

STUDENT EXCHANGE PROGRAMME AT THE UNIVERSITY OF AUCKLAND

Information for the academic year 2012

Websites

The main University of Auckland website:
www.auckland.ac.nz

Student exchange information:
www.auckland.ac.nz/studyabroad-exchange

Student Services Online:
www.studentservices.auckland.ac.nz

Accommodation services:
www.auckland.ac.nz/accommodation

Language requirements:
www.auckland.ac.nz/uoa/home/for/international-students/is-entry-requirements/is-english-language-requirements

Health insurance:
www.auckland.ac.nz/uoa/is-health-and-travel-insurance

Estimated living costs in Auckland:
www.auckland.ac.nz/uoa/cs-cost-of-living

Exchange office

Exchange students are looked after by the Exchange office. We help exchange student with every step of their exchange in Auckland (including application, enrolment and arrival in Auckland).

Email: aucklandabroad@auckland.ac.nz
Phone: +64 9 923 4271

Faculties

Faculty of Arts: www.arts.auckland.ac.nz

Business School: www.business.auckland.ac.nz

National Institute of Creative Arts and Industries: www.creative.auckland.ac.nz

Faculty of Education: www.education.auckland.ac.nz

Faculty of Engineering: www.engineering.auckland.ac.nz

Faculty of Law: www.law.auckland.ac.nz

Faculty of Medical and Health Sciences: www.health.auckland.ac.nz

Faculty of Science: www.auckland.ac.nz/science

2012 Academic dates

Semester 1: 27 February to 25 June

Semester 2: 16 July to 12 November

2013 Academic dates

Semester 1: 4 March to 1 July

Semester 2: 22 July to 18 November

Semester dates:

<http://www.auckland.ac.nz/uoa/cs-academic-dates>

Follow the links at the bottom of the page for the dates for future years.

Language of instruction

English; however, Maori is the other official language of New Zealand

Language proficiency

All exchange applicants for whom English is a second language are required to provide evidence of their proficiency in the English language.

For undergraduate study The University of Auckland accepts:

- IELTS (minimum = overall band score of 6.0 in the Academic Module, with no band less than 5.5),
- TOEFL (minimum paper-based score of 550 with a TWE of no less than 4.5, or minimum computer-based score of 213 with an essay rating score of no less than 4.5, or internet based score of 80 with a writing score of no less than 21).

Students must submit results from either of these tests. Higher scores may be required for admission to some programmes or for postgraduate study; for more information see the language requirements website: www.auckland.ac.nz/uoa/home/for/international-students/is-entry-requirements/is-english-language-requirements.

Academic programme

Exchange students are considered non-degree students at The University of Auckland. Exchange students are active in the COPEX programme (Certificate of Proficiency for Exchange) instead of a BA or BCom etc.

Full-time course load

Exchange students must take a full-time course of study. The minimum full time study load is 50 points per semester, or 100 points per year. The normal course load is 60 points per semester, or 120 points per year. Most courses are weighted at 15 points, so students will be taking 4 courses per semester. Consult the course catalogue (www.studentservices.auckland.ac.nz/uoa/sso-course-catalogue) for the specified points assigned to each course.

120 points represent 40 hours' study per week for 30 weeks of the year, or 1,200 hours' study a year. A standard semester course of 15 points represents 150 hours of study or ten hours a week for 15 weeks (taken as 12 teaching weeks and 3 weeks of study break and examinations). The student workload in the teaching weeks would comprise 120 hours made up of lectures, tutorials, seminars, laboratory classes, and other face-to face contact, plus independent study as is appropriate in the case of each faculty.

Course selection

Exchange students can take courses in most faculties and departments provided they meet any prerequisites, and they are able to take courses from multiple faculties in a semester with the exception of students coming under a Law exchange. Law exchange students can only take courses in the Law faculty.

Course availability

Courses are published in early November for the subsequent year (semester 1 and 2).

Course descriptions

The course catalogue (www.studentservices.auckland.ac.nz/uoa/sso-course-catalogue) has brief descriptions on the courses on offer and which semester they're offered. It also states any restrictions or pre-requisite requirements for each course.

Students may also visit the faculty and department websites for course information.

Restrictions

In general, exchange students may select courses from across a range of programmes offered. In some subject areas, limited enrolment may apply.

However, exchange students cannot take the following:

- Business School courses for:
 1. the BBIM degree—any course with a “9” in the middle of the catalogue number (eg, ACCTG 291),
 2. the Graduate School of Enterprise in finance, information systems, marketing, and operations management—shown as “Graduate Programmes” in the Course Catalogue.
- Foundation certificate courses, shown by a 2-digit catalogue number followed by **F** or **H** (eg, ESOL 91**F** or MAORIHTH 14**H**).
- Stage 1 Architecture and Planning courses.
- Stage 1 Fine Arts courses. For students interested in taking Stage 2 or 3 Fine Arts courses they need to submit a portfolio and a written statement. Please contact the Exchange office for more information.
- Medicine, Pharmacy or Nursing courses.

The following subjects have limited enrolment. Please have a second choice option for each course you want in these areas:

- General Education courses, shown in the course code with a **G** following the number; e.g., PHYSICS 107**G**.
- Psychology and Biological Science courses are very limited and competitive. If a student's graduation depends on a specific course in Psychology or Biological Science, we do not recommend to take this course while being on exchange at our university

Postgraduate applicants, please note: In general, the exchange is limited to coursework only and does not include thesis writing and supervision.

Exchange students are allowed to apply for postgraduate level courses, however, they must have the equivalent of NZ undergraduate degree in the subject area they wish to study.

Additionally, courses in some postgraduate degrees are not available to exchange students, such as those in the Master of Urban Design, Master of Planning, and Master of Architecture, as they are one-year programmes. Students wishing to take a single course among other courses will be considered but not given preference if space becomes an issue. Students wanting a full course load are advised to apply as an international student to The University of Auckland for the one-year programme that begins in late February.

Please note: COPEX courses (that is, non-degree courses) taken during an exchange semester or year at The University of Auckland cannot later be reassigned into the following: a research Masters degree or bachelor's honours postgraduate degree.

How to apply

Exchange students apply online at: www.studentservices.auckland.ac.nz/uoa/home/student-services-online/sso-apply.

There are short tutorials on the application process and if you have any difficulties with the application process, please contact the support team at studentinfo@auckland.ac.nz.

Be sure to provide the Exchange office with:

- Official nomination letter from the student's home university.
- 1 colour, passport-style photographs on coloured background (4x5cm), with student's full name PRINTED on the back of each. This can be emailed through as an image file.
- Copy of travelling passport pages (not identity card or driver's licence) or birth certificate showing student's nationality and personal details, **certified as a true copy of the original by the Exchange Coordinator.**
- If applicable, original IELTS or TOEFL results, or **a copy certified as a true copy of the original by the Exchange Coordinator.**
- Official academic transcript, in English, showing student's current undergraduate and/or postgraduate grades at university. Do not submit secondary/high school qualifications. **Please include the current enrolment, not yet graded if any of the courses in that semester will be prerequisites for the courses they wish to take at Auckland.**
- Course outlines/syllabi, in English, for courses the student has studied at their home university that are equivalent to prerequisite requirements for their proposed Auckland courses.
- Students applying for Stage 2 or 3 Fine Arts courses must submit a portfolio and written statement. Please contact the Exchange office for more information.

Applications that are complete and contain the entire requisite accompanying materials will receive priority attention. Incomplete applications cannot be processed.

We accept that verified documents are emailed to us by the International Office of our partner university as well as sent by mail.

Application deadlines

Semester 1 (late February to late June): apply online before 1 December. Supporting documents must be received by 15 December

Semester 2 (mid-July to mid-November): apply online before 1 April. Supporting documents must be received by 15 April.

These deadlines allow us to process the student's application in time for the semester start and to give the student up to six weeks for the processing of the student visa, which must be obtained before entering New Zealand.

Enrolment

Exchange students enrol in their courses online through Student Services Online. More information and instructions are emailed directly to the student after they've been accepted.

University of Auckland transcripts

Exchange students are given one official University of Auckland transcript (free of charge) at the end of their studies at Auckland. This is sent directly to their home university exchange office.

Visa requirements

Students must apply to New Zealand Immigration for a student visa and obtain the visa before entering New Zealand. This may be done by contacting the nearest New Zealand embassy or consulate before the student's arrival.

Under current regulations of the New Zealand Immigration Service, to be able to work on a student visa, students must be undertaking a full-time tertiary course of study of at least one academic year duration as part of an approved tertiary student exchange scheme. If a student is studying for a full academic year at The University of Auckland, they can receive a Variation of Conditions that will allow them to work a maximum of 20 hours in any given week, including holidays, when they apply for their New Zealand visa. Eligible students can apply for a Variation of Conditions as part of their applications for a student visa (*Student Visa Application (INZ 1012)*).

Please note that exchange students who are studying for one semester only **are not eligible to apply for a variation of conditions to a student visa or permit and are not allowed to work on a student visa or permit.**

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 may be viewed on their website at www.immigration.govt.nz. Work restrictions are stated on the Student Visa application guide.

Health and travel insurance

As of 1 January 2004 New Zealand law requires that all international students have insurance while they're enrolled at a New Zealand learning institution. The insurance must comply with guidelines established by the New Zealand Government and those adopted by each learning institution to its own minimum standards.

The University of Auckland has selected Studentsafe–University as the preferred insurance policy for our international students. Studentsafe–University offers excellent health and travel insurance benefits that meet the requirements covered in the Code of Practice guidelines.

As it is the University's responsibility under the Code of Practice to ensure that all international students have appropriate health and travel insurance, the University applies a charge to all international student accounts. This charge is removed either after the student pays their Studentsafe–University premium or after they're granted a waiver for an alternative insurance policy. Having insurance is a condition of enrolment; therefore, students must either pay the insurance charge or be granted a waiver in order for their enrolment to be complete.

The University offers the insurance for inbound exchange students pro-rata by semester:

- for one semester in 2011 (5 months) = NZ\$275.00
- for full academic year 2011 = NZ\$550.00

NOTE: insurance fees for 2012 are not set yet and will be published late 2011.

Detailed information about insurance is sent with the student's acceptance package.

For more information please see www.auckland.ac.nz/uoais-health-and-travel-insurance.

Accommodation

Prospective exchange students who are interested in university accommodation are encouraged to apply online as soon as they're nominated by their home university. For more information and prices for university accommodation options see www.auckland.ac.nz/accommodation. There is also information on flatting and homestays.

Students apply for university accommodation online here:

www.accommodation.auckland.ac.nz/uoahome/ac-accommodation/ac-applying-for-accommodation/ac-completing-accommodation-application-form.

Applications for university accommodation open 1 August for Semester 1 and 1 April for Semester 2.

Exchange students who don't want to stay in university accommodation are responsible for finding their own accommodation.

Estimated living expenses (in \$NZ)

Expect to pay about NZ\$18,000- NZ\$24,000 a year (or \$350- \$450 per week) for accommodation and day-to-day living expenses, including meals.

Homestay	From \$230 per week (plus \$200 non-refundable administration fee)
Flats (apartments)	Range from \$150–\$250 per week to rent a room (does not include bond, utilities etc)
Uni accommodation (2011)	From \$ 4,995.00 (twin share) and from \$5,920.00 (single) for one semester in catered accommodation From \$4,290 for one semester in self-catered accommodation
Textbooks	Approximately \$500 per semester
Photocopying	Approximately \$5 per week (10¢ a page)
Travel	Bus: \$1.80 on The Link (city circuit) check out MAXX at www.maxx.co.nz for more fares Ferries: \$11 return to Devonport \$35 return to Waiheke Island
Food	Approximately \$100 per week at the supermarket (if not included in residence plan) Coffee (cappuchino or latte) \$3.50 Fast food meal \$10 Soft drink (can) \$1.80

For comprehensive estimates see:

www.auckland.ac.nz/uoahome/for/current-students/cs-fees-and-money-matters/cs-cost-of-living.

Airport pickup service

The University of Auckland offers a free airport pickup for international students coming to Auckland for the first time. Students will be sent the airport pickup request form with their acceptance notification.

Orientation

Orientation begins the week before the start of classes.

Semester 1 2012 20 February to 24 February
Semester 2 2012 10 July to 14 July

We strongly advise students to attend orientation, as we provide helpful settling-in information, free outings and events, and students have a wonderful opportunity to meet many other students and make new friends. Orientation information is available online at <http://www.auckland.ac.nz/uoalang/en/home/for/international-students/is-life-at-auckland/is-international-orientation-week>

Information on this site is updated around two weeks before semesters begin.

Students can arrive in New Zealand at any time before orientation, but within the limits of their visa if they wish to travel or settle in Auckland before the semester starts. Their Studentsafe-University insurance policy covers them up to 30 days before the start and end of the semester.

Other information

For information about Auckland and Aotearoa/New Zealand see the links below, run by the University of Auckland and Governmental and City Council Travel and tourism boards.

Auckland tourism and travel

For things to see and do in the greater Auckland area
www.auckland.nz.com

Tourism New Zealand

To find out more about the stunning adventure capital of the world
www.purenz.com

The Department of Conservation

To find parks, walks and campsites in and around New Zealand
www.doc.govt.nz

Living in Auckland

Tailored information about the Auckland
<http://www.aucklandcity.govt.nz>

New Zealand Education system

Run by New Zealand's Ministry of Education and overviews the education system at secondary and tertiary levels.
www.newzealandeducated.com