

EASTERN INSTITUTE OF TECHNOLOGY

# ENROLMENT GUIDE BOOK

2018



THE EXPERIENCE YOU NEED  
& THE SUPPORT TO SUCCEED



**E I T**

Te Aho a Māui

### EIT Hawke's Bay

501 Gloucester Street  
Taradale, Napier 4112

Postal Address

Eastern Institute of Technology  
Private Bag 1201  
Hawke's Bay Mail Centre  
Napier 4142

P 06 974 8000  
0800 22 55 348  
F 06 974 8910  
E [info@eit.ac.nz](mailto:info@eit.ac.nz)

### International Centre

All international agent and student enquiries should be made to:

EIT International Centre  
Private Bag 1201  
Hawke's Bay Mail Centre  
Napier 4142  
New Zealand

P 0064 6 974 8902  
F 0064 6 974 8905  
E [international@eit.ac.nz](mailto:international@eit.ac.nz)

### Central Hawke's Bay Learning Centre

53 Russell Street, Waipukurau 4200  
P 06 858 7009  
F 06 858 7018

### Hastings Learning Centre

First Floor, Tower Building  
Cnr Lyndon & Railway Roads  
Hastings 4122

Postal Address  
EIT Hastings Learning Centre  
Private Bag 1201  
Hawke's Bay Mail Centre  
Napier 4142

P 06 974 8936

### Maraenui Learning Centre

18–20 Bledisloe Road  
Maraenui, Napier 4110  
P 06 842 0591

### Wairoa Learning Centre

Cnr of Paul & Queen Streets  
Wairoa 4018  
P 06 838 7349

### EIT Tairāwhiti

290 Palmerston Road  
Gisborne 4010  
P 06 869 0810  
0800 22 55 348  
E [info@eit.ac.nz](mailto:info@eit.ac.nz)

### Rural Studies

312–320 Stout Street  
Gisborne 4010  
P 06 869 0810 ext 600

### Ruatoria Learning Centre

4 Hekiera Road  
Ruatoria 4032  
P 06 864 8060

### Tokomaru Bay Learning Centre

40 Toa Street  
Tokomaru Bay 4079  
P 06 864 5402

### EIT Auckland

Level 9  
238 Queen Street  
Auckland 1010  
P 09 300 7410  
E [aucklandeit@eit.ac.nz](mailto:aucklandeit@eit.ac.nz)

0800 22 55 348 | [eit.ac.nz](http://eit.ac.nz)

#### Disclaimer:

All information contained in this publication pertains to New Zealand Citizens or Permanent Residents, and is correct at the time of printing but is subject to change. EIT reserves the right to amend/withdraw programmes or courses.

International students can find enrolment information at [eit.ac.nz/campus/international-students](http://eit.ac.nz/campus/international-students) or by contacting EIT's International Centre.

# TĒNĀ KOUTOU AND WELCOME!

Tēnā koutou katoa

Nau mai ki te rākau taumatua o te mātauranga!

Thank you for choosing to study at EIT. We trust this will be a positive step towards you being successful in your chosen career. Our commitment is to work with you to enable you to achieve in your studies.

To make your enrolment as smooth as possible we have created this guide with tips to help you complete your application. There is also valuable information about fees and your rights and responsibilities.



Academic staff at EIT are highly qualified with real world experience and teaching skills. There are now more than 130 programmes offered at postgraduate, degree, diploma and certificate level. Many can be studied full-time, part-time or online so there is an opportunity to earn as you learn.

We look forward to seeing you at EIT where you can take advantage of our expert lecturers, support services and great learning environments.

If you need any help at any time please do not hesitate to call us on 0800 22 55 348.

Iti rearea teitei kahikatea ka taea

The bellbird is one of the smallest birds in the forest, yet capable of reaching the top of the kahikatea.

A handwritten signature in black ink, appearing to read 'Chris Collins', followed by a period.

Chris Collins  
Chief Executive

THE EXPERIENCE YOU NEED  
& THE SUPPORT TO SUCCEED

# INTERNATIONAL STUDENTS

## Once you have enrolled at EIT, you need to check you have:

- Attended the international orientation
- Selected all of your courses
- Attended the faculty orientation (if applicable)

## Visa and permit requirements:

Go to the Immigration NZ website [www.immigration.govt.nz](http://www.immigration.govt.nz) for full details of:

- Visa and permit requirements
- Advice on rights to employment in New Zealand while studying
- Any other obligations you have while studying on a student visa in New Zealand

## International Student Orientation

Your orientation day ensures you have the right information in order to succeed in your study and enjoy your time in New Zealand. You will receive orientation dates on your Offer of Place as well as a reminder when you enrol. Orientation is mandatory, so if you miss the first one, be sure to contact the International Student Support Officer to arrange a time for the follow-up Orientation.



# HOW TO ENROL - DOMESTIC STUDENTS ONLY

## STEP 1

Check out our website, enrol online, or request a printed application pack.

Both our website and application packs include detailed programme information, entry requirements, and an enrolment form.

[eit.ac.nz](http://eit.ac.nz) | [info@eit.ac.nz](mailto:info@eit.ac.nz) | 0800 22 55 348

Complete and return the enrolment form and all required supporting documents.

Apply to StudyLink if applicable, even if you haven't been accepted on to your programme yet. Visit [www.studylink.govt.nz](http://www.studylink.govt.nz).

## STEP 2

If you applied online you will get a form sent to you to check, sign and return to EIT. Please return this promptly with any requested documents.

You will receive an acceptance letter with programme information including your start date.

You may also receive course selection forms. You need to complete these and return them to us.

## STEP 3

You will receive an invoice with payment details.

Arrangements for full payment of enrolment fees must be made before the start of your programme.

# STUDYLINK

## **Student loan:**

- A student loan helps you finance your study but you have to pay it back, so borrow only what you need
- A student loan is made up of three parts - compulsory fees, course-related costs and living costs
- Apply online as soon as possible at: [www.studylink.govt.nz](http://www.studylink.govt.nz)
- You must apply each time you enrol for a new period of study (by semester or annually)
- Indicate you are paying your fees by student loan on the EIT enrolment form

## **Student allowance:**

- A student allowance is designed to help with living costs
- It is a weekly payment that you will not have to repay

## **Supporting documents you need to show StudyLink the first time you apply for support:**

- Birth certificate or passport
- Marriage certificate or deed poll if your name has changed
- Personal bank account information - must be in student's name
- IRD number and IRD card or letter from the Inland Revenue

## Internet banking

- EIT Westpac account: 03 0631 0007233 00
- Particulars: Student's name or Student ID number if known
- Code: 4232
- Reference: FEES

## Telegraphic transfer (International Students)

- EIT Westpac account: 03 0631 0007233 84
- Particulars: Student's name or Student ID number if known
- Code: 7074
- Reference: FEES

## Payment in person - at an EIT enrolment counter

- Complete your payment by cash, EFTPOS or cheque

**Need help?**  
**Phone 0800 22 55 348**

# FEES

Fees will be set by the EIT Council by November each year and are subject to change. Visit [eit.ac.nz](http://eit.ac.nz) for the latest information. Fees must be paid in full or organised through StudyLink before the start of the programme.

## Transfer of Fees

Fees cannot be transferred to another institute or tertiary institution. Fees cannot be carried over from one year to another year. Sometimes fees can be transferred to another faculty/school or course where this meets the requirements of the faculty(ies) involved. In exceptional circumstances, the Executive Dean may approve refunds on a compassionate basis (such as serious personal illness).

## Refund of Fees

Application for a refund must be made in writing on the appropriate form. Where students have been required to enrol in the programme rather than individual courses, no refund will be given after two weeks from the start of the programme. In all cases any refund will be reduced by the amount of any non-refundable deposit, the cost of any textbooks or other course materials that have been provided to the student, the proportion of courses consumed and any related administration fees (up to a maximum of \$100 p/a). Under exceptional circumstances the Executive Dean may authorise variations from the rules set out above.

## Student Services Levy

This is a compulsory non-tuition fee that helps to fund quality student support services that support learning such as counselling (including chaplaincy services), health services, financial support and advice, career guidance, student advocacy, sport, recreation and cultural events, and student representation. Students have a say on what the fee covers, and its value. Some programmes are exempt from the levy.

## Enrolments at Two Institutions

If a student transfers from one institution to another, they will normally have to pay fees charged by each institution. Some students may receive a refund if they meet EIT's refund policy requirements.

## International Students

For all fee information please contact EIT's International Centre:

[eit.ac.nz/campus/international-students](http://eit.ac.nz/campus/international-students)  
+64 6 974 8902



# EIT RESPONSIBILITIES

## General

Students can reasonably expect from EIT:

1. To receive accurate information, before enrolment, about all key aspects of each course including costs.
2. To have all key aspects of each course provided within the first week of the start date, the subject outlines, subject objectives, term dates, assessment deadlines and weighting, information on text books needed and examination fees.
3. To be taught competently and effectively by educated and skilled staff qualified in the relevant field of learning.
4. To have information available about student support services and which staff members can help within specific areas.
5. To have access to staff to discuss problems.
6. To have adequate resources available to support study.
7. To be given accurate details of course related costs.
8. To have access to information about their academic progress. To be given results of assessments and copies of examination scripts (under the Official Information Act 1982 and the 1987 Amendments).
9. To have complete access to their own student file within a reasonable time of request.
10. To have a copy of their academic record on request.
11. To be free from sexual harassment or coercion by staff or other students.
12. To be given class time when a student is making an official representation on behalf of the student population.
13. To have access to information on the appeal process to the EIT Deputy Chief Executive.
14. To have input into the evaluation of tutoring and course planning where appropriate.

## Staff

Students can expect that staff will:

1. Not have access to student medical records.
2. Treat personal information with absolute confidence unless written approval has been given by the student concerned in specific instances (Privacy Act 1993).
3. Be aware of processes required for requests for reassessment and for student appeals.

## Safety

Students can expect from EIT in compliance with the Health & Safety at Work Act 2015:

1. A safe working environment appropriate to the area of learning.
2. To be given adequate instructions and training for safety in potentially hazardous situations.
3. To have buildings and fittings maintained in reasonable condition to meet public health and safety standards.
4. To have safety signs displayed in and on buildings and on roadways where restrictions apply. To have safe pedestrian access to buildings.

## Assessment

Students can expect from EIT:

1. To have assessments marked and returned within a reasonable time.
2. To receive feedback on a regular basis regarding academic performance.
3. To be allowed to ask for reconsideration of an assessment by the tutor concerned where regulations allow.
4. To retain copies of student work where required for moderation purposes.

# STUDENT RIGHTS AND RESPONSIBILITIES

## Academic Integrity

'Academic integrity' means being honest in all academic work. EIT expects that all students and staff will act with academic integrity.

## Attendance

Regulations on attendance and reporting any absence are outlined at the beginning of the programme/course. Active participation in classes, online activities and class work are directly linked to a high level of academic performance. Therefore, students should arrive on time for classes, stay for the whole class (where face-to-face classes are planned) and take responsibility for their own learning in classes as well as online components (where applicable).

## Breach of EIT Regulations

Students are required to comply with EIT regulations found online at [eit.ac.nz](http://eit.ac.nz)

Breach of regulations can result in restitution, fines and suspension or expulsion.

## Computer Systems

EIT has a computer system that supports a range of services and equipment. IT Services operate and maintain the system. Students enrolled at EIT are able to use these facilities. EIT provides printing facilities around campus. You can top-up your printing account by purchasing top up cards from the library. Before using computer facilities, students need to read, understand and agree to the terms and conditions of the Computer Usage policy [www.computerpolicy.eit.ac.nz](http://www.computerpolicy.eit.ac.nz)

## Conduct

Students of EIT are expected to behave in a respectful and considerate way towards all students, staff, employers and co-workers they engage with. At all times they must act in a manner which does not jeopardise their safety or the safety of others. Unacceptable behaviour includes discrimination, bullying, harassment of any kind and being objectionable.

## Field Trips

When your programme of study includes field trips you must complete one copy of the Field Trip Student Contract, which you will get from the Faculty office, and send it or give it to the Programme Secretary at least two weeks before the start of the first field trip in the programme. If you have not completed this contract and sent it to the Secretary you will not be allowed to attend any field trips in the programme.

## Literacy and Numeracy Requirement

Literacy and numeracy assessment is part of the preparation and completion of all Level 1-3 programmes. This information helps your tutors provide the help you may need in your studies. The first assessment will take place within the first three weeks of the programme. The second will be just before you finish the programme and will show how you have improved your literacy and numeracy skills. There will always be a tutor to help you when doing the assessment. You cannot fail - you will only get information on your literacy and numeracy skills. The result will not have any impact on your assessment marks in your course work.

## Privacy

Students have the right to see any and all records kept that relate to them, except when items are protected by confidentiality clauses relevant to legislation.

Whenever students have access to private and/or personal information or knowledge about individuals or organisations as a result of their study programme, such information should be treated as confidential and not revealed without the written consent of the party or parties concerned.

## Student Concerns and Formal Complaints

If you have a concern or a complaint about something that is affecting your study or if you are not satisfied with a service, we encourage you to bring this to our attention as soon as you can so the problem can be resolved quickly and easily.

Making a complaint can seem daunting and become stressful for some students. The EIT Students' Association (EITSA) is available to provide support and advice to students throughout the complaint process.

EIT treats all student feedback about concerns and complaints seriously and considers this feedback to improve EIT's services.

## ACADEMIC STATUTE

The Academic Statute outlines the academic governance rules of the Eastern Institute of Technology (EIT) to ensure compliance with all relevant legislation and educational requirements. It contains the Academic Regulations for EIT, including information on Admission and Enrolment, Fees, Academic Requirements and Unsatisfactory Progress, Assessment, Examinations, Academic Misconduct, Programme Regulations, Qualifications, Graduation and Academic Dress.

When enrolling at EIT, students agree to comply with the Academic Statute. It is the responsibility of students to make themselves familiar with the Academic Statute which is available online ([eit.ac.nz](http://eit.ac.nz)) and in hard copy at EIT campuses and Regional Learning Centres.



eit.ac.nz | 0800 22 55 348 |

