

TaylorsCollege

PREPARATION FOR UNIVERSITY SUCCESS

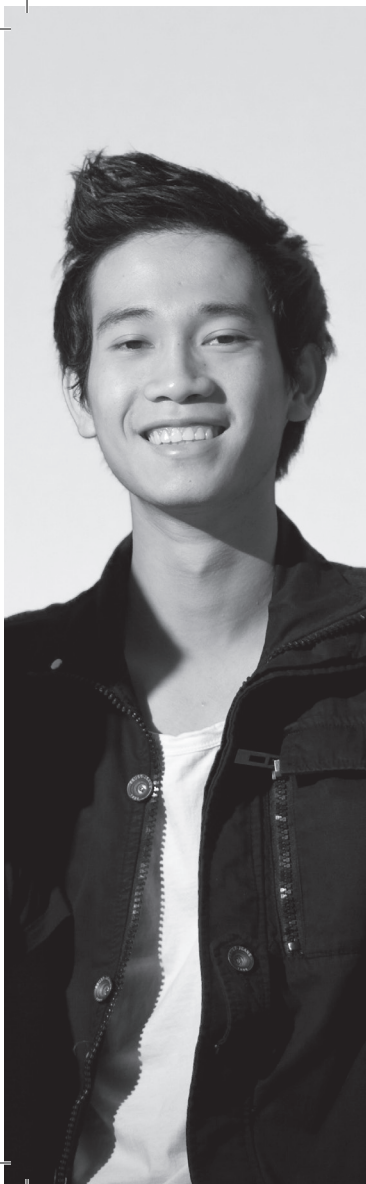
2013 STUDENT HANDBOOK

Auckland



taylorscollege.ac.nz/tafy





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OUR STAFF



Welcome

This handbook has some important information about the College and student life. Please read it carefully and keep it for future reference.

You have come to study with us in order to achieve your academic goals. It is very difficult to study in a strange country and in a new language.

At Taylors College we are committed to helping you reach your goals and to ensuring you are safe and happy in New Zealand.

If you have a problem of any sort, please ask for help. Every staff member is interested in you and your progress. You must feel free to talk to any teacher or administrator about anything, and if they cannot help you they will find you someone who can.

Mr Lindsay Spedding

Campus Director/Principal
Room 2.17



**Director of Studies
– TAFY**

Mr Ted Dawe
Room 2.16



Campus Director

Mr Lindsay Spedding
Room 2.17



Tertiary Counsellor

Ms Alison McCallum
Room 1.13B



**Business Services
Manager**

Ms Marj Woods
Room G.01



Bursar

Mr Duncan McVicar
Room 4.18



**Centre Academic Manager
Embassy CES**

Mr Alan Cockburn
Room 6.02



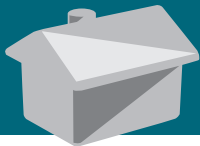
Admissions Officer

Ms Jill Wright
Room G.02



**Student Welfare Manager/
Chinese Student Advisor**

Ms Margaret Chen
Level 1, Room 1.01



LIVING IN AUCKLAND

Living In Auckland

Located in the North Island of New Zealand, Auckland is a vibrant South Pacific city situated between two beautiful harbours and surrounded by subtropical islands and lush native forest. It is one of the few cities around the world where the wild outdoors can be enjoyed right alongside the comforts of home. Central Auckland boasts an array of culture, theatre, lifestyle and fashion – not to mention, some of the best education providers internationally.

With a population of over one million people, Auckland is New Zealand's largest and most cosmopolitan city. Students are an established and welcome part of Auckland's population and lifestyle; as they contribute in many ways to the steadily growing ethnic diversity of this harbour city.

In Auckland you can enjoy theatre, the arts, restaurants, sporting events, outdoor activities and more. The central business district, where Taylors College is located, is surrounded by some beautiful parks and reserves, and just a short drive away are located some of Auckland's finest beaches.

Auckland is a multicultural society, drawn from many ethnic backgrounds, where Maori, European and Asian cultures mix in an atmosphere of friendly tolerance.

Auckland Weather

Auckland has very changeable weather and has been said to have 'four seasons in one day'. The climate ranges from warm to hot in summer to cold and crisp in winter. It does not snow in the city but skiing is very popular in the mountains a few hours drive away.

The months of November to April are warm (18-30 degrees Celsius).

The months of May to October are cool. These months are often windy and wet (7-18 degrees Celsius).

Language Difficulties

Many of you may experience some difficulty speaking English. This is natural. You will be using conversational English which is probably different from what you were taught at school. It will take time to become proficient in your speech.

When you talk with your host family, teachers or friends, ask them to speak clearly, to slow down or to repeat themselves. These people are excellent sources of new words and phrases. Ask them for help with your pronunciation and vocabulary.

They will be happy to help. If you become tired and frustrated when you do not learn as quickly as you would like, relax and slow down.

Be patient. It takes time.

Asking For Help

If there is something you don't understand, or something you are not sure how to deal with, ask someone for help or advice.

- **"I don't understand. Can you explain this to me?"**
- **"Can you help me please?"**
- **"I am sad/confused/homesick. Can I talk with you about it?"**
- **"I would like some help with homework/English/new friends"**



OUR CAMPUS

Reception

(Admissions, Fees, Medical Insurance, Visa and General Enquiries)

The Reception is your central point of contact for all enquiries. The reception staff will be able to assist you or refer you on to the best person to answer your question.

The reception is located on the ground floor.

Student Welfare Office

(Attendance, Accommodation and Welfare problems)

The Student Welfare Team is available to assist you with accommodation and welfare problems. They will also monitor your attendance to ensure that you are attending class and working to the best of your ability.

We have a number of staff who also speak other languages to assist you, some of those languages include: Chinese, Japanese, French, Russian and Arabic.

The Student Welfare Office is located on Level 1, Room 1.01 and is open for student enquiries between 10.30am and 4.00pm.

Tertiary Counsellor

(University Applications, Advice and Support)

The Tertiary Counsellor is here to assist you with your choice of courses to study at University. She will also give you advice about possible career options and be your contact person for your University application. All University applications should be processed by the Tertiary Counsellor.

The Tertiary Counsellor is located on Level 1, Room 1.13B.

IT Support

All Computer queries or problems should be directed to the Senior IT Support Officer.

The computer rooms are located on Level 1, Rooms 1.11, 1.12 and 1.13 and Level 6.

The Student Common Room

(Student Space, Microwaves, Boiling Water, Fridge and Vending Machines)

The Student Common Rooms are located on Level 1 and Level 4.

Health Centre

(For Sickness, Minor Injuries, Doctor and Health Specialists Referrals)

If you are feeling sick or if you hurt yourself

- Report to Reception, Ground floor or the Student Welfare team at level 1, Room 1.01
- First Aid Certificate Holders:
 - Marj Woods, Room G.01
 - Sanjay Kant, Room 2.06 - Level 2
 - Elia Fiso, Reception - Ground Floor
 - Ai Kihara, Room 1.01 - Level 1
 - Angela Zhao Room 1.01 - Level 1
 - Sue Evans - Level 2
 - Renuka Prasad - Level 2

Library

(Student Library, Fiction, Non-Fiction, Reference, Study and English Language Resources, DVDs and Magazines)

The Library is open from 8.15am-5.00pm each day and is located on level 4.



FIRE AND SAFETY

Fire Procedure

If you see or suspect a fire:

- Sound the alarm
- Leave the building at once
- Once outside, assemble in your class group on the pavement

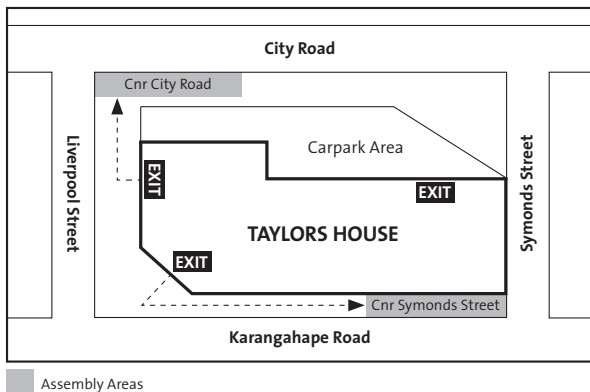
If the fire alarm is sounded:

- Leave the building at once
- Once outside, assemble in your class group on the pavement
- If you suspect that there is someone still in the building, inform a member of staff immediately
- Do not take risks
- Do not return to the building for any reason until authorised to do so

DO NOT UNDER ANY CIRCUMSTANCES SET OFF A FIRE ALARM OR FIRE EXTINGUISHER UNLESS THERE IS A FIRE.

Assembly points for fire drills and emergencies:

- Building – Taylors College
- Evacuation point – via front and side doors
- Assembly area – corner of Symonds Street and K'Road or corner of Liverpool and City Road (Assembly and evacuation points are indicated on the noticeboard in each classroom)



Emergency Procedures

Upon continuous sounding of fire alarms:

Assembly Areas: go directly to Ground Floor via the stairwells.

If you are exiting down the stairs past the ladies toilets please exit via the Liverpool Street Exit and make your way along Liverpool Street to the carpark on the corner of City Road and Liverpool Street. Stay there until the all clear is given to re enter the building.

Should you be exiting down the stairs past the gents toilets please exit via the front entrance to the building and make your way along Karangahape Road to the corner of Symonds Street and Karangahape Road.

- Do use stairs
- Do not use lifts
- Do not carry food or drinks
- Do not return to the building until the all clear is given
- Do not take your bags

Please follow your teacher's and Fire Wardens instructions.

DO NOT CROSS THE ROAD

Who to ask for Help

Students who require assistance should ask any staff member. For information about:

Your Academic Progress:

- Teachers, subject and level coordinators.
- Taylors Auckland Foundation Year (TAFY) students, Director of Studies, Mr Ted Dawe at Level 2, Room 2.16
- Taylors English Language Preparation (TELP) students - Centre Academic Manager, Mr Alan Cockburn at Level 6, Room 6.02

Personal Problems:

- Mentor teacher
- Student Welfare Team at level 1, Room 1.01

University Pathways, Careers or Further Education:

- Tertiary Counsellor, Ms Alison McCallum at level 1 Room 1.13B

Lost Property:

- Please report to Reception, Ground Floor Office

Security Problems:

- College Security (ask at reception)
- If you need to contact the College: Telephone 09 306 2600 Fax 09 306 2601



GENERAL INFORMATION

Banking

If a student is staying in New Zealand for more than 12 weeks a bank account should be opened. Most savings accounts come with a plastic “cash card” which can be used to access automatic teller machines (ATM) 24 hours a day to withdraw and deposit money. All the major banks are located close to the College and students will be assisted with opening a bank account during orientation. Banking hours are Monday to Friday 9.00am to 4.30pm.

Change of Address

If a student changes address, they must notify the College immediately by completing a ‘Change of Address Form’ from the Student Welfare Office at Level 1, Room 1.01.

Classrooms and Laboratories

Students must not rearrange or interfere with furnishings, fittings or equipment without permission.

Car Parking

Car parking is permitted depending on availability. Please check with Reception.

Sickness

Should a student become ill during the day, the student should go to Reception, Ground floor or report to the Student Welfare Office on level 1. A student may not go home unless permission has been granted.

Valuables and Money (Large Amounts)

Students are advised not to bring anything of significant value into the school. If occasionally you must bring valuables to school, please leave them at Reception (Ground floor).

Mobile Phones

Mobile phones should be turned off before entering the College.

Smoking/Chewing Gum

Neither smoking nor chewing gum is permitted in the building or in the vicinity of the building.

Safety Equipment

It is an offence for any person to tamper with safety equipment in the building. Serious action will be taken against any person found to have done so.

Building Security

Taylor's College is responsible for authorising entry to the College thereby protecting the safety and security of all students, staff and their property. However, all staff and students have a responsibility to report any person in the building who is behaving in a suspicious manner.

Computer Access Rooms

There are four computer rooms (1.11, 1.12, 1.13 and 6th Floor Computer Room) available for student use. Students should check the door of each room for a timetable of operating hours. The rules for using the computer facilities are available in each computer laboratory – please read these rules before beginning computer usage. If there are any questions please ask a member of staff.

Each student is allowed 80MB free internet access per week.

Hazards

Identifying Hazards

Some examples of hazards are listed below. Should students discover any of these hazards or others you believe to be hazards please notify your class teacher.

- Fluid Spills
- Hot Water
- Loose electrical cables and fitting
- Broken equipment or furniture
- Air-conditioning faults
- Noise
- Chemical Spills
- Bullying
- Lifting heavy boxes
- Over-stacked high shelves



GENERAL INFORMATION

Immigration

To renew your Visa check with Reception, Ground Floor Office.

Road Safety

- The College is surrounded by busy roads and students need to be careful and sensible
- Cross Karangahape Road or Queen Street only at traffic lights
- Use pedestrian crossings to cross the streets in the city. Always check for traffic. Look right, then left and right again

Money

There are occasionally problems in the College with students being asked for money.

DO NOT LEND MONEY TO ANYONE!

If anyone demands money from you, you must tell someone at the College. You should go to the Student Welfare Team or the Student Welfare Manager, Ms Margaret Chen Room 1.01 on level 1.





ABOUT THE AREA

Shopping

The nearest major shopping centre is on Queen Street.

Banks and ATM

There are four banks located within one minute's walk from the College, Westpac Bank, ASB Bank, BNZ and National Bank. The welfare staff will assist students with opening a bank account during orientation.

Post Office

The closest post office is located on Karangahape Road.

Chemist

There are several chemists along Karangahape Road.

Food

There are many restaurants close to the College and they are open during college hours. Along Queen Street there are also a number of Asian food outlets available to purchase food.

Buses

One of the main bus stops for Auckland is located around the corner from the school on Symonds Street.

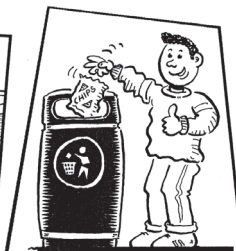
The University of Auckland, AUT University and Massey University

Taylors is located close to The University of Auckland and AUT University who are less than 5 minutes walk away from the College. Both The University of Auckland and AUT University can be accessed by walking along Symonds Street.

Massey University is 20 minutes from Taylors College by bus or car on Auckland's North Shore.



Try to be considerate about noise, especially at night.



Put your litter in the bin. Littering is illegal.



Don't carry your passport unless necessary – and keep your money hidden.



Don't attempt to buy alcohol if you're under 18 – it's against the law.



Queue for buses and services.



Drugs are illegal. The police can stop and search you if they think you are carrying drugs.



COLLEGE GUIDELINES

All Taylors College students must follow the College guidelines. Students who do not follow the guidelines will face disciplinary actions.

Students are expected to obey New Zealand laws and if convicted of an offence may be expelled from school without written warning.

Any expelled student will not be eligible for a refund of course fees. Immigration New Zealand (INZ) will be informed if a student is expelled.

Taylors College expects all students to be committed to their studies. We do not have a rigid and detailed code of discipline, but we have some basic rules and regulations that will provide all students with a safe learning environment. This will help them reach their academic goals.

Students are expected to:

- Attend all classes and excursions
- Let the College know if they will be absent, even for part of a day
- Be on time for all classes
- Arrive at College at least 5 minutes before their first class
- Complete all assignments and other work
- Complete all exams and tests.

In the College, students are expected to:

- Wear ID cards at all times inside the building
- Speak English as much as possible
- Respect staff and follow their directions
- Be considerate towards other students
- Respect the property of others
- Use lockers to keep property safe
- Behave in a quiet and orderly way
- Turn off mobile phones
- Dress in a neat and tidy manner
- Eat only in the common room at Level 1
- Place rubbish in the bins provided
- Do not chew gum anywhere in the building
- Not smoke, either in the building or in front of it
- Not bring alcohol or any illegal substance into the College

Attendance Regulations

1. Students are required to attend all classes each week, except in cases of illness or pre-arranged absence. Repeated failure to comply with attendance requirements will result in the application of Taylors College attendance pathway.
2. Students must attend classes at all times. This is a condition of the student visa.

If a student doesn't attend class and the school hasn't been notified of any illness the student may be in breach of their conditions and can become liable for deportation. This is important because Immigration New Zealand needs to know that students are genuinely here to study. Continuous absence for more than ten class days, without notification to the school in writing and approval by the school for the absence, will be considered as an abandonment of the study programme. The student's enrolment will be cancelled and all fees will be forfeited.

3. Late to class. Students who are late three times or more in one week will lose one hour from their attendance record for that week.

4. If a student is absent for medical or personal reasons, the student must telephone the Student Attendance Officer on 09 306 2603 or the School Office on 09 306 2600. If the absence is more than one day the student must telephone the school, and provide appropriate supporting documentation e.g. medical certificate from a New Zealand registered doctor. Immigration New Zealand will be advised of any student who does not meet the Study Programme attendance requirements

Identification Card (ID)

Students will be given a photo-ID card and must wear it at all times in the College. This is also the library card. If it is lost \$10 must be paid for a replacement.



ATTENDANCE & DISCIPLINE PATHWAY

Attendance

This procedure may vary according to the circumstances of each student. Every step of this process is recorded and hard copies of all letters are forwarded to Attendance Officer to be placed on the student file.

Discipline

Classroom problems are reported to the Mentor teacher and or Subject Coordinator.

- Mentor and Subject Coordinator will interview the student
- Advise Director of Studies who may recommend the Student Welfare Manager to contact parents and/or agent

DAILY REPORTS

The student is considered to be at risk at Level 1

- The Attendance Officer will review all Daily Reports
- Students will remain on Daily Report for no more than three weeks
- There will be no repeat cycles

FIRST WARNING

The student is considered to be at risk Level 2

- Students who are not making progress on Daily Report will be recommended for First Formal Warning
- The Director of Studies interviews the student
- 1st warning letters will be faxed to parents

- The student will report daily if required to the Director of Studies
- Students will remain on first warning for no more than three weeks
- There will be no repeat cycles

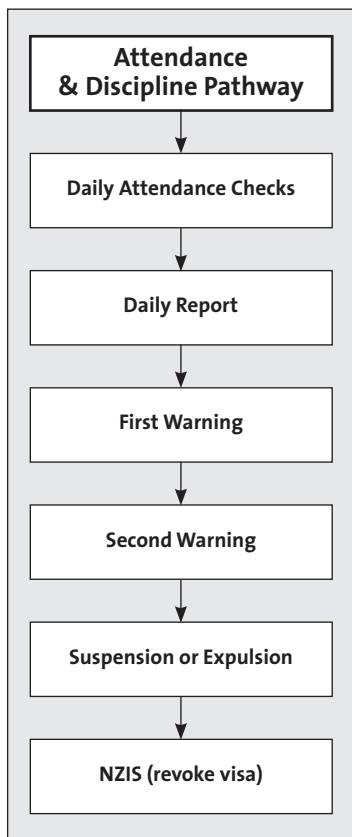
SECOND WARNING

The student is considered to be at risk Level 3

- Students who are not making progress on 1st Warning will be recommended for Second Formal Warning
- The student will be interviewed by the Principal
- The Contract of Commitment is signed and faxed to parents
- The student will remain on Contract of Commitment for no more than three weeks
- There will be no repeat cycles

SUSPENSION OR EXPULSION

- A student who is not making progress on 2nd Warning will be recommended to the Taylors College Disciplinary Committee
- The student is to be given 24 hours notice of the meeting
- The student will be informed that an advocate and interpreter can be present at the meeting
- The student and parents will be informed in writing of the result of the meeting
- If the student is expelled the student will be told that NZIS will be informed and the study visa revoked





REGULATIONS FOR INTERNATIONAL STUDENTS

Student Visa

- Student visas are for all students who are enrolled for 12 weeks full-time study or more
- Students on a student visa need to comply with certain conditions:
 - Students must attend classes at all times. This is a condition of the student visa. If a student doesn't attend class, he or she is in breach of that condition and can become liable for deportation. This is important because Immigration New Zealand needs to know that students are genuinely here to study.
 - Students must notify Student Welfare of any change of address
 - Students must meet course requirements
 - Students may not work unless they have applied for permission to work and have been granted a work permit endorsed on their student visa

Immigration

Full details of visa requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through the New Zealand Immigration Service, and can be viewed on their website at **immigration.govt.nz**.

Taylor's administration staff can help you with the renewal of your Visa.

Work Rights

Your minimum employment rights

In general, you have two types of employment rights even though you are an international student in New Zealand. They are:

- the minimum pay and conditions you must receive
- the way you must be treated at work

You cannot agree to less than the minimum rights, but you can agree to things that are better than the minimum. You could either visit **dol.govt.nz** or contact the Department of Labour on free phone 0800 20 90 20 for information about your rights and obligations.

Insurance

International students are not entitled to publicly funded health services while in New Zealand. If a student receives medical treatment during their visit, the student 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 **moh.govt.nz**.

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

All International students must have appropriate and current medical and travel insurance while studying in New Zealand.

Medical and Travel Insurance

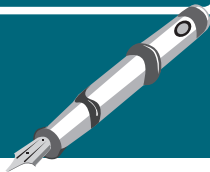
StudyCare Insurance

It is compulsory for international students to have full and valid medical and travel insurance upon enrolment.

For your peace of mind, we offer a comprehensive insurance policy specially designed to suit the needs of international students.

For your convenience, StudyCare insurance will be included automatically on your invoice, unless you provide us with details of your alternative policy.

For further information, please go to Taylors College Reception, Ground Floor Office.



CANCELLATION AND REFUND POLICY

The Principal is responsible for ensuring the Taylors College policy is followed. The Bursar is responsible for ensuring refunds procedures comply with College policy.

1. Taylors College agrees to refund within 30 days and without deduction, all fees paid where the student produces certified evidence that the application made by the student for a student visa has been rejected by the New Zealand immigration authorities.
2. Refunds Prior to Commencement of TAFY*: Taylors College agrees to refund within 30 days fees paid by or on behalf of the student, less the Enrolment Fee.
3. Refunds after the commencement of a course: Taylors College agrees to refund within 30 days of the receipt of written notice of cancellation by the student (or parent or guardian if the student is less than 18 years of age) fees paid on or behalf of the student less the amounts to be retained as detailed below:
 - (a) For courses exceeding 3 months duration:
 - If written notice of cancellation is received by the 10th day of the course, Taylors College will be entitled to retain up to 25% of total fees paid based on actual expenses incurred.
 - If written notice of cancellation is received later than the 10th day of the course, there will be no refund of any monies paid.
 - (b) For courses of 1 to 34 days duration:
 - If written notice of cancellation is received by the 2nd day of the course Taylors College will retain 50% of total fees paid.
 - If written notice of cancellation is received later than the 2nd day of the course, there will be no refund of any monies paid.
 - (c) For courses of 35 days to 3 months duration:
 - If written notice of cancellation is received by the 5th day of the course Taylors College will retain 25% of total fees paid.
 - If written notice of cancellation is received later than the 5th day of the course, there will be no refund of any monies paid.
4. Cancellation of Enrolment by Taylors College: The College may cancel a student's enrolment should the student breach any of the college's rules or if his/her behaviour is deemed unacceptable by the College:
 - (a) For courses exceeding 3 months duration:

- If a student's enrolment is cancelled by the 10th day of the course, Taylors College will be entitled to retain up to 25% of total fees paid based on actual expenses incurred.

- If a student's enrolment is cancelled later than the 10th day of the course, there will be no refund of any monies paid.

(b) For courses of 1 to 34 days duration:

- If a student's enrolment is cancelled by the 2nd day of the course Taylors College will retain 50% of total fees paid.
- If a student's enrolment is cancelled later than the 2nd day of the course, there will be no refund of any monies paid.

(c) For courses of 35 days to 3 months duration:

- If a student's enrolment is cancelled by the 5th day of the course Taylors College will retain 25% of total fees paid.
- If a student's enrolment is cancelled later than the 5th day of the course, there will be no refund of any monies paid.

5. The Ministry of Education, as part of its review of the Code of Practice for the Pastoral Care of International Students, may change the amount education

providers are permitted to retain in case of cancellation of a course. Taylors College reserves the right to amend this condition, in line with revisions to the Code of Practice.

* Where a student is enrolled in a TELP programme immediately prior to the commencement of TAFY, TELP fees will be refunded, less the Enrolment Fee. Where a student is enrolled in an Embassy CES course immediately prior to the commencement of TAFY, Embassy CES cancellation and refund policy will be applied to the Embassy CES course.

Student Fee Protection Arrangements

Taylors College has an arrangement with the Public Trust, an independent Trustee who acts on behalf of students for our fee protection scheme.

The Public Trust holds in Trust on behalf of students a bank guarantee and a cash deposit to ensure that student fees are at all times protected in accordance with NZQA Student Fee Protection requirements.

In the event of the voluntary or regulatory closure of Taylors College and/or its courses, Public Trust will reimburse students for course and other fees paid but not used at the date of course closure.

Contact Information:

Public Trust
Private Bag 17906
Level 3, 205 Great South Road
Auckland



ADVICE TO STUDENTS

Keeping Yourself Safe In New Zealand

A guide for international students at
Taylors College

New Zealand is a safe country, Auckland is a safe city and Taylors College is a safe campus, but you still need to protect yourself and your property. You are in a foreign country and you need to be careful.

Most crime in New Zealand is against property, not people. Some people see a bag, a mobile telephone, a wallet or a laptop computer and they steal it. You can reduce the threat of becoming a victim of these crimes by securing your personal property. Don't give criminals the chance to steal. Follow some of the basic precautions listed below.

A rare form of crime which has happened to a small number of international students in New Zealand is threats made against students to obtain money. These threats are usually made by people who know the victim. You can also protect yourself from such threats by understanding how extortion and blackmail work, who to report it to and how to avoid it happening to you.

You can keep yourself safe by taking some basic steps below:

1. **Do Not Carry Your ATM or Credit Card**

Why should I NOT carry my ATM card or Credit Card with me?

Through your ATM card or your Credit Card other people can access large amounts of your money. If you lose your wallet or it is stolen with your cards inside, you give criminals the opportunity to access your bank accounts. They can do this by using your Credit Card to spend money (forging your signature). They can go to a bank branch and withdraw money over the counter by forging your signature (not all banks require PIN numbers for over the counter withdrawals).

If you are threatened, someone can force you to give them your PIN number or withdraw money from the bank. If you don't have your cards with you, they don't have the opportunity.

Only carry your cards when you know you need to withdraw money. If you lose your card or your card is stolen, inform the bank immediately. Leave your cards at home.

2. Carry a Maximum Of Only \$100 In Your Wallet

Why should I only carry \$100 with me?

If you lose cash or it is stolen, it is gone forever. Never keep large amounts of cash on you or at your home/homestay. Students who have just arrived should immediately place all cash into a bank account. In the past a few students have had their bags or wallets stolen at school, in restaurants, on trains etc. If you only have a small amount of money in your purse/wallet, it is no great loss. In the past some students' homestays have been burgled and very large amounts of cash stolen from their rooms. Do NOT keep cash at your home/homestay.

3. Do Not Borrow From or Lend Money To Your Friends

Why shouldn't I lend money to, or borrow money from, my friends? I'm sure they are OK!

Unfortunately some students try to "borrow" money from students who may have just arrived. They "make friends" with them, sometimes even "good friends" with them before they try to borrow money. The truth is that your real friends will NOT try to borrow money from you. Be very careful. In many cases, it will be impossible for you to get back money that you have "lent" to other students.

In some cases, good friendships have been destroyed because of problems over lending and borrowing money. In other cases, students who have lent or borrowed money from others have become the victims of threats or extortion.

Protect yourself, never lend or borrow money from other students or people outside the College. Never tell anyone how much money you have in the bank. Be careful with whom you discuss what your parents do and how much wealth they have. If anyone asks you for money, even if they say it is a "loan", report it to a College staff member.

4. Keep Away From The 'Bad' Areas In The City

I like going to restaurants or going to internet bars in the City. I've never seen any problems. Why do you say I shouldn't go there?

The crime rate in the centre of most major cities is much higher than in other areas. You are much more likely to have your bag, mobile, computer stolen in the city than in other places. You may face increased danger of violence from drunk or drug affected people in the city centre, especially at night.

A real danger if you spend time in games parlours or internet bars, is that you may be identified by gangs as a potential victim of extortion or



ADVICE TO STUDENTS

threats. These people may identify you as a victim and find out your address and mobile phone number. They may pretend you have offended other “gang members” and offer to protect you if you pay money. (A description of the methods used by these “gangs” is included later in this guide).

Physical assault is also a crime. This includes unwelcome touching, bruising or burns.

The more time you spend in these types of places, the higher the risk that you will become a victim of this type of crime.

5. Do Not Go Out Alone At Night. Always Walk With A Friend

You say Auckland is a safe city, why shouldn't I go out alone at night?

If a thief thinks they can get away with a crime, they may strike. At night, there are fewer people around to assist you or to see what is happening if you are the victim of a crime. If you are with other people, you will be safer. The more people you are with, the less likely you will become a victim of opportunistic crime.

Young women may need to be particularly careful of walking alone at night. Keep a mobile on you and dial “111” if you believe you are being

followed. If a car is following you, try to see the numberplate and report this to the police as well. Tell the police your name and where you are. If the person following you sees you making a phone call, they may stop.

The above situations are not likely to happen to you. But be “street smart”. The more you understand about what might happen the less likely it is it will happen to you.

6. Secure Your Property. Buy The Right Lock

Why does the College recommend “regulation locks”?

Students who have their possessions stolen in the College have generally been careless. Don't leave your mobile on a table and then leave the room. Keep anything valuable (mobile, calculator, bag) on you at all times. Don't put your bag on the bench when you use the toilet. Don't leave your bag outside the library (someone may steal it just to see what is inside). Keep anything valuable either with you at all times or in your locker, and buy the right lock. A regulation lock offers the best protection. Cheap locks can often be opened with any key or by guessing the combination. While the College is generally very safe, things do go missing. Be careful.

7. Live Safely

On arrival most Taylors College students live in a Homestay. The College chooses Homestay carefully within good suburbs with families with a good record of accommodating international students. All Homestays must provide the College with “No Criminal Record” Police name checks.

It is very unlikely your Homestays will be unsafe. However, in the past, some student's property has been stolen by other students living in the Homestay. Or even (the students believed but could not prove) by the Homestay's children or relatives. Sometimes, Homestays have been burgled by thieves and the student and the Homestay family have lost possessions. Never leave large amounts of cash in your Homestay.

Students over 18 years of age sometimes choose to rent apartments or houses with other students. If you choose to rent, be careful about the area of the city in which you live. Some properties are cheap because they are not secure or are in areas with high rates of crime. Choose the area carefully. Many rental properties are not secure with easy-to-open windows, cheap door locks and no security.

Choose the property carefully. It is not worth saving a few dollars a week on rent, if you increase the risk of being robbed (and losing thousands of dollars of property).

8. Play Safely

Karaoke, internet bars, game parlours are no problem in my home country. What is the problem here? Can't I have any fun at all?

While you are here to study, you should also have fun. But, please understand that what might be safe in your own country may not be safe here. Game parlours in the centres of major cities like Auckland, Christchurch, Sydney and Melbourne have serious security problems. The Police report that drug dealing and threats of violence do occur in these places. In the past, students who have gone to game parlours have become the victims of crime. If you like playing computer games, use your own PC or buy a Playstation and play at home. It is much cheaper and much safer. Similar problems exist with some karaoke and internet bars. Play it safe, don't go there.

If you go to nightclubs, go with a group of friends and take care of each other. Young women should be aware of a phenomenon called “drink spiking” in which drugs (usually sedatives) are



ADVICE TO STUDENTS

placed in unattended drinks. Some women have been sexually assaulted after being drugged. Make sure you and your friends go together, stay together and go home together.

9. Protect Yourself. Report All Crime

I have been a victim of crime. Will or can the College or the Police do anything about it? Can they protect me from the offender?

The best way to protect yourself if you have been a victim of crime or have been threatened is to report it. If you have been robbed or had something stolen outside the College, then you can make a report at the nearest police station. If you have lost or had something stolen within the College, report it to College Security. If you witness a crime, taking place or believe you might be threatened with crime dial “111” and tell the police your name, where you are and what is occurring.

If you have been threatened and money has been demanded, you must report it to a College staff member. The College has procedures in place to deal with this type of situation. Read the section below outlining “gang” activity and typical scams. If someone is trying to get money from you to “settle a problem” or to “protect you” report it to College staff immediately. If you are

under 18, discuss the threat with your Care Giver who will contact the College. This type of crime is rare and can easily be stopped. Never, ever give money to people who threaten you. If you give once, their demands will never stop.

The College will always involve the Police in situations where threats are used to obtain money.

10. Don't Be A Fool

There are very few short cuts in life – whether it be getting rich or getting into the best University. Some criminals rely on international students being stupid and willing to risk everything to take a short cut. For example, some illegal immigration agents have been telling students they can help them get into a ‘famous University’ if they pay the agent between NZD\$7,000-\$14,000 and then produce fake University enrolment documents. The student goes to the University and discovers the University doesn’t know who they are and will not accept them. The only way to get into a good University is to do well in your high school or your Foundation course. There are no short cuts.

Some students are told by illegal immigration agents they can help you “change schools”. In some cases, they deliberately encourage students not to attend classes. As a result, the

student's visa is cancelled, the agent then takes money to help the student appeal to the International Education Appeal Authority (IEAA). The appeal is unsuccessful and the student must return to their home country. At every point the "agent" charges fees to "help" the student. In fact, their actions have resulted in the student being forced to return home.

Don't be a fool and don't believe everything you are told. It is a sad fact that there are some local people and some other international students who may try to cheat you. Do not ever give money to people for these types of services.

Common Scams

You need to be aware of common scams and take steps to avoid them. You can protect yourself by taking the steps mentioned above: don't carry cash, credit cards or ATM cards on you. If you are threatened or someone tries to cheat you, report it to the College or the Police. Avoid places where you are likely to meet criminals – internet bars, game parlours and karaoke bars in the city.

Below are a few common scams College staff and the Police have reported:

1. The student is playing video games in Auckland City. He is surrounded by a group of guys, who tell him he is a

member of a particular gang and thus in 'big trouble'. The student tells them he is a member of no gang. The guys say the only way to prove it is to hand over the ATM card and PIN number. If the student does this, no problem. The student hands over the card, the guys go to the bank and first check the account balance and print a receipt. They then withdraw the maximum they can (usually \$800). They go back to the games parlour and give back the ATM Card and the receipt. The receipt shows no money has been taken out. The guys say "You're OK, you can go". The student doesn't know he has been robbed until he next checks his bank account.

How to avoid this: Don't carry ATM cards or Credit Cards. Don't play video games in these places. If approached by such people, just leave. Don't talk to them. Just leave.

2. The student is in trouble at school with poor academic results or poor attendance. Another student says he should go and see a particular "agent" who can "fix" any problem. The "agent" tells the student that he will help the student to change schools "no problems". The agent tells the student to stop going to their current school. They will need to wait until the new school starts. The current school contacts the student to ask why they are not coming



ADVICE TO STUDENTS

to school... and the student tells them he has changed schools.

The biggest problem for this student is that he needs to meet all the conditions of his visa and to get the permission of NZIS (New Zealand Immigration Service) before he can change schools. The student needs a minimum 85% attendance to keep a student visa.

How to avoid immigration issues:

- Maintain 100% attendance and a good academic record. You are here to study not to play
- If you are having problems, talk to College staff not to illegal immigration agents. Never pay for this type of service
- If you need the services of a legal immigration agent because of a visa problem, College staff can recommend ethical and legal services to you. These will be much cheaper and of a much higher quality than the illegal agents attempting to cheat you.

3. The student is approached by someone they don't know or receives a call on their mobile phone demanding money to protect the student from threats against their person.

How to avoid this: report any threats against you to College staff. College staff will assist you to report the issue to the police. It is most likely the person who says they will 'help' you to settle the problem is involved with the threat. Only by reporting it, will these threats stop. The Police report that their experience is that these criminals are afraid of being caught. If they are aware the threat has been reported to the Police, they will leave you alone.

STAYING SAFE IN AUCKLAND



Auckland is a safe and friendly city. Here are some helpful hints to make it even safer for you.

Money And Valuables

DO's

- Keep your wallet in your pocket at all times
- Keep your ATM card in a safe place
- Pay large bills (e.g. school fees, homestay fees) by bank cheque, not cash
- Ask the welfare staff or mentor teacher to help you if you need advice about managing your finances
- Take care of your valuables e.g. electronic dictionary, mp3 player, camera, mobile phone
- Report all lost property to Reception
- Remember that Taylors has a safe you can use to put your valuables in

DON'Ts

- DON'T carry large amounts of money
- DON'T show your ATM card or PIN number to anyone
- DON'T withdraw large amounts of money
- DON'T lend money to your friends
- DON'T gamble
- DON'T leave personal valuables lying around for everyone to see



POLICIES

College Policies

Grievance/Complaints Procedure

Student grievances may fall into one of the following categories:

- Disciplinary matters
- Dissatisfaction with the service provided by the teaching or administrative staff
- Interpretation of obligations of both parties under the Contract of Enrolment, including refund policies

It is expected that the staff members responsible for discipline will administer the rules fairly and without fear or favors in respect of all students.

The Complaints Procedures provide access on an escalating basis to the top level of management within Taylors College and external agencies.

A student, who considers he or she has been unfairly treated, may indicate the nature of the grievance to the staff member. If the grievance cannot be resolved, the student may request that the matter be referred to the Director of Studies.

The Director of Studies shall invite the student and teacher to state their positions and rule according to the merits of the dispute. If the student is not satisfied, he or she may request a reference to the Principal. The Director of Studies shall arrange for a meeting between the Principal and the student.

The Principal shall consider the nature of the dispute, and arrange for the student, a "Best Friend", and the Director of Studies to confer with him. The Principal shall act fairly in the matter and shall make a decision. This decision is the final step in the grievance procedure within the school.

If the student refuses to accept such decision of the Principal, the Principal shall direct the student to an appropriate external agency for further advice. The Principal shall convey the circumstances of the dispute and the action taken by the school to the student's parents.

Complaints Kits For Formal Complaints About Providers

Students that make a complaint and are not satisfied with the resulting outcome can also contact the New Zealand Qualifications Authority (NZQA) for a Formal Complaint.

Details of this procedure can be found at: **www.nzqa.govt.nz/for-learners/rights/index.html** or by making contact with NZQA with the following details.

Complaints will be directed to:

International Education Appeal Authority

C/- Ministry of Education

Private Bag 47-911

Ponsonby, Auckland

Phone: (09) 374 5481

Fax: (09) 374 5403

Email: info.ieaa@minedu.govt.nz

And/or

The Complaints Officer

Approvals, Accreditation and Audit (AAA)

New Zealand Qualifications Authority

PO Box 160, Wellington

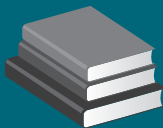
Phone: 0800 724357

or +64 4 802 3000

Fax: + 64 4 802 3112

Email: helpdesk@nzqa.govt.nz

Web: www.nzqa.govt.nz



TAYLORS COLLEGE ASSESSMENT INFORMATION

Assignments/Assessment Procedures

- All assessments are to be presented with the 'blue' cover sheet completed
- Assessments will be due by mid day on the due date
- Assessments are to be handed-in to the library on the second floor
- Assessments will be date stamped and marked-off the class roll
- Students will receive a receipt as evidence that the assignment was handed in

Cheating and/or Plagiarism

All work is expected to be entirely completed by the student.

The following are not allowed:

- Use of or copying someone else's work (plagiarism)
- Corrections or improvements made by someone else
- Allowing another student to copy your work

Suspected cheating will be dealt with by the Assessment Committee and may result in a reprimand or loss of marks.

Late Assessments

- Late assessments will lose 20% per day up to a maximum of three days after which the assignment will score zero
- All assessments must be completed and handed in to meet course requirements

Extensions

Extensions should be applied for prior to the assessment due date and supported with a medical certificate from a NZ registered doctor.

Exams

– Compassionate Consideration

The Academic Committee will make decisions associated with Compassionate Consideration based on information received and medical certificates from a New Zealand registered doctor.

The Academic Committee and Subject Coordinators in association with departmental teachers, may approve an extension of time or an estimated mark.

Extensions Of Time

- Students should be able to provide evidence that they have made reasonable progress on the assessment task
- The extension will be granted with reference to the amount of time the majority of students were given to complete the task

Resubmission and Reassessment

Reassessment and resubmission is not mandatory for any Taylors College course or programme and as a guideline the College does not provide such opportunities.

Where compassionate grounds are supported with appropriate evidence students are welcome to apply for compassionate consideration.

Missed Tests

Medical certificates must be produced for any test missed or a mark of Zero will be awarded.

Give a copy of your Medical certificate to your teacher on the day you return to school.

Estimated Marks

- Estimated marks will be calculated at the end of the course when there is sufficient data to provide clear and appropriate information
- Absence with a medical certificate does not guarantee an estimated mark unless a student has completed sufficient tests, assignments and examinations
- Teachers, in conjunction with Subject Coordinators, will make estimations based on the student's ranking over all completed assessment items and with reference to the average score the student generated in completed tasks



TAYLORS COLLEGE ASSESSMENT INFORMATION

Appeals Procedures

- Any mark queries must be made within 1 week of the work being returned
- If a student considers a mark to be unfair or inaccurate they must first consult the subject teacher
- If the issue is not resolved the matter should be taken to the Subject Coordinator
- If this meeting fails to solve the issue the Director of Studies will bring the Assessment Committee together. The Assessment Committee will consist of the Director of Studies and the Principal. Other staff may be seconded as required
- The Committee will receive any documents, notes or other relevant material associated with the appeal. Additionally, the student will be invited to attend the Committee meeting and advised that a support person and translator may also attend
- The Committee will investigate the complaint, make a decision and convey the decision to all affected parties within one week of being notified
- If the matter is still unacceptable to the student they will be reminded of the College grievance procedure and the contact details of relevant external agencies (NZQA and Ministry of Education)

ENGLISH LANGUAGE ASSESSMENT PROCEDURES



Placement Test – Taylors English Language Preparation (TELP)

Students are given a challenge test upon arrival for the TELP course. This determines what their initial language level is and also in which class they will begin their course.

Enrolling In English Language Courses

When you enrol in the TELP English programme any existing skills and knowledge in English language you have are automatically recognized through the entry test you sit and you are then placed in the course that best matches your educational needs.

Progress Tests

Tests are held twice per term, midterm (week 6) and end of term (week 12). A term is 12 weeks.

Usually students are moved up a level only after the end of term test but exceptions can be made for students who achieve high scores on the midterm test.

Movement Through TELP Levels and Entrance to TAFY

Gaining a sufficient grade in the test sees students proceed to the next class level. Once they reach a 5.5 average with a minimum in any one skill of 5.0, they can proceed to the Standard programme at Taylors Auckland Foundation Year (TAFY).

Students require a 6.0 average with a minimum in any one skill of 6.0 for the April Intensive TAFY programme.

Recognition Of Existing Credit, Knowledge, Skills and Prior Learning

If you consider that you are eligible for being granted academic credit either for previous learning at another tertiary institution or for skill gained through previous work and life experience you may be eligible for the following:



ENGLISH LANGUAGE ASSESSMENT PROCEDURES

Credit Transfer Across Courses For The Same Course Components

1. If you are transferring from one Taylors College Training Course to another Taylors College Training Course and you have already gained credits for components of the first course, you can transfer these credits to the second course if it has the same course components. Ask the person enrolling you. She/he will need to see a copy of your Academic Record. If credit is confirmed, you will be exempt that part of the course. This may affect the total fees that you have to pay.
2. If you believe you already hold existing credit for components of the course you are enrolling on a Taylors College (you may have gained these credits on a course at another training provider) tell the person who is enrolling you. She/he will need to see a copy of your Record of Learning to verify that you do hold credit for the same components. If credit is confirmed, you will be exempt that part of the course. This may affect the total fees that you have to pay.

Recognition Of Prior Learning And/or Current Competence For Exemption From A Course Component

If you believe that you have already gained knowledge and/or skills equivalent to those covered as a part of the course you are enrolling in, (you may have gained these skills through work or life experience or courses at other training providers where those course components were not exactly the same as those on the Taylors College course) tell the person enrolling you. She/he will need to see details of your work/life experience history and certificates from any courses you attended and refer these to a member of the Admissions Team.

If the details you present clearly show a match to the assessment criteria for the part of the course you are seeking exemption from, then credit will be awarded. However, if a clear match is not evident you may be asked to sit the assessment for that course component. If you are successful, you will be awarded credit for it and exemption from that part of the course. This may affect the total fees that you have to pay.

LIBRARY



Opening Hours

The library is located on Level 2.

Monday-Friday, 8.15am-5.00pm.

Your Student ID card is the library card.

Rules

- No food or drink
(water bottles allowed)
- No chewing gum
- Switch off mobile phones
- Student card must be produced when borrowing
- Don't shelve items in the wrong place

Keep The Library Tidy

- Rubbish must not be left on the desks
- Students should push chairs under the table when they leave their seat

Photocopying

Please arrange for payment at reception.

The following charges will apply:

- 10 Cents per copy A4 Black
- 20 Cents per copy A4 Colour
- 20 Cents per copy A3 Black
- 30 Cents per copy A3 Colour

Book Loans

- Taylors Students: as required

Loan Periods

- Fiction 4 weeks
- Non-fiction 2 weeks
- Kiwi collection 2 weeks
- Readers 4 weeks
- Short loan: overnight/for the weekend
- Magazines: overnight/for the weekend
- Items in high demand cannot be renewed
- All other loans can be renewed once
- IELTS materials: 1 week
- Audio equipment is provided for library use only
- DVDs: overnight/for the weekend

Returning Books

- Drop them in the slot in the library desk

Reservations

- If a book you want is on loan to another student, you can reserve it at the library desk

Overdue Fines

- Books: \$1.00 per day
- Short loan: DVDs, magazines, IELTS materials, books etc \$6.00 per day



STUDENT WELFARE

The Student Welfare Team assists with finding suitable accommodation and can help students with a wide range of issues including banking, personal counselling, financial problems, legal issues, transport, course extensions, recreation, etc. Furthermore, they are available to discuss any difficulties and personal problems (homesickness, health issues, etc). They also communicate with parents when required and refer students to other professional bodies.

Useful Websites

New Zealand Ministry of Education

minedu.govt.nz

New Zealand Immigration Service

immigration.govt.nz

New Zealand Customs Service

customs.govt.nz

New Zealand Herald

nzherald.co.nz

New Zealand Maps

wises.co.nz or
mapzone.co.nz

Regional Transports

maxx.co.nz (Public Transports)

Auckland City Library

aucklandcitylibraries.com

International Student Health Resource

NAME OF ORGANISATION	PHONE
Doctor Dr Andrew T. Wong – 353 Karangahape Road, Newton	09 309 6871
Dr Sulochana A. Chand 345 Karangahape Road, Newton	09 373 5041 09 379 2740
280 Medical Level 2, 280 Queen Street, Auckland CBD	09 303 0115
Ascot Hospital White Cross 24 hour Accident and Medical Clinic 90 Greenlane Road East, Remuera	09 520 9555
White Cross Accident and Medical Clinic/Baycare 215 Kapa Road, Orakei – Open 7 days – 8am to 10pm	09 521 8888
Ponsonby White Cross Accident and Medical Clinic 202 Ponsonby Road, Ponsonby – Open 7 days – 8am to 10pm	09 376 5555
Remuera White Cross Accident and Medical Clinic 122 Remuera Road, Remuera – Open 7 days – 8am to 10pm	09 524 5943
St Lukes White Cross Accident and Medical Clinic 52 St Lukes Road, St Lukes – Open 7 days – 8am to 10pm	09 815 3111
White Cross Accident and Medical Clinic 436-440 Glenfield Road, Glenfield	09 444 4244
Counselling Services Max Lloyd – 11 St Mary's Road, Ponsonby	09 360 6026 027 223 2737
Patrick Au, 2e, 10 Augustus Terrace, Parnell	09 522 0068
Emergency Psychiatric Service	0800 800 717
Auckland Dental One, 134 Remuera Road, Remuera Mon-Fri – 8.00am to 10.30pm, Weekends – 9.00am to 6.00pm	09 520 6609
Gianni Dental Surgery 106 Karangahape Road (Opposite the College), Auckland	09 373 3517



STUDENT WELFARE

Community Welfare Services

NAME OF ORGANISATION
Police/Emergency
Auckland Migrant Resource Centre Info Service
Auckland Sexual Abuse Help
Auckland Sexual Health
Asian Health Support Service
Asian Problem Gambling Service/Problem Gambling Info Hotline
CADS – Community Alcohol and Drug Service
Child, Youth and Family Services (all enquiries call free)
Chinese Lifeline
Citizens' Advice Bureau
Domestic Violence Centre
Family Planning Association
Human Rights Commission
International Education Appeal Authority (for complaints)
Lifeline
NZ AIDS Foundation
Rainbow Youth
Well Women's Nursing Service
Youth Law (free confidential legal advice)
Youthline

	PHONE	CONTACT WEBSITE
	111	–
	09 625 2440	arms-mrc.org.nz
	09 623 1700	asah.org.nz
	09 630 9770	sexfiles.co.nz
	09 486 8314 or 09 488 4685	asianhealthservices.co.nz
	0800 862 342	–
	09 845 1818	cads.org.nz
	0508 FAMILY (0508 326 459)	cyf.govt.nz
	09 522 2088 or 0800 888 880 (24 hours)	lifeline.org.nz
	09 309 3157 or 09 636 6152 (Mandarin Line)	cab.org.nz
	0508 384 357	preventingviolence.org.nz
	09 522 0120 or 0800 372 5463	familyplanning.org.nz
	0800 496 877	hrc.co.nz
	09 632 9481	minedu.govt.nz
	0800 111 777 (24 hours)	lifeline.org.nz
	0800 802 437 (24 hours)	nzaf.org.nz
	09 376 4155	rainbowyouth.org.nz
	09 523 0263	–
	09 309 6967	youthlaw.co.nz
	0800 376 633	youthline.co.nz



EMBASSY AND CONSULATES

Embassy of	Argentina
Consulate General of	Australia
Consulate of the People's Republic of	Bangladesh
Embassy of the Federative Republic of	Brazil
Consulate of	Chile
Consulate General of	China
Embassy of the Republic of	Colombia
High Commission of the Republic of the	Fiji Islands
Embassy of	France
Embassy of the Federal Republic of	Germany
High Commission for	India
Embassy of	Indonesia
Consulate General of	Japan
High Commission for the Republic of	Kenya
Consulate of	Korea
Consulate Office of	Malaysia
Consulate of	Mexico
Consulate of	Peru
Consulate General of	Philippine
Consulate Republic of	Poland

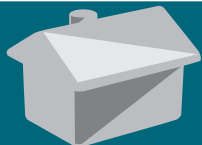
	Level 14, 142 Lambton Quay, Wellington	04 472 8330
	Level 7, CBD Auckland 188 Quay Street, Auckland Central, Auckland	09 921 8800
	1/122 Aberdeen Road, Castor Bay Postal Address PO Box 31383, Milford, Auckland	09 410 2335
	10 Brandon Street – Level 9, PO Box 5432, Wellington	04 473 3516
	–	09 373 4602
	588 Great South Road, Greenlane, Auckland	09 525 1589
	PO Box 949, Nelson	03 545 1154
	31 Pipitea Street, Thorndon, PO Box 3940, Wellington	04 473 5401
	34-42 Manners Street, PO Box 11-343, Wellington	04 384 2555
	90-92 Hobson Street – Thorndon, PO Box 1687, Wellington	04 473 6063
	180 Molesworth Street, PO Box 4045, Wellington	04 473 6390/1
	70 Glen Road, Kelburn, Wellington	04 475 8699
	Level 12, ASB Bank Centre, 135 Albert Street, Auckland	09 303 4106
	Level 3, QBE Building, 33-35 Ainslie Avenue, Canberra, ACT, Australia PO Box 1990, Canberra City, ACT 2601, Australia	+61 2 6247 4788
	Level 10, Toshiba House 396 Queen Street, Auckland	09 379 0818
	19 Morgan Street, Newmarket, Auckland	09 355 6016
	c/- Simpson Grierson Private Bag 92 518, Wellesley Street, Auckland	09 358 2222 – ext 8402
	199-209 Gt North Road, Grey Lynn, Auckland	09 376 9400
	1st Floor 121 Beach Road, Auckland	09 303 2423
	51 Granger Road, Howick, Auckland Office hours 10.00 to 12.00 daily	09 533 5166



EMBASSY AND CONSULATES

Consulate of	Portugal
Embassy of the	Russian Federation
Royal Embassy of	Saudi Arabia
Consulate of	Spain
High Commission for the United Republic of	Tanzania
Royal Consulate General of	Thailand
Embassy of the	United Arab Emirates
British Consulate General	United Kingdom
Consulate General of	United States, The
Embassy of the Socialist Republic of	Vietnam

	16 Fisher Crescent – Mt Wellington PO Box 305, Auckland	09 259 4014
	57 Messines Road, Karori, Wellington	04 476 6113
	190 Great South Road, Greenlane, Auckland	+64 9 903 9600
	Level 6, Castrol House, 36 Customhouse Quay PO Box 10-048, Wellington	04 472 5804
	4-21-9 Kamiyoga, Setagaya-ku, Tokyo 158-0098 Japan	+81 3 3425 4531
	Level 5, 18 Shortland Street, Auckland	09 373 3166
	36 Culgoa Circuit, O'Malley, Canberra, ACT 2606, Australia	+61 2 6286 8802
	Level 17, 151 Queen Street Postal Address Private Bag 92 014, Auckland	09 303 2973
	Level 3, Citibank Centre, 23 Customs St East, Auckland	09 303 2724
	Level 21, Grand Plimmer Tower, 2-6 Gilmer Terrace, Wellington	04 473 5912



ACCOMMODATION

We have a few lodge accommodation providers in the city mainly the following:

- UniLodge
- Empire Apartments
- City Lodge

All based on availability.

For all enquiries please call in and discuss with our friendly Accommodation Co-ordinator in room 1.01.

UniLodge

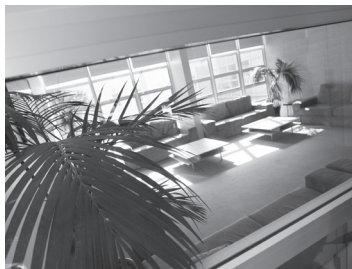
UniLodge offers studio and one bedroom fully furnished apartments with modern bathroom and cooking facilities and is located in Auckland's Educational Precinct, only a short stroll to AUT University, The University of Auckland and ten to fifteen minutes walk to Taylors College. The property is also centrally located for public transport and just a short stroll to the centre of the city and harbour front facilities.

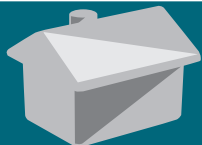
UniLodge includes fully Furnished apartments including TV with modern kitchen and bathroom facilities.

UniLodge operates with full security access, on-site management and has high quality modern facilities, including games room, swimming pool, BBQ area, theatre, gymnasium and computer room. The professional, multi-lingual staff at UniLodge, provide assistance and support to students whenever required.

All enquiries regarding accommodation at UniLodge please contact the Welfare Office on Level 1 or the Accounts Department on the Ground Floor.

Our friendly staff will only be too happy to assist you.





ACCOMMODATION

Empire Apartments

Empire Apartments is a centrally located accommodation in Auckland City in the central business district amongst universities, shops and entertainment venues of Auckland, New Zealand's Centre of Commerce.

This Auckland city apartment is a modern and beautifully-designed apartment with stunning views of the city and harbour, and is within a short walk to Queen Street : the centre of Auckland CBD. Empire Apartments offers 1, 2 or 3 bedroom ensuite and self-contained accommodation, with great facilities.

Long stay rates available.

Empire Apartment Features

- Choice of 1-Bedroom, 2-Bedroom or 3-Bedroom Apartment
- Different bedding configuration (one double or two singles) in the bedrooms (subject to availability)
- Lounge / Dining Area in every Apartment
- Opening Bedroom Windows
- All fully furnished
- Kitchen with microwave, fridge, stovetop and rangehood
- Ensuite bathroom
- Telephone line with direct dial (optional)
- Broadband Internet connection point (optional)
- Hot and Cold Water
- Security Access Card lock system
- Smoke detectors and Fire Sprinklers to prevent fire hazard
- CCTV Cameras around the complex to ensure your safety

Services

Some restrictions and cost may apply.

- Onsite maintenance and repairs
- Cleaning (optional)

Price

We have various pricing arrangements available depending on your apartment choice and contract terms.

Other Facilities

Cafe and Restaurant

Onsite Cafe and Restaurant offering various western and asian menu, as well as drinks and snacks for a quick refreshments in your busy days. What could be more convenient than meals right at your doorstep.

Gymnasium

Fully equipped Gymnasium for you to exercise your fitness. Whether in the morning or in the evening, you can enjoy a good workout within only seconds from your apartment. Personal training is also available for those who are serious about fitness.

Cinema/Function Room

Available for hire for private functions, birthday parties, movie screenings and meetings. Equipped with high quality projectors, laptop connection and modern sound system to provide great entertainment as well as professional presentation.

Laundry Facilities

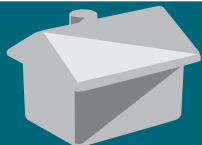
Coin-operated Laundry facilities, with a number of washing machines and dryers, are available 24 hours.

Convenience Store

Only 50 metres from Empire Apartment, offering groceries, ready-made food, snacks and drinks as well as various other daily necessities such as electric plug adapters, magazines, etc.

24 Hour Onsite Management

Onsite Management assistance are available 24 hours a day to ensure your stay is as hassle-free as possible. For security, medical, and maintenance reasons you can always contact the reception desk and enquire if we can assist you with anything.



ACCOMMODATION

City Lodge

The “Lonely Planet” reviewed City Lodge as “A well run, purpose-built tower for the budget market. There are 100 rooms all up, and the building is popular with overseas students. The bathrooms positively gleam and all the corners and crevices still have their sharp edges.”

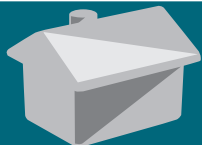
City Lodge Offers:

- Central city location:
- 15 minutes walk to Taylors College
- Single, double, twin rooms
- Fully furnished apartments
- Large shared kitchen
- On site laundry
- Full security access
- TV lounge

All Rooms Enjoy:

- Big Windows
- Ensuite bathrooms with showers
- Electric heater
- TV
- Tea and coffee making facilities
- Fridge
- Wardrobe
- Wireless broadband





ACCOMMODATION

Homestay

Living in a homestay is an ideal way of quickly becoming familiar with a new culture and living environment, and of developing English language skills.

All students who are living in homestay will have received pre-arrival information and the Taylors Homestay Handbook.

Homestay Changes

Students must give 17 days notice to the homestay family and to the College, if they would like to move out.

Students are not permitted to pay their host families directly. Students who wish to remain living with their homestay family after the first four weeks, will continue to have their accommodation payments paid by the college. These payments will be taken from students' living expenses.

Refunds for living expenses will only be processed for students moving out of their homestay to go flatting, or to live in private accommodation that has been arranged by the student him/herself.

Students under the age of 18 must live in an approved homestay.

Aspects Of Living In A Homestay

Courtesy

- Students should tell the host parent in advance when they will not be home for a meal
- Students should tell the host parent where they are going, what time they will be home and leave a contact number if possible (in case of urgent messages)
- Students should be courteous and show kindness and respect to the homestay family

Housekeeping

- As a member of the family, a student should assist with some housework if asked to do so
- The host family may do the laundry or students may prefer to do this for themselves. If so, the student should ask to be shown how to use the appliances

Water

- Students should spend only 8-10 minutes in the shower
- Students should not place too much toilet paper or any objects in the toilet, as it will become blocked
- Tap water is safe to drink in New Zealand

Electrical Goods

- New Zealand electricity is 240 volts, so students may need to use transformers on any electrical appliances they bring. Please check this with your host family

Telephones

- All overseas telephone calls should be made collect or by using a phone calling card
- If a student requests their own phone line the host family may charge for this
- Internet: Please check with your host before using the internet. If the host permits you to use the internet please respect the amount of time spent on this – (not all night)

Smoking, Alcohol And Drugs

- Buying cigarettes under the age of 18 is illegal in New Zealand
- Buying alcohol under the age of 18 is illegal in New Zealand
- Drugs are illegal in New Zealand
- For smoking in the home, the rules of the house apply
- Smoking in bedrooms is not permitted
- Smoking in a public building is not permitted in New Zealand

Please remember that most problems occur through cultural differences. It is imperative that you realise that you are in another country and experiencing another culture which may be very different to your own. Please be sensitive and allow yourself some time to become accustomed to the New Zealand way of life. Communication can go a long way towards solving many of the potential problems.

Contact the Accommodation Officer

Student Welfare Office: Level 1, Room 1.01,
Between the hours of 10.30am-4.30pm.
T: 09 306 2609 / M: 021 332 126



GUIDELINES FOR LIVING IN NEW ZEALAND

Driving

Road Rules and Safety

Driving in New Zealand is not difficult but there are a few surprises: the following hints should help you have a safe trip. Also, pick up a copy of the Road Code from the NZ Automobile Association or bookshops.

- Driving is always on the left-hand side of the road
- Remember the 'give way to the right' rule when driving in New Zealand. This includes giving way to right-turning traffic if you are turning left at an intersection
- When traffic lights are red you **must** stop. When traffic lights are amber you must stop unless you are so close to the intersection it is unsafe to do so
- Always keep on or below the legal speed limits indicated on road signs. The maximum speed on any open road is 100km/h. The maximum speed in urban areas is 50km/h. Adjust your speed as conditions demand
- Don't underestimate driving times. Although distances may seem short, New Zealand roads often include hilly, narrow or winding terrain, which slow down your journey. If you're used to driving in the city, take care when driving on the open country roads, and watch out for single-lane bridges.
- Get plenty of sleep before a long drive. Take regular breaks – one every two hours and when you get sleepy
- Never drive if you are feeling tired, particularly after you have just completed a long-haul flight
- New Zealand accepts the national drivers' licences of all other countries for tourists staying less than 12 months. You must carry your licence while driving
- Check rental agreements before hiring a car; you must be at least 21 years old to rent a car in New Zealand. Also consider paying extra to remove the high insurance excess
- You must always wear a safety belt, both in the front and back seats – it's the law.
- Do not drink and drive in New Zealand – drinking and driving laws are strictly enforced
- Most open roads are single lane each way, except for motorways coming into larger cities (Auckland, Wellington and Christchurch). Before overtaking, make sure you will have at least 100m of clear road in front of you until you have finished. Do not pass on double yellow lines – these indicate that it's too dangerous to overtake
- Road conditions are variable. Off the main highways some roads may be unsealed and extra care needs to be taken. A few of these roads are not safe for vehicles and insurance does not cover them – ask your rental car company to mark these roads on your map before setting off

- In winter some roads may be treacherous due to ice or snow, particularly around mountain passes. Look out for signs indicating slippery surfaces in winter and drive slowly – do not brake suddenly on ice. In some cases chains may be required (rental cars usually come with chains supplied). Make sure you're familiar with how to fit them.
- Helmets for cyclists and motorcyclists must be worn at all times.

Can I Drive In New Zealand?

Yes – if you have a current overseas drivers licence or a current international driving permit, you can drive for one year after you first arrive in New Zealand.

If you do not have an overseas drivers licence or an international driving permit you cannot drive. You must apply for a New Zealand drivers licence. You can only drive the types of vehicles covered by your overseas driver licence or international driving permit.

When Do I Have To Get A New Zealand Driver Licence?

You can drive using an overseas licence or an international driving permit for a maximum of one year after you first arrive. You must then convert your overseas licence to a New Zealand drivers licence. Apply for a conversion to a New Zealand drivers licence BEFORE the year has passed, to make sure you have one in time.

You will have to pass a theory test and, depending on the country you have come from, pass a practical driving test as well.

Forms to apply for an overseas licence conversion are available from LTSA driver licensing agents. Driver licensing agents are participating offices of:

- New Zealand Automobile Association
www.aa.co.nz
- Vehicle Testing New Zealand
- Vehicle Testing Newmarket
09 520 5974
- Vehicle Inspection New Zealand
www.aacarfair.co.nz
- On Road New Zealand support office
09 415 9595

Vehicle Classes

Different types of vehicles are grouped in 'classes'. Cars and other light-weight motor vehicles are Class 1. Classes 2-5 cover different types of trucks, while Class 6 covers motorcycles. Most people will sit the theory and practical tests for Class 1 vehicles.

If you rode a motorcycle or drove trucks before coming to New Zealand and want to do so here, make sure you know which vehicle class you need – there are different theory tests and practical tests for different classes of vehicle.



GUIDELINES FOR LIVING IN NEW ZEALAND

Why Do I Have To Sit A Theory Test?

All drivers must know the road rules, what the road signs mean and how to drive safely. Learning the road rules is particularly important because of our unique 'Give Way' rule (you must give way to vehicles coming from the opposite direction and turning right, when you are turning left). You can find out more about this rule and others when you study the Road Code. For more information of New Zealand road code, please go to www.ltsa.govt.nz/roadcode.

Does Everyone Sit The Practical Test?

No. Some countries require similar driving skills and have similar licensing systems to New Zealand's. The law recognises that drivers from these countries usually have adequate driving skills, and they may not have to sit the practical driving test.

Other countries have very different driver licensing systems. Where there are significant differences in the way drivers obtain licences we require people from those countries to show that they can drive safely. This helps ensure our roads are safer for everyone.

Who Doesn't Have To Sit The Driving Test?

If your licence comes from Australia, Canada, Norway, a member state of the European Union, South Africa, Switzerland or the United States of America and is current (or expired within the past 12

months), and you've held that licence for more than two years, you don't have to sit the practical test. (You still need to pass the theory test. If you don't pass the theory test, you cannot drive.)

What Happens If I Don't Apply For A New Zealand Drivers Licence?

If you do not apply for a New Zealand drivers licence within one year of arriving in this country you will be considered an unlicensed driver. You could be charged by the Police if you are caught driving, and you may not be able to get car insurance.

If you are unlicensed, are warned not to drive and you are then caught driving by the Police, the vehicle you are driving will be seized at the roadside and impounded for 28 days.

If you are an unlicensed driver you should not be driving. You have not proven that you know and understand New Zealand's road rules and you are putting yourself and others at risk.

What Happens If I Fail The Theory Or Practical Tests?

If you can still use your overseas drivers licence or international driving permit (because you have been in New Zealand for less than one year), you can still drive. You can apply to sit the test again.

If you have been in New Zealand for more than one year and you fail the theory test, you must not drive until you pass it.

If you fail the practical test you must be accompanied by a supervisor (someone who holds and has held a full drivers licence for at least two years), while driving, until you pass. The supervisor must sit in the front passenger seat.

What About Motorcycles And Heavy Vehicles?

The information on the previous page applies to licences for motorcycles and heavy motor vehicles as well as cars.

What Else Do I Need To Know?

Carry your licence with you when driving. In New Zealand you must carry your drivers licence or permit at all times when you are driving. If your overseas licence or permit is not in English, we suggest you carry an official translation with you (a translation from an official source, e.g. a translation service or language centre).

Hiring a Car in New Zealand: Please ensure you deal with a reputable company and please ensure the car is covered for insurance in case you are involved in a car accident. Otherwise it could cost you quite a lot of money for replacement or repairs to the car.

Eyesight Checking

If you cannot see properly, you cannot drive safely. Your eyesight will be checked:

- When you apply for a new licence
- Each time you renew your licence
- When you apply for a new licence class or endorsement.

An eyesight machine will check how well you can see at a distance and to the sides. If the check detects a problem you will need to present an eyesight or medical certificate before your licence can be issued.

Roadside Licence Suspension

Roadside licence suspension means the Police seize a driver's licence and immediately suspend them from driving for 28 days, in addition to any other charges. This can happen if you:

- > Are caught driving at more than double the legal alcohol limit
- > Are caught speeding at more than 50km/h above the limit (other than by speed cameras)
- > Refuse to supply a blood sample to be tested for excess blood alcohol
- > Break the New Zealand driving laws, refer toitsa.govt.nz/roadcode.



GUIDELINES FOR LIVING IN NEW ZEALAND

Roadside Vehicle Impoundment

Roadside vehicle impoundment means the Police can seize and impound a vehicle for 28 days. A fee will have to be paid before the vehicle is released. This can happen if you:

- drive while disqualified
- drive while your licence is suspended or revoked
- drive while you are unlicensed and have been previously forbidden to drive until you get a licence
- drive while your licence has expired and when you have previously been forbidden to drive.

Pedestrians

- Use pedestrian crossings at all times
- Look right, look left, look right again before crossing the road.

Cycling

- Always cycle on a cycling lane and obey the New Zealand road rules.
- Always wear a cycle helmet, it is a legal requirement.

Where Can I Find Out More?

Drivers who are new to our roads, people learning to drive and people wanting to gain a new licence class need to refer to the Road Code. You can get a copy of the Road Code from bookstores, driver licensing agents or a public library. The Driving Safely in New Zealand pamphlet gives a brief overview of the road rules for drivers who are new to our roads. It outlines the road signs and gives some helpful conversion tables and travel times. LTSA factsheets on a variety of road safety topics are available on LTSA website at www.ltsa.govt.nz.

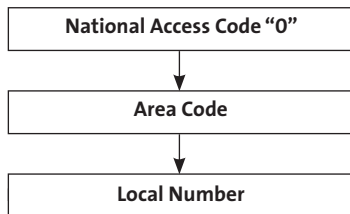
For More Information

Contact the Land Transport Safety Authority (freephone 0800 822 422) or visit the website (www.ltsa.govt.nz).

Head Office, PO Box 2840,
Wellington, New Zealand
Freephone: 0800 699 000
Email: info@ltsa.govt.nz

Making Phone Calls

National Calls



- | | |
|----------------|-----|
| • Auckland | 0-9 |
| • Wellington | 0-4 |
| • Christchurch | 0-3 |
| • Dunedin | 0-3 |
| • Hamilton | 0-7 |

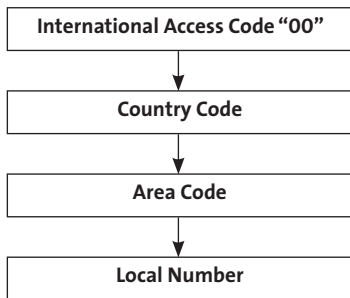
If your number is not listed or if you are having difficulties with this number, please call National Directory Assistance on 018.



GUIDELINES FOR LIVING IN NEW ZEALAND

Making Phone Calls

International Calls



If your number is not listed or if you are having difficulties with this number, please call International Directory Assistance on 0172.

Frequently Called International Countries Include:

• Argentina	00 54
• Bahrain	00 973
• Bangladesh	00 880
• Brazil	00 55
• Chile	00 56
• China	00 86
• Columbia	00 57
• Germany	00 49
• Hong Kong	00 852
• India	00 91
• Indonesia	00 62
• Japan	00 81
• Kenya	00 254
• Korea (South)	00 82
• Macau	00 853
• Malaysia	00 60
• Mexico	00 52
• Mongolia	00 976
• Oman	00 968
• Poland	00 48
• Russia	00 7
• Saudi Arabia	00 966
• Singapore	00 65
• Switzerland	00 41
• Taiwan	00 886
• Thailand	00 66
• United Kingdom	00 44
• United Arab Emirates	00 971
• Uzbekistan	00 998
• Vietnam	00 84
• Yemen	00 967
• Zambia	00 260

HARASSMENT



Harassment

Harassment can include behaviour that is found to be intimidating or offensive. It can be on any of the grounds included in anti-discrimination legislation and can be a single or repeated act of offensive behaviour. It may include such behaviours as:

- Intimidating or humiliating telephone calls
- Name calling or derogatory gestures
- Offensive jokes
- Displays of offensive material
- Messages or images received via email (regardless of whether they are for private use)
- Persistent questioning about a person's private life

Sexual harassment may include the behaviours listed below where the person acting in such a manner could reasonably be expected to anticipate that such behaviour would offend, humiliate or intimidate the other person:

- Making unwelcome sexual advances
- Making any request for sexual favours
- Making remarks or aspersions of a sexual nature relating to the other person
- Subjecting another person to unwelcome conduct of a sexual nature, including through conversation, action or the display

Policy Statement

Taylors College is committed to providing all staff/teachers and students with a working and learning environment free from harassment. All staff/teachers and students are required to honour and support this commitment.

The harassment of staff/teachers and students is unlawful under the Human Rights Act 1993. This Act explicitly prohibits:

1. the harassment of any student by any other student or staff and
2. the harassment of staff member by any other staff member or student

Harassment of any nature is unacceptable and will not be tolerated at Taylors College under any circumstances. Appropriate disciplinary action will be taken in any proven instance of harassment.

Definition Of Sexual Harassment

Sexual harassment is any unwelcome and uninvited comment, attention, contact or behaviour of a sexual nature that an individual or witness finds humiliating, offensive or intimidating. It can be verbal, physical, written or visual.

Sexual harassment has nothing to do with mutual attraction or consenting friendships.



HARASSMENT

Examples of sexual harassment may include:

- The distribution or display of offensive pictures or written material
- Repeated unwelcome requests for social outings or dates
- Offensive comments about a person's physical appearance, dress or private life
- Jokes, intrusive questioning, messages or telephone calls of a sexual nature
- Direct propositioning or subtle pressure for sexual favours.
- Leering, patting, pinching, touching or unnecessary familiarity
- Indecent exposure, sexual assault or rape

What To Do If You Are Harassed

Staff/teachers or students who believe that they are being sexually harassed should make it known that the comments, attention, contact or behaviour are unwelcome and offensive. If the sexual harassment continues, or if you are unable or unwilling to handle the matter, you should contact the Principal, Director of Studies, Welfare Manager, Teacher or Business Services Manager for information or advice on how to make a formal complaint.

Victimisation

A person is victimised if threatened, harassed, harmed or subjected to any form of detriment. In relation to sexual harassment it is against the law to victimise a person who:

- Has made a complaint, or
- Intends to make a complaint

Sexual Health

Refer to Community Welfare Services page 20 for contact details for help with these issues.

Student Anti-Bullying Guidelines

Every student at Taylors College has the right to experience positive and respectful relationships with all members of the school community. Our codes of conduct require students and staff to show courtesy, consideration and respect to each other. Bullying behaviour is not acceptable at Taylors College.

Definitions And Examples Of Bullying

To bully means to coerce, frighten, persecute, torment, pick on, terrorise, threaten or tyrannise. People who bully, discriminate against others because of their gender, racial/national origin, or sexuality or their age or physical appearance; or try to make themselves feel powerful by frightening others; or threaten others for money, sex or help with schoolwork.

Examples of bullying can include:

- Verbal – name calling, put downs, threats
- Physical – hitting, tripping, poking, punching, kicking, throwing objects, stealing
- Social – ignoring, ostracising.
- Psychological – stalking, giving dirty looks, spreading rumours or damaging possessions.

While bullying is more common between students, staff may be bullied, by students.

Preventative Strategies

The school has a range of strategies designed to prevent bullying. These include:

- A school ethos that is built on and models respect for the individual
- Published codes of conduct for staff and students
- Student welfare policy
- A mentor program that addresses the welfare of students
- Welfare staff, Level or Subject Coordinators who have a responsibility for the welfare of all students
- Confidential student questionnaire to clarify problems of bullying within the school
- Supervision of students by staff
- Teachers discourage bullying by
 - i. expressing disapproval of bullying in the classroom and around the school;
 - ii. listening sympathetically to students who need support when they are victimised and initiating action (if the victim agrees);
 - iii. encouraging cooperative learning in the classrooms and avoiding dominating or authoritarian behaviour themselves;
 - iv. talking with students about behaviour and bullying.



HARASSMENT

Reactive Strategies

Students are encouraged to discuss behaviour that concerns them with their classroom teacher, mentor teacher, Counsellor, Senior Teacher or Welfare staff. (Translators will be provided if the student feels more comfortable speaking in their own tongue.)

Incidents of bullying should be brought to the attention of the relevant mentor group teacher, Senior Teacher or student welfare staff, who will counsel the students. Discussions take place with the victim(s) and bully(s) (if identified). At all times the confidentiality of the victim is respected. For serious cases of bullying the Director of Studies or Principal will be involved in the procedure.

If the problem cannot be resolved by counselling, then sanctions may need to be applied. These can include interviews with the parents or guardian of the bully(s), suspension or expulsion in serious cases.

Support for the victim of bullying can include regular follow up discussions with staff, contact with specialists or organisations that can help the student and changes to accommodation, if required.

Discrimination

It is illegal to discriminate on the grounds of race, religion, gender, sexual orientation or age. Students should report any discriminatory behaviour to Student Welfare Manager, Senior Teacher or Director of Studies. The Human Right Commission website is humanrightscommission.co.nz.

DRUG AND SUBSTANCE USE GUIDELINES



Drug usage is a very important issue in any school community and the following policy seeks to clarify the College's position. It is a policy that has been developed in association with the staff, students, parents and expert community bodies. All members of the Taylors College community are expected to support this policy.

Rationale

Central to the development of this policy is a concern for the well being of our students. The policy is based on the principle of harm minimisation and has both a preventative and an interventionist aim. Fundamentally Taylors College is committed to providing students with information and advice, which enables students to make informed decisions regarding drug and substance use. Taylors College recognises the possibility that some students will use drugs at some stage of their lives and, therefore, it is important for students to be able to make informed decisions and to minimise any harmful effects which drug use might have.

Definition

A drug is defined as "any substance, with the exception of food and water, which, when taken into the body, alters its function physically or psychologically". This definition includes all drugs – analgesics, alcohol, tobacco, cannabis, amphetamines etc.

Prevention

The major objective of this policy is education. Through various classes and special programs, issues related to drug use will be regularly addressed and discussed. Taylors College Welfare Department will provide information to all students in their individual interaction with students and through the provision of materials supplied by government and other agencies. Such material is made available from the student welfare area and the student common room. The Library also has many drug prevention resources.



DRUG AND SUBSTANCE USE GUIDELINES

Intervention

In addition to the provision of education and preventative measures it is important for all students to be aware of the College's attitude to drug taking or distribution, and the sanctions which apply. Such sanctions take account of legal requirements.

Where a student approaches staff for help with a drug problem, assistance will be provided through our Welfare Services. During the initial stages of discussion any information provided will be treated confidentially. However for health or safety reasons it may be deemed necessary to share such information.

Taylors College does not permit students to smoke tobacco products, while on the campus.

Taylors College does not permit students, while in the school environment*, to: consume and/or possess alcohol, deliberately inhale solvents, possess drug related equipment such as syringes, (unless for medical reasons and with the knowledge of staff), bongs and pipes, possess, use or be under the influence of any illegal drug. This includes any camp, excursion, and organised functions.

Response To Drug Use Incidents

Illegal Drugs

Possession and/or supply of illegal drugs is an offence and is against the law. Taylors College will view either offence as a very serious matter.

Students involved in incidents relating to the use/or supply of illegal drugs will be liable to a range of sanctions.

The range of sanctions includes:

- Suspension from school
- Parents being notified by telephone and/or letter
- Expulsion
- Notification to Police

Smoking Cigarettes

Smoking is not permitted anywhere on campus. Students found smoking may be liable to a range of sanctions dependent on the circumstances and whether or not other offences have been recorded. The law in New Zealand does not permit people under 18 to purchase cigarettes.

Use Of Alcohol

In New Zealand the legal age for drinking alcohol in public premises is 18 years. Also you cannot purchase tobacco or alcohol under the age of 18 years.

Possession and/or consumption of alcohol in the school environment is forbidden. Students found drinking or possessing alcohol will be liable to a range of sanctions dependent on the circumstances and whether or not other offences have been recorded.

All students will be referred to the Principal.



SUMMARY CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

Introduction

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for.

New Zealand educational providers have an important responsibility for international students' welfare.

This is an overview of the "Code of Practice for the Pastoral Care of International Students" (the Code), and provides a procedure that students can follow if they have concerns about their treatment by a New Zealand educational provider or agent of a provider.

What Is The Code?

The Code is a document which provides a framework for service delivery by educational providers and their agents to international students. The Code sets out the minimum standards of advice and care that are expected of educational providers with respect to international students.

The Code applies to pastoral care and provision of information only, and not to academic standards.

How Can I Get A Copy Of The Code?

You can request a copy of the Code from your New Zealand educational provider. The Code is also available online from www.minedu.govt.nz.

How Do I Know If An Educational Provider Has Signed The Code?

The New Zealand Ministry of Education will maintain a register of all signatories to the Code. This list will be available from www.minedu.govt.nz/NZEducation/EducationPolicies/InternationalEducation.aspx

If the educational provider that you are seeking to enrol with is not a signatory to the Code, you will not be granted a permit from the New Zealand Immigration Service and you will not be able to study at that institution.

What Do I Do If Something Goes Wrong?

If you have concerns about your treatment by your educational provider or by an agent of the provider, the first thing you must do is contact the principal, the international student director, or another person who has been identified to you as someone that you can approach about complaints at your institution. The Code requires all institutions to have fair and equitable internal grievance procedures for students and you need to go through these internal processes before you can take the complaint any further.

If your concerns are not resolved by the internal grievance procedures, you can contact the International Education Appeal Authority (IEAA).

A Summary Of The Code Of Practice For The Pastoral Care Of International Students

The Code sets standards for educational providers to ensure that:

- High professional standards are maintained
- The recruitment of international students is undertaken in an ethical and responsible manner
- Information supplied to international students is comprehensive, accurate, and up-to-date
- Students are provided with information prior to entering into any commitments
- Contractual dealings with international students are conducted in an ethical and responsible manner
- The particular needs of international students are recognised
- International students under the age of 18 are in safe accommodation
- All providers have fair and equitable internal procedures for the resolution of international student grievances
- Full details of what is covered can be found in the Code itself.



SUMMARY CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

The Code also establishes the IEAA and the Review Panel to receive and adjudicate on student complaints.

Taylors College Code Contract Person:
Mr Lindsay Spedding, Room 2.17
Phone: 306 2606. Hours 8.30am-5pm

What Will The IEAA Do?

The purpose of the IEAA is to adjudicate on complaints from international students. The IEAA will investigate complaints and determine if there has been a breach of the Code. The IEAA has the power to impose sanctions on educational providers who have committed a breach of the Code that is not a serious breach. These sanctions include an order for restitution, publication of the breach, and/or requiring that remedial action be undertaken.

The IEAA will refer complaints that are not about pastoral care to another regulatory body if appropriate.

The educational provider will be given a reasonable time to remedy the breach. If the breach is not remedied within that time, the IEAA may refer the complaint to the Review Panel.

The IEAA can determine if it considers that a breach of the Code is a serious breach. If the breach is a serious breach, the IEAA will refer the complaint to the Review Panel.

What Can The Review Panel Do?

The Review Panel can remove or suspend an educational provider as a signatory to the Code, meaning that the provider would be prevented from taking any more international students. Only the IEAA can refer complaints to the Review Panel.

What Is The International Education Appeal Authority (ieaa)?

The IEAA is an independent body established to deal with complaints from international students about pastoral care aspects of advice and services received from their educational provider or the provider's agents. The IEAA enforces the standards in the Code of Practice.

How Can I Contact The IEAA?

You can write to the IEAA at:

The International Education
Appeal Authority,
Private Bag 47 911 Ponsonby,
Auckland, New Zealand
Email: info.ieaa@minedu.govt.nz





TAFY CALENDAR 2013

January	
7th	August TAFY – Term 3 starts
14th	July TAFY and Pre TAFY – Term 3 starts
18th	January and Pre-TAFY – Orientation
21st	January TAFY and Pre-TAFY start
28th	Auckland Anniversary Day (No School)
February	
6th	Waitangi Day
March	
21st-23rd	January TAFY and Pre-TAFY Short Reports on line/completed
April	
5th	End of Term. January, July, August, Pre-TAFY
6th-21st	January, July, August and Pre-TAFY – Intakes on Holiday
6th	Good Friday (Easter) (No School)
9th	Easter Monday (No School)
12th	April TAFY – Orientation
15th	April TAFY Term One begins
22nd	January, April, July, August TAFY and Pre-TAFY – Term Begins
25th	Anzac Day (No School)

May	
8th-9th	Study Leave for July, August students
TBA	Folio completion and submission of Folios to AUT
10th-24th	Final Exams for July, August TAFY
27th	Marks Sign off by students/teachers/subject coordinators
June	
3rd	Queens Birthday (No School/Monday)
5th	Graduation July, August TAFY Intakes
6th-8th	Pre TAFY – Exams
6th	Final Offers day for July and August intakes
7th	July, August TAFY – End of course
11th	Pre-TAFY – Completes
28th	January Intake – Term 2 finishes
29th-14th Jul	January intakes on holiday



TAFY CALENDAR 2012

July	
6th	April TAFY Term 1 Completes
6th-14th	April Intake on Holiday
12th	July and July Pre-TAFY – Orientation
15th	January TAFY – Term 3 starts
	April TAFY – Term 2 starts
	July TAFY – Term 1 starts
	July Pre-TAFY starts
29th-2nd Aug	April and January intake midcourse exams
August	
23rd	August TAFY – Orientation
26th	August TAFY – Term 1 starts
September	
20th	January, April Term 3 ends July Pre-TAFY Term 1 Ends
21st Sep-6th Oct	January, April, July Intakes on Holiday

October	
7th	January, April, July, Pre-TAFY Term 1 begins
28th	Labour Day (No School)
28th Oct-1st Nov	August Intake Mid-Term Break
November	
30th Oct-31st Oct	Study Leave for January and April TAFY
TBA	Folio completion and submission of Folios to AUT
1st Nov-15th Nov	Final Exams January and April TAFY
18th-22nd	July and August Midcourse Exams
25th-27th	Pre-TAFY Exams
28th	Pre-TAFY make subject choices for 2012
29th	Pre-TAFY Course Completed
December	
3rd	Graduation for January and April Intakes
5th	January, April TAFY – Final Offers
6th	January, April TAFY – End of 2013 Course
	July, TAFY – End of Term 2
	August Intake Term 1 Ends

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