



SAE INSTITUTE NEW ZEALAND

INTERNATIONAL STUDENTS

Insert for Prospectus Version 1.0 2009

This insert is an addition to the current prospectus of SAE New Zealand for prospective international students. It contains information specific for international students in relation to the “Code of Practice for the pastoral care of international students”.

This leaflet forms part of the current promotion material of SAE for international students and must be read by every international student wishing to enroll with SAE New Zealand.

For queries please email us at infonz@sae.edu

CONTENTS

1. Code of Practice for the Pastoral Care of International Students
 2. Health and travel insurance
 3. Immigration
 4. Accommodation
 5. Course Entry requirements
 6. International students support
 7. SAE Staffing
 8. International student health resource
 9. Education
 10. Road safety
 11. Health issues and mental health
 12. Problem gambling
 13. Discrimination and violence
 14. Legal issues
 15. Alcohol and drug counselling
 16. New Zealand Police service
 17. OVERVIEW OF SAE Facilities
 18. Termination
- Appendix A - Code summary
Appendix B - Accommodation list
Appendix C - Assessment form



1. Code of Practice for the Pastoral Care of International Students

SAE Institute has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>

2. Health and Travel insurance

ELIGIBILITY FOR HEALTH SERVICES: Most students are not entitled to publicly funded health services while in New Zealand unless they are:

- A resident or citizen of Australia; or
- A national of the United Kingdom in New Zealand; or
- The holder of a temporary permit that is valid for two years or more.

If you do not belong to one of these special categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. We strongly recommend that you have insurance that will cover the cost of medical treatment in New Zealand for the duration of your stay in New Zealand. We also strongly recommend that you obtain insurance to cover your travel to and from New Zealand.

If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health, and can be viewed on their website at <http://www.moh.govt.nz>.

ACCIDENT INSURANCE: The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but you may still be liable for all other medical and related costs.

Further information can be viewed on the ACC website at <http://www.acc.co.nz>.

MEDICAL AND TRAVEL INSURANCE: International students must have appropriate and current medical and travel insurance while studying in New Zealand

3. Immigration

Full details of visa and permit 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 <http://www.immigration.govt.nz>

In order to study at SAE Institute as an international student you need to present a valid study visa or permit for New Zealand, endorsed for studying at “SAE” or “SAE Institute” or “School of Audio Engineering (NZ) Ltd”. If you fail to present such a visa or permit up until the 7th calendar day after commencement of your course, your enrollment must be terminated.

To our knowledge the NZIS does not regularly issue study visas or permits for part-time courses. However, we know about cases where students obtained study visas for part-time courses. If you are interested in doing a part-time course with SAE please enquire with the NZIS or the New Zealand embassy in your country.



4. Accommodation

SAE does not provide accommodation. However, we keep a list of possible accommodations which is included as Appendix B in this leaflet.

5. Program Entry requirements

Entry requirements for international students are as follows:

- A minimum age of 18 years
- Proof of identity
- Equivalent of School Certificate
- Academic IELTS Test Score 6 minimum if English is second language
- Study visa

It is an advantage to have experience in computer operation and graphics or design. Please indicate your computer skills in the form APPENDIX C.

As part of your enrolment process we need to assess the extent to which your proficiencies and career intentions are matched by the educational opportunities offered by SAE.

Please complete the form APPENDIX C, detach it from this leaflet and enclose it with your application.

6. International Students Support

SAE INSTITUTE 24-HOUR CONTACT: Mr. Joseph Campus (Principal) Tel +64 (0) 21404056

SAE provides a designated International Students Liaison Officer. This staff member will be the point for all enquiries international students at SAE may have. Particularly, the International Students Liaison Officer is responsible for:

- enquiries about the Code of Practice for the Pastoral care of International Students
 - assistance to students facing difficulties adapting to the new cultural environment
 - international students' orientation programme
 - international students support services
 - academic advice for international students
 - international students' grievances and complaints
-

7. SAE Staffing

As of January 2007 SAE Institute employs the following staff:

- Principal
- Academic Coordinator (with Doctorate Degree)
- 6 full-time lecturers
- 2 full-time administrative/support staff
- 4 Studio supervisors
- Industry guest lecturers

Particular lectures are conducted by contracted professionals from respective industries



8. International Student Health Resource

Detailed below are a list of agencies that offer support and guidance for international students in New Zealand. These services are both free and confidential.

General

Citizens Advice Bureau

Freephone 0800 FOR CAB (0800 367 222) Website: www.cab.org.nz

The Citizens Advice Bureau can offer you advice and guidance on a range of issues. Call freephone or consult the website or the Telecom White Pages for the local bureau numbers.

Auckland Migrant Resource Centre

Information Service (09) 625 3090

ESOL Service (09) 625 3094

All Other Services (09) 625 2440 Fax (09) 625 2445

www.arms-mrc.org.nz

The Auckland Regional Migrant Services Charitable Trust recognises moving to a new country can be a daunting experience.

Some new 'kiwis' find adjusting to their new life difficult. Employment, language barriers, housing and cultural differences are sometimes challenging. Even finding out basic information, such as how to get a driver's licence or where to do the shopping, can seem overwhelming at first.

The Centre is dedicated to helping and supporting you with information and assisting you in settling into your new home.

The Centre can offer you a variety of services to help you settle into New Zealand including:

- Information Service
- Welcome and Orientation Programmes
- Helping you approach other services
- English language assessment and learning support
- Help with employment
- Help with citizenship

9. Education

International Education Appeal Authority

Telephone: (09) 374 5481 Fax: (09) 374 5403

Address: IEAA, C/- Ministry of Education, Private Bag 47911, Ponsonby, Auckland.

Email: info.ieaa@minedu.govt.nz

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.



10. Road Safety

Website Link for visitors and new residents: <http://www.ltsa.govt.nz/travellers/index.html>

This website link includes important information about the road regulations in New Zealand including:

- Driver licensing information: Required reading for all overseas drivers
- Driving safely in New Zealand: Summary of our road rules, advice and links
- The NZ Road Code: Complete road rules or highway code

11. Health Issues and Mental Health

Detailed below are a list of agencies that offer support and guidance for international students in New Zealand. These services are confidential.

Waitemata Asian Health Service: Telephone (09) 486 8347

Chinese Lifeline: Telephone (09) 522 2088 Freephone 0800 888 880

Youthline: Freephone 0800 376 633

Well Woman's Nursing Service: Telephone (09) 523 0263

Family Planning Association: Website: www.fpanz.org.nz

FPA works to promote a positive view of sexuality and to enable people to make informed choices about their sexual and reproductive health and well-being. Family Planning (FPA) provides sexual and reproductive health information, clinical services, education, training and research.

Services include:

- contraception
- STI checks
- menopause
- talking to your children about sexuality
- vasectomy
- PMS
- adolescent sexuality
- pregnancy

Auckland Sexual Health: Telephone (09) 307 2885 Website: www.sexfiles.co.nz

Auckland Sexual Health Services is a free, friendly, confidential sexual health service. They believe that all people have a right to sensitive, confidential, quality sexual health care. Auckland Sexual Health Services' view of sexual health is holistic, and their multicultural team reflects this belief. Auckland Sexual Health Services offer free specialist sexual health checkups

Lifeline: Telephone (09) 522 2999 or 0800 111 777 Website: www.lifeline.org.nz

Lifeline New Zealand has a team of trained telephone counsellors ready to take your call. This service is free. All calls are confidential and non-judgemental and contactable 24 hours a day, 365 days a year.



12. Problem Gambling

Problem Gambling Foundation of New Zealand: Telephone 0800 862 342

The hotline runs in English, Mandarin, Cantonese and Korean. The Asian Problem Gambling Services of the Problem Gambling Foundation of New Zealand provide services to people who are affected by problem gambling, no matter whether they are the gamblers or the family members or friends. Currently the foundation has Mandarin, Cantonese and Korean speaking counsellors and social workers available.

Services include the following:

- Telephone hotline and face-to-face counseling
- Community development and education
- Research and development
- Student training

The Problem Gambling Foundation of New Zealand are based in Newmarket, Auckland and have an outreach face-to-face clinic and drop in center in Pakuranga. Pamphlets in Chinese and Korean are also available. The services are provided by qualified professionals. All services are confidential and free.

13. Discrimination and Violence

Detailed below are a list of agencies that offer support and guidance for international students in New Zealand. These services are confidential.

Human Rights Complaints: Telephone (09) 309 0874

Auckland Sexual Abuse Health: Telephone (09) 623 1700 (24 hrs)

Shakti Asian Woman's Safe House: Telephone (09) 820 3507

Child, Youth and Family Services: Telephone 0508 326 459

14. Legal Issues

Youth Law: Telephone (09) 309 6967 Email: info@youthlaw.co.nz

Address: Level One, 219 Federal St, Auckland City

Anyone can call us for information and advice as long as they are under 25 years old or assisting a child or young person under that age. You can call collect from anywhere in New Zealand. To call collect, dial 010 and ask for a collect call to Auckland 09 309 6967. Remember to tell the operator that Youth Law accept collect calls from young people.

The advice line is open from 10am to 4pm if you can't call then, ring outside these hours and a service consultant will arrange to talk to you at a time that suits.



15. Alcohol and Drug Counselling

CARE NZ AUCKLAND CLINIC

Address: 32 Station Road, Otahuhu, Auckland

Telephone: 09 276 7193 or 09 276 7192

Facsimile: 09 276 2063

Email: auckland@carenz.co.nz

CARE NZ works with people, their partner or family affected by alcohol or drug abuse and addiction. This organisation will support and guide you to help give you a sense of direction through drug and alcohol counselling and education. Their alcohol and drug abuse services are confidential.

You can ring Care NZ and make an appointment, or call in to any of their clinics. If you wish you may bring whanau or a support person with you to the first meeting where your concerns will be discussed, along with a suggested treatment plan.

CARE NZ can help you with

- individual, group and family alcohol and drug counselling
- referral to residential treatment programmes
- comprehensive assessment for alcohol and drug use, abuse or addiction
- alcohol and drug counselling in support of continuing care
- alcohol and drug use, abuse and addiction education and awareness programmes

16. New Zealand Police Service

Emergencies ONLY.- phone 111

Auckland City District Headquarters

Address: corner, Cook and Vincent Streets , AUCKLAND CITY

Phone: (09) 302 6400 Fax: (09) 375 4650

Website: www.police.govt.nz

The New Zealand Police is the lead agency responsible for reducing crime and enhancing community safety, 24 hours a day, 365 days a year.

The NZ Police operate from more than 400 community-based police stations, have 8,800 staff and operate by land, sea and air. The New Zealand Police are involved in crime prevention as well as responding to crime.



17. Overview of SAE Facilities

As of January 2007 SAE Auckland provides the following facilities: (also see our web site for details)

- Two intergrated buildings containing Theory Lecture Rooms, Studios, Film Lab.
- Film Lab: Equipped with 21 x Mac Pro computer towers, video projector.
- Film Making workstations are networked as a LAN which is connected to a wireless high-speed internet gateway (available for all students).
- Film Making Equipment: Sony DSR-PD250P Professional DV Cams, Sony HD1080i DV Cams, Kobold and Manfrotto Location Lighting, Location Sound Recording Kits, Tape Transfer Hardware.
- Post Production Studio: 5.1 surround editing and mixing system with 16:9 film format classification, AVID Media Suite, Final Cut Studio, Steinberg Nueno and DVD Authoring software.
- 64 Track Digital Recording Studio: DigiDesign ProTools HD and Digidesign Control 24 Console.
- Classic Recording Studio: Motu 24 Channel Digital Audio Interfacing, 24 Track Analog Multitrack Recorder, TL Audio VTC Studio 32-Channel Console.
- Project Recording Studio: Digidesign Protools & 002 Interface, Mackie 24-8 Console.
- Mastering Suite: Mastering software, DBX Mastering, 3 monitor systems, acoustically tuned.
- MIDI Music System Suite: Macintosh Computer, Logic Audio software, array of external synths.
- Digital Editing Workstations: Digidesign Protools LE software with MBox interfaces.
- Computer Workstations: Apple Macintosh computers with internet access.
- Study area with library.
- Common areas: foyer, Entertainment area with XBox gaming system

The practical facilities are available through a flexible booking scheme, subject to the respective practical curriculum. No additional costs are incurred for their use.

18. Termination

Termination by the Institute

SAE will terminate a student's enrolment if:

- the program fees have not been paid by the end of the first month after commencement of the program.
- the student is significantly breaching conduct as set out in the course handbook.
- the student has not been attending classes, practical sessions and compulsory assessment events for at least four weeks, unless the student provides proof for an important reason, e.g. illness. SAE monitors attendance regularly. Non-attending students get contacted by SAE administration. If after four weeks there has been no contact with a non-attending student and there has been no satisfactory explanation, SAE terminates the student's enrolment.

Cancellation by the student

Student cancellations / deferrals are to be submitted only in writing to the Principal. Non attendance of classes does not constitute cancellation of the program.



Appendix A

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 pamphlet provides 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.

When does the Code apply?

The Code commenced on the 31st of March 2002. Educational providers then had six months to sign the Code. Between the 31st of March and the 30th of September 2002 you will need to check with the Ministry of Education if your provider is a signatory to the Code.

Who does the Code apply to?

The Code applies to all education providers in New Zealand with students enrolled on international study permits. The Code is mandatory to these providers and must be signed by them.

What is an "international student"?

An "international student" is a foreign student studying in New Zealand on a student permit from the New Zealand Immigration Service.

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/goto/international.

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/goto/international. 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.

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

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,
C/- Ministry of Education,
PO Box 1666,
Wellington,
New Zealand.



APPENDIX B

Accommodation

Most international students studying at SAE Institute confirm temporary accommodation before arriving in Auckland. Following is a list of temporary accommodation available within walking distance from SAE Institute.

Once you are in Auckland you can then seek more permanent accommodation. You may like to obtain a copy of the New Zealand Herald and the Trade & Exchange Newspapers as they contain advertisements for flat mates and/or board style accommodation that you may be able to confirm before arriving in Auckland.

Some excellent local websites to visit regarding temporary accommodation:

http://www.auckland.ac.nz/uoa/for/prospective/living/accommodation/apartments/railway_campus/railwaycampus.cfm

<http://www.flatfinder.co.nz/>

<http://www.princeton.co.nz/>

<http://www.studenthub.co.nz/>

<http://www.nzymca.com/accommodation/index.php>

Temporary accommodation:

YWCA		Member rates	Normal rates
67 Vincent St	Single	\$40 per night	\$135 per week (minimum two weeks)
Auckland Central	Double		\$100 per per /week
(09) 377 8763			

Central Hostel		Daily rates	Weekly rates
Ground Floor B	Single	\$30 - \$35	\$145 non-window \$165 window
47 St Paul Street	Double	\$40 - \$45	\$225
Auckland Central			
(09) 377 6889			

Discounts available for long-term accommodation.

Rental accommodation:

There are numerous rental properties within walking distance of SAE.

1 to 2 bedroom apartments range in price from \$200 to \$500 per week depending on location and condition.

Houses start at about \$400 to \$700 per week close to Parnell, prices drop as you get further from the city.

For further information regarding any of the above Hostels contact us at SAE Institute.



APPENDIX C - Assessment form

- Please enclose with your application (International students only) -

Name: _____ Date of Birth: _____

Applying for course: _____

Highest qualification: _____

Best subjects

in secondary school qualification: 1. _____

2. _____

3. _____

Other skills (computer, music etc): _____

What connection/relation do you have to the subject matter of the course
you are applying for: _____

What do you want to achieve through the course: _____

What are your career intentions: _____

Signed: _____ Date: _____

Thank you for providing this information in support with your Application,
SAE Institute.