Tēnā KOUTOU AND WELCOME!

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.

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

Chris Collins
Chief Executive
HOW TO ENROL - DOMESTIC STUDENTS ONLY

STEP 1
Check out eit.ac.nz, enrol online, or request a printed application pack.
Complete and return the enrolment form and supply all required supporting documents.
Both our website and application packs include detailed programme information, entry requirements, and an enrolment form.
Apply to StudyLink if applicable, even if you haven't been accepted on to your programme yet. Visit 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.
eit.ac.nz | info@eit.ac.nz | 0800 22 55 348
STUDYLINK

StudyLink may be able to help pay for your study through allowances and loans.

**Student loan:**
- A student loan helps to pay for your compulsory course fees, study materials (course-related costs) and living costs, but you have to pay it back.
- You should apply online for your loan as soon as possible at studylink.govt.nz. You also need to tell us when you enrol that you will be paying by Student Loan.
- If you can get Fees-Free study you may not need a student loan for course fees. Check out feesfree.govt.nz for more information. You still need to apply for a loan if you want help with your living costs or course-related costs.

**Student allowance:**
- A student allowance is a weekly payment that can help with your living expenses while you're studying.
- The student allowance is similar to the student loan living costs but you don't have to pay it back.

**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 your name.
- IRD number and IRD card or letter from the Inland Revenue.
Other payment options

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

Payment in person - at an EIT enrolment counter
- Complete your payment by cash, EFTPOS or cheque.

* If you are paying large amounts of money, please pay by internet banking rather than cash.

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 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
+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 medical records unless prior permission is given in order for them to support the student in their learning and safety.
2. Treat personal information with absolute confidence unless written approval has been given by the student concerned in specific instances.
3. Be aware of processes required for requests for reassessment and for student appeals.
Health, Safety and Wellbeing

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

1. Provide a safe and healthy environment, plant and systems.
2. Provide the right information, training, instruction or supervision.
3. Provide and allow access to facilities at work for staff and student welfare.
4. Provide and allow for staff and student participation in health, safety and wellbeing.
5. Along with the EIT community, actively, manage hazards and incidents.
6. Notify any serious illness, injury or near misses.

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.

ACADEMIC REGULATORY FRAMEWORK (ACADEMIC STATUTE)

The Academic Regulatory Framework (Academic Statute) sets out the rules, principles, policies, procedures, and systems by which the Eastern Institute of Technology (EIT) ensures compliance with its educational legislative and regulatory environment. It contains the Academic Regulations for EIT, specifications for the Quality Management System, and sets out EIT Student Rights and Responsibilities. The Academic Regulations include information on enrolment, attendance, academic progression, assessment, academic misconduct, results, certification, and graduation. When enrolling at EIT, students agree to comply with the Academic Regulations and the Codes of Conduct. It is the responsibility of students to make themselves familiar with the Academic Regulatory Framework (Academic Statute). The latest version is available online (eit.ac.nz).
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. Breach of regulations can result in restitution, fines and suspension or expulsion.

Computer Usage Policies
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

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 Younited Students' Association 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.