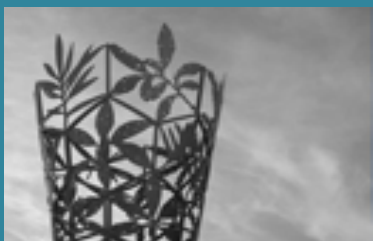




International Student Application Pack

NZ Institute of Business and Technology



English Express (NZ) Limited trading as NZ Institute of Business & Technology

NZ Institute of Business and Technology (NZIBT)

International Admissions

✉ NZIBT Office
Room HUD138, Hudson Building
Lincoln University Campus

PO Box 85055
Lincoln University
Christchurch 7647
New Zealand

🌐 Website: www.nzibt.ac.nz

📞 Phone: 0800 4 NZIBT or 0800 4 69428

@ Email: info@nzibt.ac.nz (General Enquiry)

@ Email: application@begroup.ac.nz (Applications)



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To talk about studying at NZIBT as an international student, or to receive an Application Pack please email our team at application@begroup.ac.nz or info@nzibt.ac.nz or phone 0800 4 NZIBT (0800 4 69428).

Your application pack will include:

- International Student Application Form
- This International Student Application Pack
- Graduate Diploma in Business – Level 7 programme information
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All of these items can be downloaded from the NZIBT website – www.nzibt.ac.nz

Intake Dates 2017 (programme start date)

Intake 1: 13 March

Intake 2: 24 April

Intake 3: 17 July

Intake 4: 21 August

Intake 5: 13 November

**Semester details and holidays are in the Student Handbook
www.nzibt.ac.nz**

Class Times

NZIBT classes will be scheduled on Wednesday and Thursday, 4.00pm – 8.00pm and Friday, 8.30am – 12.30pm and 1.30pm – 4.30pm and Saturday, 9.00am – 12.00pm and 1.00 – 4.00pm. There are 21 contact hours per week. You must attend classes on all occasions unless prevented by illness or other urgent cause. If you are absent due to illness you must contact your Lecturer.

Any student with health or personal problems which affect their attendance should discuss the matter with their Lecturer or the Campus Manager and referrals can be arranged to health professionals or counseling services if required. NZIBT is required by INZ to monitor and report attendance details.

Complete and submit an application form

Complete the application form *(available via our website to download and print)*

Complete the application form in full and email or mail to us along with any requested documents. Your application will be assessed.



Offer of place

When your application has been accepted you will receive an Offer of Place letter, Tax Invoice, International Student Acceptance Form, current Fees and Charges, Pre-departure/Arrival Guides. Complete the Student Acceptance Form and return to NZIBT by email or mail along with proof of payment.



Pre-payment of tuition fees

Before paying your fees we recommend taking the time to find out about our refund policy *(see Page 8)*. We will issue you with a receipt once we have received your fee payment. You will need this to apply for your student visa at the nearest Immigration NZ (INZ) or New Zealand Embassy or High Commission. Payment of fees secures your place in the programme and a receipt will be issued to confirm your enrolment.



Apply for student visa

Apply for your student visa at the nearest New Zealand Embassy or High Commission. Enquire at the New Zealand Immigration Service website - www.immigration.govt.nz.



Medical and travel insurance (Compulsory for international students)

NZIBT can arrange medical and travel insurance for you with Lincoln University's Studentsafe-University plan *(see page 5)*. If you arrange your own please email a copy of the insurance policy to NZBIT at info@nzibt.ac.nz at least two weeks before you start your programme.



Organise living arrangements in New Zealand

For information and advice about organising accommodation, transport and other requirements please email our team info@nzibt.ac.nz or visit our website www.nzibt.ac.nz



Finalise enrolment and orientation

When you arrive in New Zealand you will make contact with the International team and finalise your enrolment. At this stage we must see your Offer of Place, Acceptance form, receipt of payment, student visa, insurance documents and any other officially verified original documents required. Your orientation will include an introduction to the people, facilities, information and resources available to you at the NZIBT campus located at Lincoln University.

- 1 Applicants must be 18 years of age or over before commencing study at NZIBT.
- 2 You need to have a Bachelor degree or equivalent professional experience to gain admission into the Graduate Diploma.
- 3 Applicants may wish to have previous study assessed for recognition of credit and this option is available on the International Student Application Form. Refer to the Student Handbook for more information which is available on the NZIBT website www.nzibt.ac.nz and a hardcopy will be provided to you on your first day at NZIBT.
- 4 Tuition may be terminated if the student fails to comply with the rules of behaviour or breaches the conditions of their visa and student permit.
- 5 The student must keep the Institute informed of any change in contact information or immigration status.
- 6 The student must observe the laws of New Zealand.
- 7 English is the language of study at NZIBT. You will need to be able to read and write well in English so that you can understand course materials and also submit written assessments.
- 8 Applicants for the Graduate Diploma in Business programme will need to have passed an English Language Testing System (IELTS) certificate, where you gained an overall band score of 6 or over in the IELTS Academic Module with no band lower than 5.5. The certificate must be less than two years old. Alternatively if you have taken one of the other English Language proficiency tests listed below please provide evidence including the date taken and the results (see the International Student Application Form).

English for Speakers of Other Languages (ESOL) requirements for Certificate or Diploma study at Level 6 or 7, Degree at Level 7, Graduate Certificate or Diploma at Level 7						
IELTS test	TOEFL Paper-based test (pBT)	TOEFL Internet based test (iBT)	University of Cambridge ESOL examinations	NZCEL	Pearson Test of English (Academic)	City & Guilds IESOL
Academic score of 6 with no band score lower than 5.5	Score of 550 (with an essay score of 5 TWE)	Score of 60 (with a writing score of 20)	FCE, or FCE for schools, or CAE, or CPE with a score of 169. No less than 162 in each skill	Level 4 with the Academic endorsement	PtoE (Academic) score of 50	B2 Communicator with a score of 66

All international students must have appropriate and current medical and travel insurance for the duration of their planned period of study at NZIBT.

NZIBT can offer insurance cover through Lincoln University's preferred insurance plan - [Studentsafe-University](#). It is recommended you take up this option as having the Studentsafe-University insurance cover means that you will be eligible to use the Lincoln University Health Centre services on campus.

We can organise the Studentsafe-University insurance for you, please select this option when completing the Student Application Form and we will add the cost of the insurance to your invoice.

The benefits of Studentsafe-University include:

- Free Health Care from the Doctor, the Nurses, or the Counselling staff at the Student Health and Support on-campus at Lincoln University for matters coming under the scope of the insurance;
- No application forms. The premium will be added to your invoice. Students are automatically insured for up to 31 days prior to the programme start date (including insurance for travel from your home country).

The insurance premium is \$590.00* (NZ dollars) for 12 months' cover.

**(Price is effective from 1 January 2016 and insurance premiums are subject to occasional market fluctuations).*

If you would like to discuss Family Insurance Policies (via Student-safe-University) please contact NZIBT at info@nzibt.ac.nz.

If you decide to organise your own medical and travel insurance cover please send a copy of the insurance policy (in English) to info@nzibt.ac.nz no later than two weeks prior to commencing your study. Please be aware that you will not be eligible for the health services offered at Lincoln University. Your policy must include the guidelines in the Code of Practice for International Students <http://www.nzqa.govt.nz/studying-in-new-zealand/tertiary-education/>

Eligibility for health services

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

Under the Studentsafe-University insurance plan you will receive free health care from the Doctor, the Nurses, or the Counselling staff at the Student Health and Support on-campus at Lincoln University for matters coming under the scope of the insurance plan. For all other claims outside the scope of the insurance plan you will be fully liable and NZIBT have no liability in respect of claims which are a matter between you and the insurer.

Accident insurance

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.

Students must meet all the requirements of Immigration New Zealand (INZ) to study in New Zealand. Full details of the requirements can be viewed at www.immigration.govt.nz.

Student Visa/Student Permit

You must study full-time to be eligible for a student visa. A visa allows you to travel to New Zealand, but once you arrive you will need a student permit to remain in the country. If you have a student visa, you will normally be issued with a permit at the border when you arrive in New Zealand. A student visa or permit means a student can study in New Zealand for a set time at a specified institution, as a full-time student. In most cases it would be issued for one year and the permit would be renewable. You must have a current student visa for enrolment to your programme.

An application for your student visa should be undertaken once your place on the programme has been confirmed to you in the Offer of Place. You may initiate the application with the Immigration New Zealand (INZ) services via their website or by contacting local New Zealand Embassies or High Commissions.

INZ requires that tuition fees for the first year of study are pre-paid before a student visa will be issued. Students are also required to provide evidence that additional funds are available for living costs.

An Offer of Place at NZIBT does not guarantee that you will be issued with a student visa. If a student does not complete enrolment at NZIBT, we are obliged to notify INZ that the student has not fulfilled the obligations of their visa.

Graduate Diploma in Business – Level 7 (Tuition Fee)

\$19,000.00 NZD

Please note

A student must ensure that they have sufficient funds available before commencing a programme of study.

Tuition fees do not include accommodation, living expenses or other programme-related or incidental expenses as noted below. Tuition fees are subject to annual adjustment.

Fees and Charges (all in New Zealand dollars)

• Administration Fee	\$ 500.00
• Insurance Fee (Studentsafe-University)	\$ 590.00*
• Application for RPL	\$ 250.00
• Re-assessment Fee	\$ 250.00

**(Price is effective from 1 January 2016 and insurance premiums are subject to occasional market fluctuations).*

Student Request for Letters

Students may request letters for general purposes, which will incur a charge and the fee will vary according to the costs associated to the administrative processing of the request. These letters may include:

- Invitation Letter
- Bank Letter
- Attendance Letter
- Student Confirmation Letter
- Student Reference Letter

Replacement – Identity Card

A fee is applicable for replacing a lost card.

Print/Copy Credit

Money can be loaded onto your ID card to use on Lincoln University Copiers.

Reassessment Fee

Students are charged this fee when they are required to re-take assessments owing to failure. It covers all administration costs associated with the reassessment.

Pre-paid Tuition Fees

To be granted a student visa, international students are required by Immigration New Zealand to pre-pay tuition fees in full to NZIBT. These funds are held at the Public Trust against the student's name until they complete their enrolment.

Withdrawals, Refunds, Student Fee Protection and Student Fee Indemnification

Students who do not complete their enrolment at NZIBT must apply in writing to the Campus Manager of NZIBT within the first ten (10) working days of the programme for a refund of their pre-paid tuition fees (less a deduction of 25% of costs already incurred). No refunds are provided after the tenth working day of the programme.

International students wishing to withdraw from a programme after ten working days must apply in writing to the Campus Manager. There is no fee refund in this case. NZIBT is obliged to notify Immigration NZ of the withdrawal.

If a visa renewal is rejected by INZ after the programme has started there will be no refund. If a visa is cancelled for breach of visa conditions at any time during the duration of the programme there will be no refund.

The New Zealand Qualifications Authority (NZQA) requires that a Private Training Establishment (PTE) such as NZIBT has an arrangement in place to protect student fees in the event of a programme closure. NZIBT's Trust Account protects students' fees should a programme close. Programme closure events are outside of a student's control, such as a cancellation of a programme, the withdrawal of either accreditation or programme approval by NZQA.

Conditions of refund

NZIBT's refund policy and the availability of complaints and appeals processes does not remove the right of the student to take action under New Zealand's consumer affairs laws.

In the situation of a programme closure or cancellation, the student will receive a full refund.

Refunds will be paid in New Zealand dollars directly into a nominated overseas bank account or sent by cheque to your overseas address. The refund will be paid within the four weeks after receiving your written claim or within two weeks of NZIBT being unable to meet contract obligations with you.

NZIBT adheres to Section 236A of the Education Act 1989 and subsequent amendments. It has an approved Trust Account for Student Fee protection and Student Fee Indemnification (the remaining portion of a student's fee at any point of the programme). The Trust Account is sufficient to cover the full amount of student fees and is administered by The Public Trust.

Graduate Diploma in Business
Level 7
Credits: 120

Programme Code: 3077

The Graduate Diploma in Business is designed for people who have an undergraduate degree or three-year Diploma, from any discipline area, who want to develop knowledge and skills in business related fields of study. The programme allows students to develop their business skills and apply their knowledge base within their chosen industry. Students will be expected to critically analyse and synthesise new concepts and approaches.

On successful completion of the one year programme students will be able to:

- Articulate a consistent, coherent body of knowledge which underpins management, strategy, marketing and project management;
- Demonstrate confidence in conceptualising, designing and implementing strategic, marketing and project plans;
- Demonstrate independent learning, critical thinking and an understanding of research methodology within their area of specialisation;
- Critically evaluate both their own and others' strategic, marketing and project plans with reference to current research and within the known and accepted body of knowledge;
- Analyse and demonstrate knowledge of a variety of business concepts, processes and procedures relevant to contemporary New Zealand business organisations;
- Critically evaluate opportunities, solve problems and achieve business, project and management objectives;
- Select and apply appropriate qualitative and/or quantitative research techniques for specific business projects;
- Apply the theory of project management to a wide range of business and management settings.

To be awarded the Graduate Diploma in Business (Level 7), you must successfully complete six of the following seven courses. Please note: not all of the courses are offered every intake so please enquire at the time of application.

- 71 231 Marketing
- 71 234 Applied Management
- 71 302 Advanced Management Accounting
- 71 331 Marketing Management
- 71 338 Managing Change
- 71 340 Strategic Management
- 71 353 Project Management

Marketing (71231)

This course is for people requiring an understanding of broad principles and trends in marketing and how these can be applied to various organisations. Typically, these people will be first time students of marketing and preparing for careers or skills development in the business area of marketing and general management.

This course will enable students to contrast the dimensions and progress of marketing. It will help students demonstrate an understanding of concepts related to marketing research, consumer behaviour and segmentation; and apply environmental analysis, marketing information, marketing mix and strategy concepts to simple marketing activities.

At the completion of this course the students will be able to contribute towards marketing planning and marketing activities within an organisation. The knowledge base gained and the skills learned in this introductory course will prepare students to grasp more advanced topics covered in other specialist marketing courses.

Applied Management (71234)

In this course students will develop individual conceptual and analytical skills relevant to senior and general management. 71234 Applied Management is a research based, applied studies course for student's primarily following degree or diploma studies. Students will find this course useful because it gives them a chance to identify business problems (or business opportunities) and apply problem solving/decision making models to the situation they themselves have identified.

Students completing this course will be better equipped to undertake studies involving more painstaking research and courses at a higher level requiring rigorous analytical skills.

Advanced Management Accounting (71302)

This course is designed to provide students with skills to identify and apply management accounting techniques to develop, evaluate and present management accounting information for managerial decision-making.

Students will also develop skills to evaluate current issues and developments in management accounting theory and practice.

This course covers management accounting functions, cost assignment and costing systems, performance measurement and transfer pricing, performance measurement and the balanced scorecard, short term decisions – relevant costs analysis and long term decisions – capital investment analysis.

Marketing Management (71331)

Marketing Management is a strategic function within any organisation, requiring skills in market analysis, identifying fundamental shifts in customer needs and buying patterns, and crafting key elements of the marketing mix into a coherent marketing strategy.

This course develops both theoretical and applied aspects of formulating and critiquing marketing strategies for products and services in different marketing environments, including commercial and

non-profit. Central to the development of marketing strategies is an understanding of market definition and an analysis of demand.

This course covers analytical skills in marketing management. Acquisition of these skills will enable students to analyse marketing situations and develop strategies to exploit identified opportunities. Students will also become familiar with essential financial terms in analysing marketing opportunities. It is almost always necessary to determine the economic consequences of alternative courses of action, or of alternative sets of assumptions, in the analysis of a marketing opportunity and the development of marketing strategies.

The course assumes a prior knowledge of the principles of marketing and is designed for people seeking to gain skills in preparing marketing strategies and programmes and in controlling and managing marketing operations.

Managing Change (71338)

This is a general management course, based on contemporary change management principles and techniques, which aims to prepare students for the role of managing change in organisations.

The emphasis is on fostering skills and understanding to enable students to select and develop practical and appropriate solutions in given situations.

The course has a strong relationship with 71340 Strategic Management and wherever possible the two courses will be delivered concurrently.

Strategic Management (71340)

Strategic Management is concerned with how organisations plan, manage and implement their strategic direction. It introduces concepts of systemic development, complexity and inter-dependence within the national and global business environments.

Students completing this course should be able to engage in strategic development and decision-making within a business organisation at senior management level.

Project Management (71353)

This course is for people who wish to be able to manage projects efficiently from the proposal stage to the project's completion.

Students completing this course will be able to propose, plan, and control all aspects of the project. This will include contractual, financial, reporting, risk management, closing and review issues. Project management software tools will be used to assist these tasks.

This course covers the generic skills of project management that are cross-disciplinary. It suits disciplines such as Information Systems and Technology, Engineering and Construction, Human Resources and Management. This course covers the knowledge areas in the Project Management Body of Knowledge (PMBOK).

NZIBT is located within the Lincoln University campus grounds and you will find there are international students from around the globe choosing to study here and the environment is supportive, inclusive and rewarding.

NZIBT will encourage you to become a part of the 'Lincoln' way of life at the campus and you will be able to make use of the extra services available to you as an NZIBT student studying at the Lincoln University campus. This includes access to the Library, accommodation on campus in the Halls of Residence (subject to availability) and engagement with the many sport clubs and use of the Recreation Centre at reduced membership fees.

We can also help you with other accommodation options if you would prefer to stay in a homestay, or perhaps rent a property either in Lincoln or in Christchurch.

Lincoln is a thriving town in the Selwyn District of Canterbury and is a social and predominately student town. Lincoln is located within 30 minutes' drive from Christchurch and public transport via the Metro bus line is available between Lincoln University and Christchurch.

NZIBT team:

Email: info@nzibt.ac.nz

Student Rights and Responsibilities

As a student at NZIBT you have the right to:

- Be given accurate and up to date information about NZIBT, procedures and your programme;
- Have a say about how your programme/course is taught and to expect that your programme/course will not be changed without prior consultation with students;
- Question unfair assessment results and to appeal the result if necessary;
- Not be charged arbitrary or excessive fees;
- Study in a safe and healthy environment free from prejudice, violence or harassment;
- Access services and facilities on the same basis as domestic students;
- Make a complaint and to have it seriously investigated and responded to.

Students' rights and responsibilities are outlined on the Ministry of Education's website:

<http://www.education.govt.nz/school/student-support/student-wellbeing/international-education/>

Code of Practice

To ensure that international students are well informed, safe and properly cared for, the New Zealand Government has developed a Code of Practice for Pastoral Care for International Students (The Code). NZIBT is a signatory to The Code, which provides a framework for a high standard of service.

Copies of The Code are available on request or can be downloaded from the NZQA webpage:

<http://www.nzqa.govt.nz/studying-in-new-zealand/coming-to-study-in-new-zealand/international-student-care/>.

Please refer to your Student Handbook, available via our website, for further information on the Code of Practice