STATEMENT

The Graduate Diploma of Contemporary International Studies is designed to meet the needs of students who come to IPU New Zealand with a completed bachelor's degree (graduate) status and who wish to undertake further studies in specialised internationally oriented papers offered in the degree programme. The programme is an intensive course of papers selected from those offered in the Bachelor of Contemporary International Studies. One year (2 semesters) of full-time study are necessary to complete this qualification.

The course of study consists of eight papers selected from level 6 and level 7 papers in the Bachelor of Contemporary International Studies. The Graduate Diploma includes at least five papers at level 7. Each student's proposed course of study must be approved by the Dean of the Faculty of International Studies

3. ENTRY REQUIREMENTS

Entry is available to students who would be able to undertake university-level study in New Zealand and who already hold an undergraduate degree with a minimum 50% grade average.

Minimum English Language requirements are as follows: IELTS (Academic) – 6.0 with no band less than 5.5; TOEFL (pBT)– 550 with an essay score of 5 TWE; TOEFL (iBT) – 60 with a writing score of 20; PToE (Academic) – 50.

BACHELOR OF CONTEMPORARY INTERNATIONAL STUDIES (LEVEL 7)

1. DURATION

- Three years

2. PROGRAMME STATEMENT

The Bachelor of Contemporary International Studies (BCIS) is a fully accredited three-year university-level interdisciplinary degree. It provides students with opportunities to study in the following key areas: international relations, international business, Japanese studies, language studies and environmental studies. BCIS students have additional opportunities to expand their scope of skills through language studies: English, Japanese and Mandarin. Additionally, students learn a variety of research and critical thinking skills.

2.1 BCIS MAJORS

Majors may be granted in the following areas:

- International Business
- International Relations
- Japanese Studies
- TESOL & Language Studies
- International Environmental Studies (not currently offered)

A major formally recognises a student's choice of a specialty within the BCIS; provides more effective and recognisable preparation for postgraduate studies in specific specialties; aids graduates in marketing themselves to specific employers; and provides a highly structured programme for those who seek that choice.

REQUIREMENTS FOR A MAJOR

Students seeking a major in a selected specialty build on the compulsory core papers of the degree by choosing electives that provide coherent progressive study across levels 5, 6 and 7 in a particular specialty.

3. ENTRY REQUIREMENTS

Entry is available to students who are eligible for university-level study in New Zealand (i.e. University Entrance. Applicants over the age of 20 years without this qualification may be considered).

For international students, an applicant must have completed a minimum of twelve years of primary and secondary education, or demonstrate academic ability equal to that of a high school graduate.

Minimum English Language requirements are as follows: IELTS (Academic) – 6.0 with no band less than 5.5; TOEFL (pBT) – 550 with an essay score of 5 TWE; TOEFL (iBT) – 60 with a writing score of 20; PToE (Academic) – 50.

DIPLOMA OF JAPANESE STUDIES (LEVEL 5)

1. DURATION

- One year

2. PROGRAMME STATEMENT

The Diploma in Japanese Studies (DJAST) is designed to develop a firm foundation in Japanese language skills and an understanding of traditional and contemporary culture as well as modern society, politics and business. It consists of four Japanese language papers and four elective culture papers.

There are substantial advantages to be gained by studying Japanese at IPU New Zealand. Native speakers of Japanese make up the single largest nationality of students on campus, so Japanese is studied in an environment unique outside of Japan. There are many Japanese resources (eg. Japanese DVDs, manga) provided to all students for their studies. Furthermore, IPU New Zealand is uniquely placed to be able to provide exchanges and internships with Japanese institutions and businesses as part of its programme.

3. ENTRY REQUIREMENTS:

Entry is available to students who are eligible for university-level study in New Zealand (i.e. University Entrance. Applicants over the age of 20 years without this qualification may be considered).

For international students, an applicant must have completed a minimum of twelve years of primary and secondary education, or demonstrate academic ability equal to that of a high school graduate.

Minimum English language requirements are: IELTS (Academic) – 6.0; TOEFL – 550; TOEFL (iBT) – 60; PToE (Academic) - 50

LEVEL 5 TOURISM AND TRAVEL STUDIES

leading to New Zealand Diploma in Tourism and Travel (Level 5)

1. DURATION

- One Year

2. PROGRAMME STATEMENT

The aim of this Level 5 Tourism and Travel Studies programme is for students to gain the general and specialised competence, knowledge, and skills applicable to communicating effectively with diverse audiences in the tourism and travel industries to proactively support the visitor experience. Students of the programme will learn how to manage workplace practices required of a tourism organisation and incorporate the indigenous values of manaakitanga and whanaungatanga in travel and tourism practices. Graduates will be able to analyse and evaluate local, national, and international tourism operating environments, systems, and processes in order to support decision-making, deliver a quality visitor experience, and contribute to overall business effectiveness.

CONTENT:

- The characteristics and processes of tourism and travel organisations in local and international contexts.
- Applied knowledge of tourism marketing in local, national, and international contexts.
- Applied knowledge and key skills to manage a successful tourism event in the local community.
- Applied knowledge of advanced tourism concepts and language skills used in a wide range of tourism, travel, and hospitality situations.
- Applied knowledge of cultural tourism in local, national, and international markets.
- Expanding on tourism ideas, knowledge, and skills via a tourism research project or continuing to expand or diversify a practice
- A 60-hour tourism work placement to develop tourism communication skills while applying knowledge of operating a tourism or hospitality business.
- Applied concepts and principles of leadership and change management in tourism and travel organisations.

3. ENTRY REQUIREMENTS:

Level 4 New Zealand Certificate in English Language. Or New Zealand students: Completion of Year 12 + Interview (Dean will consider prior learning; e.g., work experience in the area or NZQA literacy and numeracy credits).

International students: Interview + Graduation from high school in home country + IELTS (Academic) 5.5 with no band score lower than 5.0 (or equivalent)

LEVEL 5 BUSINESS STUDIES (PROJECT MANAGEMENT) - Subject to approval to begin April 2019

leading to New Zealand Diploma in Business (Project Management) (Level 5)

1. DURATION

– One Year

2. PROGRAMME STATEMENT

The aim of this programme is for students to gain specialised competence, knowledge, and skills required to evaluate and lead business opportunities and manage business ventures in the for-profit and non-profit sectors. Graduates of the programme will demonstrate understanding of diverse language and/or cultural backgrounds and professional workplace practices. This programme's focus on project management ensures its core modules further develop student's technical knowledge and skills in initiating, managing, and reviewing projects. Students also apply personal and business skills to negotiate and influence the achievement of project outcomes.

CONTENT:

- The characteristics and operation of for-profit and non-profit organisations in the New Zealand context.
- Applied knowledge of business marketing in local and international contexts.
- Applied knowledge of the theory and practice of managing and leading a business of non-profit organisation.
- Applied knowledge of the advanced business concepts and language skills used in a wide range of business situations.
- Applied knowledge of the advanced management concepts and language skills used in a wide range of business situations.
- Applied concepts and principles of leadership and change management.
- Applied leadership and project management skills via a business research project or leading an existing practical business project.
- A 60-hour internship to develop management communication skills and apply transferable skills and knowledge of managing a business project.

3. ENTRY REQUIREMENTS:

Level 4 New Zealand Certificate in English Language.

Interview + Graduation from high school in home country + IELTS (Academic) 5.5 with no band score lower than 5.0 (or equivalent)

LEVEL 4 BUSINESS STUDIES (SMALL BUSINESS)

leading to New Zealand Certificate of Business Studies (Small Business) (Level 4)

1. DURATION

– 16 weeks (Taken full time)

2. PROGRAMME STATEMENT

The aim of this programme is for students to gain the competence, knowledge, and skills required to assess small business opportunities, strategies, and processes in order to establish a small business venture. Graduates of the programme will demonstrate awareness of the diverse language or cultural background needs of New Zealand businesses and workplaces. This programme includes core modules which develop students' applied business competence as well as personal and business skills relevant to the development and management of a business.

CONTENT:

- The characteristics and operational needs of small business in the New Zealand context.
- Applied knowledge of the basic business concepts, terminology, and communication skills used in a wide range of business situations.
- Applied theory and practice of developing, running, closing, and evaluating a small business.
- A 60 hour internship where students can develop their business communication skills while applying their knowledge of operating a business.

3. ENTRY REQUIREMENTS:

New Zealand students: Completion of Year 12 + Interview (Dean will consider prior learning; e.g., work experience in the area or NZQA literacy and numeracy credits).

International students: Level 3 New Zealand Certificate in English Language Or Interview + Graduation from high school in home country + IELTS (Academic) 5.5 with no band score lower than 5.0

LEVEL 1 ENGLISH LANGUAGE STUDIES

leading to New Zealand Certificate of English Language (Level 1)

1. DURATION

– 16 weeks

2. PROGRAMME STATEMENT

This programme is intended for people who want to learn English language skills to be able to communicate in very basic, familiar everyday situations in an English-speaking environment. People who complete the programme will have English language skills at a level comparable to the Common European Framework of Reference (CEFR) high A1 – low A2.

The programme content covers how to talk about yourself and your family, including spoken transactions such as greetings, leave taking and common courtesies. Students will learn language relevant to the setting, in particular New Zealand English and basic greetings in Te Reo Maori.

3. ENTRY REQUIREMENTS:

Applicants must be 16 years of age or older and must show proof of completing high school. In some cases an enrolment interview will be required. Entry into the programme is always at the discretion of the dean.

English Requirement: IELTS 2.5 or an equivalent score assessed by an IPU New Zealand recognised placement test.

LEVEL 2 ENGLISH LANGUAGE STUDIES

leading to New Zealand Certificate of English Language (Level 2)

1. DURATION

– 16 weeks

2. PROGRAMME STATEMENT

This programme is intended for people who want to learn English language skills to be able to communicate in very basic, familiar everyday situations in an English-speaking environment. People who complete the programme will have English language skills at a level comparable to the Common European Framework of Reference (CEFR) high A2 – low B1.

The course covers language relevant to setting, in particular New Zealand English and basic greetings in Te Reo Maori; and how to listen for specific information. Students will build a vocabulary guided by first 1000 words of the New General Service List, and learn computing skills.

3. ENTRY REQUIREMENTS:

Applicants must be 16 years of age or older and must show proof of completing high school. In some cases an enrolment interview will be required. Entry into the programme is always at the discretion of the dean.

English language requirement: New Zealand Certificate in English Language (Level 1) or equivalent knowledge and skills assessed by an IPU New Zealand recognised placement test.

LEVEL 3 ENGLISH LANGUAGE STUDIES

leading to New Zealand Certificate of English Language (Level 3)

1. DURATION

– 16 weeks

2. PROGRAMME STATEMENT

This programme is intended for people who want to learn English language skills to be able to communicate in very basic, familiar everyday situations in an English-speaking environment. People who complete the programme will have English language skills at a level comparable to the Common European Framework of Reference (CEFR) B1.

The programme covers how to write comprehensible, connected texts on familiar topics with reasonable linguistic accuracy, using a range of text types, including writing conventions appropriate for familiar text types. The programme also covers speaking conventions for formal interviews, spoken transactions and presentations using language relevant to the setting, in particular New Zealand English and basic greetings in Te Reo Maori.

3. ENTRY REQUIREMENTS:

Applicants must be 16 years of age or older and must show proof of completing high school. In some cases an enrolment interview will be required. Entry into the programme is always at the discretion of the dean.

English language requirement: New Zealand Certificate in English Language (Level 2) or equivalent knowledge and skills (assessed by an internal test or evidenced by a recognised international English test).

LEVEL 4 ENGLISH LANGUAGE STUDIES

leading to New Zealand Certificate of English Language (Level 4)

1. DURATION

– 16 weeks (Taken full time)

2. PROGRAMME STATEMENT

This programme is intended for people who want to learn English language skills to be able to communicate in very basic, familiar everyday situations in an English-speaking environment. People who complete the programme will have English language skills at a level comparable to the Common European Framework of Reference (CEFR) B2.

Students will learn how to understand main ideas and key supporting details of complex oral texts on familiar and sometimes unfamiliar topics. Students will develop listening comprehension of events such as interviews, discussions, and study tasks including listening to and following complex instructions. The programme covers computing skills; and language relevant to the setting, in particular New Zealand English and basic greetings in Te Reo Maori.

3. ENTRY REQUIREMENTS:

Applicants must be 16 years of age or older and must show proof of completing high school. In some cases an enrolment interview will be required. Entry into the programme is always at the discretion of the dean.

English language requirement: New Zealand Certificate in English Language (Level 3) or equivalent knowledge and skills (assessed by an internal test or evidenced by a recognised international English test).

LEVEL 5 ENGLISH LANGUAGE STUDIES

leading to New Zealand Certificate of English Language (Level 5)

1. DURATION

– 16 weeks

2. PROGRAMME STATEMENT

The aim of this Level 5 English Language Studies Programme is to develop the English language and academic skills of students in order for them to be able to communicate independently in a wide range of familiar and unfamiliar situations with fluency and flexibility in academic English language environments at graduate and postgraduate levels.

Students will be able to understand the main ideas of complex spoken texts on both concrete and abstract topics, speak with fluency and spontaneity to communicate information, ideas and thoughts in extended discourse on a range of familiar and unfamiliar topics; use appropriate skills and language to manage interactions in a wide range of formal and informal settings; read and understand complex texts independently on familiar and unfamiliar topics; summarise and synthesise information across a range of complex texts for a specific purpose; write extended, crafted, logically structured, coherent texts appropriate to audience and purpose, synthesising, evaluating and applying information and arguments from a range of sources.

3. ENTRY REQUIREMENTS:

Applicants must be 16 years of age or older and must show proof of completing high school. In some cases an enrolment interview will be required. Entry into the programme is always at the discretion of the dean.

NZCEL Level 4 with the academic endorsement or equivalent.

APPLICATION AND ENROLMENT GUIDE FOR ADMISSION

1. APPLICATION FORM AND ACADEMIC RECORDS (TRANSCRIPTS)

1.1 All prospective students must complete and submit the Application Form along with official records of their prior academic study. These records are to include:

- Certificate or similar evidence of completion of secondary education;
- All secondary school academic records for applicants without prior tertiary study;
- All tertiary academic records for applicants who have completed one or more semesters of university-level study; and
- An official International English Language test score result (IELTS, TOEFL or PToE), if English is not the first language for the applicant. **This must have been achieved within the two-year period prior to the application.**

Applicants who are still completing a secondary education qualification may apply for provisional admission subject to completion. Formal admission to IPU New Zealand will be contingent upon completion of this qualification.

1.2 Official transcripts of academic work should be either issued directly to IPU New Zealand by the student's prior institutions or **certified as being an official record**. All transcripts and records should be in English; otherwise, English translations certified as being true and accurate must be provided along with the transcripts.

2. APPLICATION DUE DATES

All applications for Semester One (April start) and Semester Two (August start) each year are due 7 weeks prior to the start of Semester. Applications to start in Summer Term, (January start), are due 9 weeks prior to the start of term. We recommend applying earlier if possible as the time needed for visa approval can vary. The English language studies programmes also have entry in June and October.

3. SELECTION FOR ADMISSION

The Academic Registrar will consider admission to IPU New Zealand to those applicants who meet all entry qualifications and are successful in their personal interview. Admission is contingent upon the following:

- 3.1 Written acceptance by the candidate of the offer (receipt of Confirmation of Acceptance form), along with agreement to abide by all applicable rules and regulations of IPU New Zealand;
- 3.2 Receipt of initial payment (if any) of all tuition, residence costs and other applicable costs.

An offer for admission is for a specific programme of study at IPU New Zealand to commence on a given date in a specified teaching term, and cannot be transferred to another date, semester or programme without the prior written approval of the Academic Registrar. If declined, an offer for admission becomes null and void.

4. STUDENT VISA (IMMIGRATION)

Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at: www.immigration.govt.nz

5. MEDICAL INFORMATION (ELIGIBILITY FOR HEALTH SERVICES)

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

The Institute has a contracted doctor and nurse who have been assigned to deal with illness and minor medical emergencies on campus during the week at the Health Clinic. They will also arrange appointments when necessary with doctors at the Group Medical Chambers. The Institute doctor can also make referrals for dental care, physiotherapy, optometry consultations, counselling and other specialist appointments.

When the clinic is closed, students may contact Administration Services for advice about visits to local doctors or phone 0800 355 050.

International students may be required to submit medical information on arrival at IPU New Zealand.

6. STUDENT HEALTH INSURANCE (ACCIDENT INSURANCE)

International students must have appropriate and current medical and travel insurance prior to leaving for New Zealand and for their entire stay.

Foreign fee-paying students (excluding New Zealand Aid Programme – supported students) are required to hold acceptable insurance as a condition of their visa. An acceptable insurance policy is one which complies with the insurance requirements of the Education (Pastoral Care of International Students) Code of Practice is acceptable to IPU New Zealand.

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

7. REFUND POLICY

7.1 Refund of Tuition and other fees

IPU New Zealand's Student Refund Policy complies with the 1989 Education Act, the 2012 Gazette notice on Refund Requirements for International Students and the NZQA Student Fees Protection rules.

INTERNATIONAL STUDENT REFUND

Where an international student notifies the Institute of their intention to withdraw

Before course starts	Where the Offer of Place has been accepted, full refund less 10% of paid fees	
	Within 10 working days of course start date:	After 10 working days of course start date:
Tuition	Full refund of paid fees less up to 25%	No refund
Accommodation		Pro-rata refund of any unused portion
Facility		Pro-rata refund of any unused portion

7.2 Refunds as a Result of Course Provision being Stopped

The Board of Trustees of International Educational Foundation Limited confirms that IPU New Zealand has the financial resources available to refund fees to students when required in compliance with NZQA Student Fee Protection Rules 2013. (Available at: www.nzqa.govt.nz/assets/About-us/Our-role/Rules/SFP-Rules.pdf).

Student Fee Protection will be adhered to where course provision is stopped for any reason (eg. course closure, institute closure, ceasing to be a signatory). Refunds will be made on a pro-rata basis. Any refund will be transferred either to another provider as agreed to by the student or to the student or the student's parent or legal guardian or to StudyLink.

7.3 Refunds as a Result of a Change in Residency Status

If an international student gains Permanent Residency during their programme of study, there is no refund for the current term of study. However, a refund will apply for the subsequent terms of study under the following conditions:

- i) Residency is granted two months prior to the subsequent term of study; and
- ii) IPU New Zealand has not exceeded its domestic EFTS allowed by the TEC.

7.4 Definitions

“Paid fees” includes any tuition, facility, accommodation, textbook, application/enrolment, examination, and orientation fees paid by student before withdrawal.

“Pro rata refund” is a partial refund for the portion of time paid for that remains after the withdrawal date. The pro rata refund for accommodation will be calculated based on full months only. This means for example, a student who had paid until November that withdraws in mid-July would be refunded the August-November accommodation. The pro-rata refund for facility fee is calculated by semester.

“Tuition fees” refers to the amount paid for one year’s full time study (from the point of entry).

“Full notification” refers to the submission of all paperwork required by the Institute as part of the withdrawal process.

“Course start date” The date the term/semester starts in the individual student’s academic year eg. Semester 1 start date for an April entry student.

“Date of withdrawal” will be taken as the date upon which full notification was received or the final date of class attended or the date upon which the student checked out of their on-campus room (whichever is the later).

7.5 Short Course Refunds

For short courses over five weeks but less than three months, where a student withdraws within five working days the student can expect a seventy-five percent refund.

For other short programmes less than five weeks long, where a student withdraws within two working days of the course start date the student can expect a fifty percent refund.

7.6 Bond

A student living in an Institute-provided accommodation facility must deposit a bond to cover any damage or loss to the Institute’s facilities. Bond will be refunded according to the Institute’s Refund Policy after a student graduates, withdraws or moves off campus. Bond will not be refunded for leave of absence students. Accommodation bond refund is subject to a satisfactory room inspection. Application for refund must be made within 30 days of departure.

7.7 Date of Refund

Within 5 days, where student has given full notification of withdrawal. Allow 28 days for all other cases, e.g. overpayment, bond

8. CHANGING YOUR DETAILS/CIRCUMSTANCES

Any changes of a home or local mailing address must be given to the Academic Registry Services as soon as possible after the move has been made. An Address Change Form is available at the Student Services Counter in the Administration Building. IPU New Zealand is not responsible for forwarding mail without addresses written in English.

9. IRD NUMBER

This is allocated by the Inland Revenue Department for tax purposes. Students will need to complete a form after arrival in New Zealand if they wish to work.

10. NATIONAL STUDENT INDEX (NSI) NUMBER

The National Student Index Number is assigned to all individuals undertaking secondary or tertiary education in New Zealand. The NSI number identifies your legal name, date of birth and residential status. If you have previously studied in New Zealand and have provided your National Student Index number on the Application for Admission, there is no need to provide us with certified copies of your birth certificate/passport or residency documentation provided that your National Student number is “active”.

11. PROVISIONAL ENROLMENT AT IPU NEW ZEALAND

11.1 When IPU New Zealand has received the completed Application for Admission and proof of identity, IPU New Zealand will send you an Offer of Admission Letter if:

- (a) IPU New Zealand is satisfied as to your identity and with the information you have supplied; and
- (b) Where places in the course(s) and/or qualification(s) you wish to enrol in are limited, IPU New Zealand selects you for one of those places; and
- (c) IPU New Zealand is satisfied that you meet the entry criteria.

- 11.2 If you receive an IPU New Zealand Offer of Admission and you decide to study at IPU New Zealand for the qualification stated in the letter you must notify us of your acceptance by:
- (a) Completing and returning to us your signed Confirmation of Acceptance form; and
 - (b) Paying your tuition and other fees to IPU New Zealand.

12. YOUR RIGHTS AND OBLIGATIONS IF IPU NEW ZEALAND OFFERS YOU ADMISSION AND IF YOU ACCEPT

- 12.1 If IPU New Zealand offers you admission and if you accept that offer, you agree that:
- (a) You will comply with all IPU New Zealand's rules, regulations, policies and procedures (including any amendments to rules and regulations, policies and procedures introduced after the date of your enrolment).
 - (b) You alone have decided to study towards the qualification that is stated in the Application for Admission. You are not relying on IPU New Zealand's judgement or oral statement that a qualification is suitable for any particular purpose, unless IPU New Zealand has informed you in writing that a qualification or course is suitable for a particular purpose. Further, you agree that no oral statement made to you by or on behalf of IPU New Zealand is binding on the Institute unless IPU New Zealand has recorded it in writing.
 - (c) You have received full written details of all current fees and any items that are or may be required by IPU New Zealand to be purchased or provided by you, for the qualification or course you have chosen.
 - (d) If you have applied to enrol in a course that requires you to supply further information (e.g. health, police check etc.), you agree to supply that information promptly. You understand that your enrolment for that course is conditional on IPU New Zealand being satisfied with the information you supply.
- If this is the first time you have enrolled in a course and/or qualification at IPU New Zealand, you have attached to your Application for Admission form a certified copy of your birth certificate or passport.
- 12.2 At any time after IPU New Zealand has offered you a place, (even after IPU New Zealand has confirmed your enrolment), irrespective of whether or not you have accepted admission, IPU New Zealand may still:
- (a) cancel or postpone any course(s) and/or qualification(s) that you have enrolled in (whether partially completed by you or not);
 - (b) change the content of any course(s) and or qualification(s) that you have enrolled in.
 - (c) cancel your enrolment as permitted under the Education Act 1989.
 - (d) cancel your enrolment in case of the non-disclosure of your health to IPU New Zealand and finance to Immigration New Zealand.

13. PRIVACY

In signing the Application for Admission and Provisional Enrolment form you acknowledge that:

- 13.1 IPU New Zealand collects and stores information about you. Some of this information will be provided by you, and some of it will be collected by IPU New Zealand in the course of your enrolment at IPU New Zealand. IPU New Zealand is required to disclose such information to other organisations such as the Ministry of Education (funding and student statistical returns), Tertiary Education Commission, New Zealand Qualifications Authority (record of learning registration and Unit Standard outcomes), Skill New Zealand (funding and student statistical returns), Industry Training Organisations (funding and academic outcomes), Professional Registration Board, Ministry of Social Development (confirmation of enrolment and academic outcomes), and Inland Revenue Department (student loan interest rebate). IPU New Zealand may also use such information for marketing purposes, to manage internal administrative processes and for internal reporting. Information about students may be supplied to, and sought from, other educational institutions for the purpose of verifying academic records or otherwise.
- 13.2 In addition, you agree that IPU New Zealand may release information about you to government agencies such as the New Zealand Police, Department for Courts and Department of Corrections, Ministry of Social Development, and the Accident Rehabilitation Compensation Insurance Corporation.
- 13.3 In signing the Application for Admission and Provisional Enrolment Form you authorise the collection, holding and disclosure referred to above.
- 13.4 Under the Privacy Act 1993 you may ask IPU New Zealand to provide you with copies of the information it holds about you. If you disagree with any such information you may ask to have it corrected.

SCHOLARSHIPS

We are proud to say that every year we offer a limited number of scholarships for students whom we believe will contribute to IPU New Zealand. We are always looking to help develop our students into the global leaders of the future and scholarships are one way we can show our support.

SEG SCHOLARSHIP

The SEG Scholarship is funded by the Soshi Educational Group, which spans throughout Japan, Australia and New Zealand. With more than fifteen educational institutes throughout the Asia-Pacific region (including schools, tertiary institutes and other educational organisations) the SEG provides facilities for all learners of all ages – from small children to senior citizens. The SEG offers educational opportunities to meet the changing needs of society in the 21st century.

SEG SCHOLARSHIPS FOR INTERNATIONAL STUDENTS

SEG Scholarship A NZ\$7,000/year

SEG Scholarship B NZ\$5,000/year

SEG Scholarship C NZ\$3,000/year

Note:

Scholarships A and B only apply to undergraduate programmes. Scholarship C applies to all programmes.

PALMERSTON NORTH CITY MAYOR'S GOODWILL AMBASSADOR SCHOLARSHIP

The Mayor's Goodwill Ambassador Scholarship (MGAS), sponsored by the City Council of Palmerston North, is used to promote Palmerston North as a venue of study for international students and promote events/activities by international students in Palmerston North.

MAYOR'S SCHOLARSHIP FOR INTERNATIONAL STUDENTS

NZ\$1000 towards the first year's tuition.

SOSHI Education Group (SEG) comprises of the International Pacific University (IPU) and Tokyo International Business College in Japan, and IPU New Zealand Tertiary Institute in New Zealand.

SEG offers scholarships to highly qualified applicants who wish to foster positive relationships with students from different cultures and serve as role models for other students of IPU New Zealand in academic and student life.

The terms and conditions of the scholarship are stated in the form of a contract between SEG and the recipient for a fixed term for the provision of subsidy of tuition fees.

1. TERMS AND CONDITIONS FOR RECIPIENTS OF SCHOLARSHIPS

- 1.1. All prospective students must complete and submit the Application Form along with official records of their prior academic study. These records are to include:
 - Certificate or similar evidence of completion of secondary education;
 - All secondary school academic records for applicants without prior tertiary study;
 - All tertiary academic records for applicants who have completed one or more semesters of university-level study; and
 - An official International English Language test score result (IELTS, TOEFL or PToE), if English is not the first language for the applicant. **This must have been achieved within the two-year period prior to the application.**Applicants who are still completing a secondary education qualification may apply for provisional admission subject to completion. Formal admission to IPU New Zealand will be contingent upon completion of this qualification.
- 1.2. Official transcripts of academic work should be either issued directly to IPU New Zealand by the student's prior institutions or certified as being an official record. All transcripts and records should be in English; otherwise, English translations certified as being true and accurate must be provided along with the transcripts.

2. APPLICATION PROCEDURE FOR THE SCHOLARSHIPS

2.1. Academic Assessment:

Applicants may be required to take an IPU New Zealand scholarship test under an authorised IPU New Zealand representative's supervision and submit transcripts of their previous studies. They should also submit an official English test score, such as IELTS or PToE.

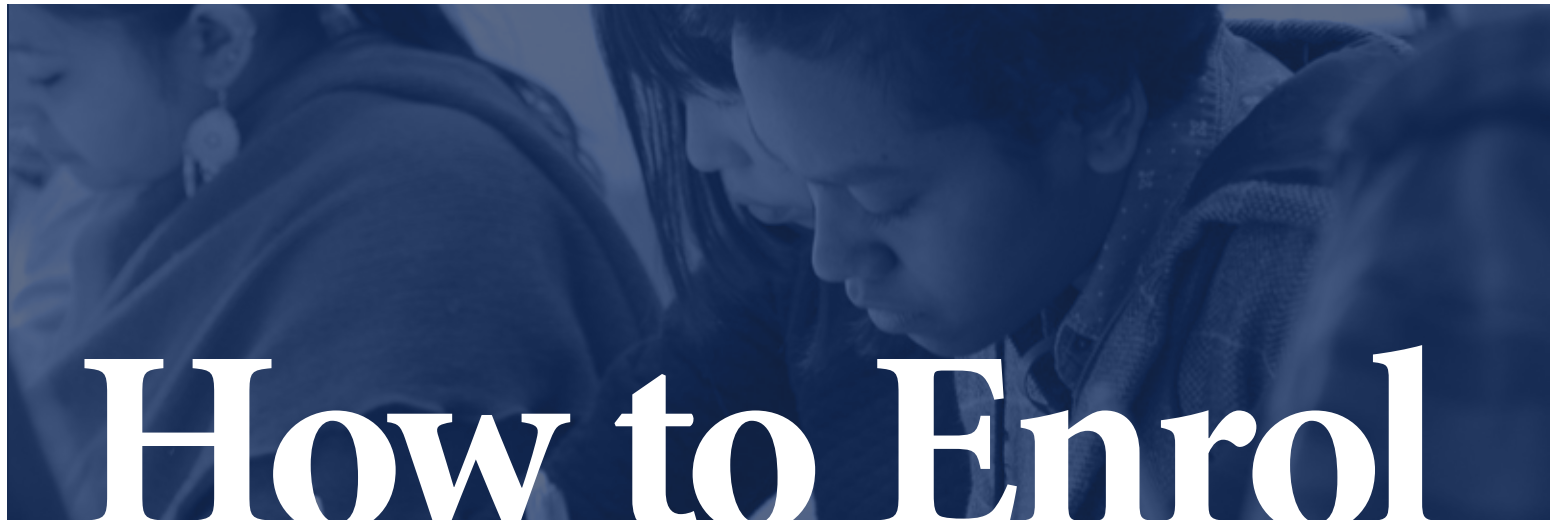
2.2. Personal References

Applicants must ask two personal referees (one academic referee and one character referee) to provide written references. Referees must have known the applicant for at least one year and cannot be a relative. Referees should mail their reference directly to the Academic Registry, IPU New Zealand, Private Bag 11021, Palmerston North 4442, New Zealand, within a week of the application being submitted.

2.3. Deadline for Application

All applications for Semester One (April start) and Semester Two (August start) each year are due 7 weeks prior to the start of term. Applications to start in Term Three, (January start), are due 9 weeks prior to the start of term. The English language studies programmes also have entry in June and October.

Applications may be received earlier.



How to Enrol

FIRST STEPS

FILL IN THE APPLICATION FOR ADMISSION FORM
 See our website for a helpful enrolment guide
www.ipu.ac.nz/how-to-apply

OK

EMAIL APPLICATION FORM AND SUPPORTING DOCUMENTS TO IPU
recruitment@ipu.ac.nz

DON'T MEET ENGLISH PROFICIENCY LEVEL YET?

OK

WE ISSUE YOU A CONDITIONAL OFFER OF PLACE

OR

Sign up for our English Language Studies Programme to improve your English.



See prospectus for IELTS requirements.

DO YOU HAVE THE REQUIRED ENGLISH PROFICIENCY?

We know enrolling can be a daunting task. Below is an easy-to-follow flow chart to walk you through the enrolment process and avoid any delays or difficulties.

NOW LET'S WORK OUT WHAT ENTRANCE METHOD IS MOST SUITED TO YOU

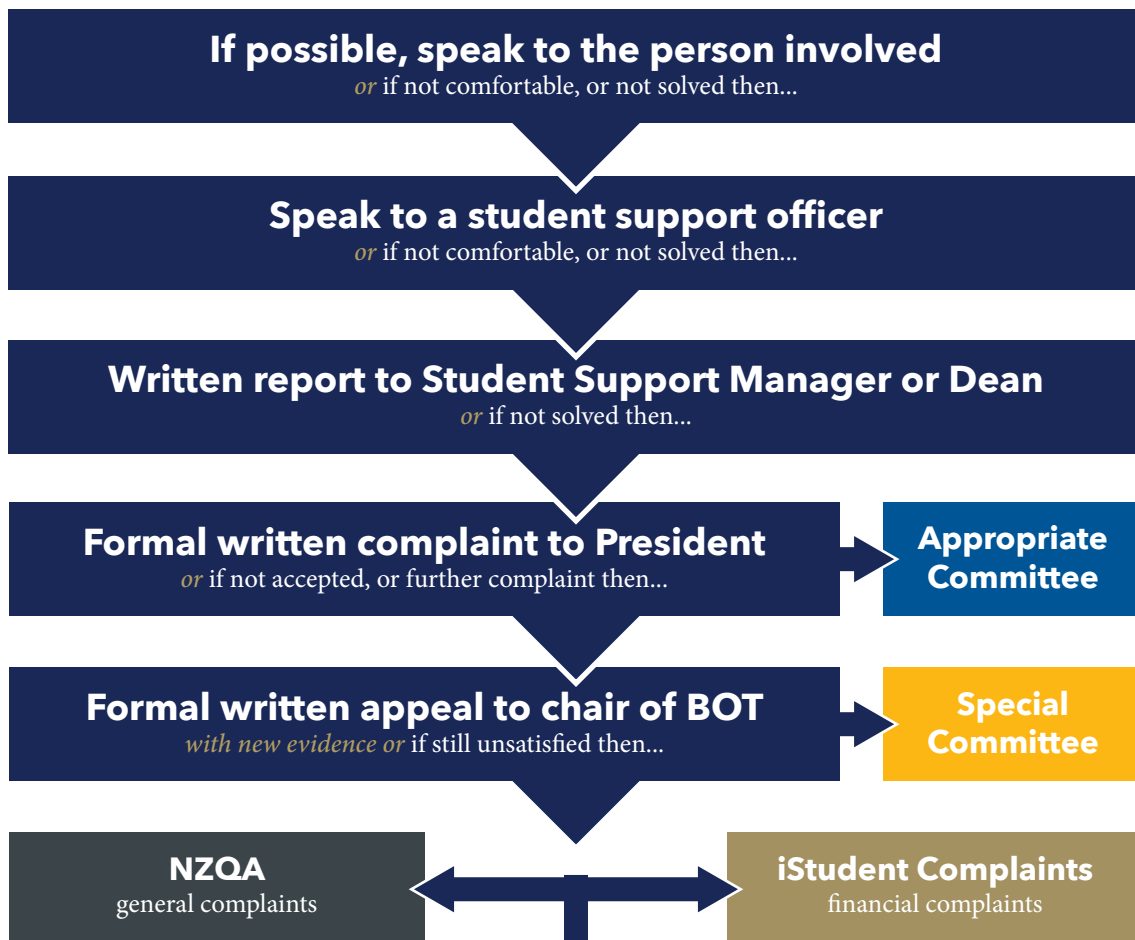


*If you are applying for a visa via AIP, please let us know

COMPLAINTS PROCESS

IPU New Zealand supports the right of students to have access to a system of due process for complaints in matters of dispute of regulations, academic policy or violations of human rights or privacy. The basis of a complaint must be solely on the interpretation or implementation with respect to the individual, and not on the right or authority of IPU New Zealand to establish or to enforce such regulations or policies.

For further information see: Policy 7.5 in the Policy Handbook



www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider/

www.istudent.org.nz/

HOW TO MAKE A COMPLAINT



NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

QUALIFY FOR THE FUTURE WORLD
KIA NOHO TAKATŪ KI TŌ ĀMUA AO!

WHAT TO DO IF YOU HAVE A COMPLAINT

When you come to New Zealand as an international student, you can expect to receive a high standard of education, and to feel safe and well cared for while you live and study here.

If you have a complaint, it is important that you go through the right steps.

Here is what you need to do.

ASK YOUR EDUCATION PROVIDER TO RESOLVE YOUR COMPLAINT

Your education provider is your first point of contact for any complaint you have, including any complaint about the agents your provider uses.

They must have a complaints process in place for you to go through, and they must tell you what that process is. Follow that process to see if your complaint can be resolved by your provider.

IF YOUR COMPLAINT IS NOT RESOLVED - CONTACT NZQA

If your education provider has not resolved your complaint, and you still wish to have it resolved, then you can contact NZQA. 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.

You can submit your complaint query on the NZQA website, or send an email to qadrisk@nzqa.govt.nz. If you need more information on the complaints process, contact NZQA on 0800 697 296.

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.

iStudent Complaints is an independent service with experience in helping people to resolve disputes. You can contact iStudent Complaints on 0800 00 66 75.

PASTORAL CARE OF INTERNATIONAL STUDENTS

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 2016.

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

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 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/providers-partners/education-code-of-practice/

ABOUT NZQA

NZQA is a government organisation which manages the quality of New Zealand qualifications, and also acts as the Administrator of the Education (Pastoral Care of International Students) Code of Practice.

www.nzqa.govt.nz

FREQUENTLY ASKED QUESTIONS

Are there any scholarships available?

You can apply for our SEG scholarship which ranges from NZ\$3,000, NZ\$5,000 or NZ\$7,000 per year.

Do I need an internationally recognised English test result to enrol at IPU New Zealand?

Yes, the English level you need depends on which programme you would like to apply for. You will need to fulfil the entry requirement before enrolling with us.

Please refer to programme pages for entry requirements.

How many majors do you provide?

Inside the Bachelor's programme we offer a major in International Business, International Relations, Language Studies and TESOL, and Japanese studies.

Please refer to page 44 of the 2018 Prospectus for more details.

What type of accommodation do you provide?

You can choose to stay on our beautiful campus or with a host family. If you are over 22 or have met the conditions to move off campus, you can stay in a flat or apartment in town.

Can I work while studying at IPU New Zealand?

Yes, you can work part time (up to 20 hours a week) during your study if your student visa mentions work rights. Please refer to this link to find out more about work rights available to students studying in New Zealand. Final year Master's students are eligible for full time work rights while they complete their research. Under 18s will need to have the permission of their parents.

nzstudywork.immigration.govt.nz/work-rules-for-students

Can I bring my partner and children with me?

The short answer is yes. However, it depends on the level of your programme and relationship between you and your partner. Please refer to Immigration New Zealand website for more details.

www.newzealandnow.govt.nz/move-to-nz/new-zealand-visa/partner-visas

What kind of support do I get from IPU New Zealand during my study?

We have a strong multicultural support team. Our team assists you in your arrival in Palmerston North, helps you to settle into life at IPU New Zealand, and continues supporting you throughout your studies.

What is the weather like in Palmerston North?

Palmerston North's climate is temperate with maximum daytime temperatures averaging 25°C (77°F) in summer and 12°C (54°F) in winter. Annual rainfall is approximately 960mm (37.8in) with rain occurring approximately 5% of the time.

How much does it cost for me to live in Palmerston North?

Palmerston North City is consistently ranked among the most affordable cities in New Zealand to live in. Palmerston North and the surrounding towns of Feilding and Ashhurst make the Manawatu region a warm and welcoming place to live, work and study. You can expect to spend around NZ\$220 a week (including rent (flatting with others), food and bills).

Can I stay and work in New Zealand after my study?

The short answer is yes you can. However, you must obtain an appropriate visa first. Please refer to Immigration New Zealand website for more information: www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/about-visa/post-study-work-visa-open

For more information and please see our website.



✉ info@ipu.ac.nz

☎ 0800 367 472 / +64 6 354 0922 📠 +64 6 354 0935

📍 57 Aokautere Drive, Fitzherbert, Palmerston North 4410, New Zealand

🌐 www.ipu.ac.nz