

THE UNIVERSITY OF AUCKLAND STUDENT EXCHANGE PROGRAMME

Partner Information Sheet for the 2014 academic year

Contact information	
University website	www.auckland.ac.nz
Auckland Abroad office for incoming students	Auckland Abroad International Office Old Choral Hall 7 Symonds Street Auckland 1010 New Zealand studyabroad-partner@auckland.ac.nz
Auckland Abroad Website	www.auckland.ac.nz/studyabroad-exchange
Auckland Abroad officer for incoming exchange students	Sarah Sung and Annegret Dingerdissen International Office, Old Choral Hall 7 Symonds Street, Room G40 Auckland 1010 Email: studyabroad-partner@auckland.ac.nz Phone: +64 9 923 3817

Semester dates	Semester One	Semester Two
Lectures incl. exams	3 March to 30 June 2014	21 July to 17 November 2014
Academic dates	www.auckland.ac.nz/dates	

Orientation 2014	Semester One	Semester Two
Orientation week	24 February to 28 February 2014	15 July to 18 July 2014
Programme information	<p>We strongly advise students to attend our orientation week, as we provide helpful settling-in information and events that give students a wonderful opportunity to meet other students and make new friends.</p> <p>Information on orientation is updated around two weeks before semester start at www.auckland.ac.nz/is-orientation</p>	

Language information									
Language of instruction	English. Māori and New Zealand Sign Language are the other official languages of New Zealand.								
Language proficiency	All applicants for whom English is a second language are required to provide evidence of their proficiency in the English language.								
English language requirements	<p>For undergraduate study:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">IELTS (academic):</td> <td>Total of 6.0, no band less than 5.5</td> </tr> <tr> <td>or TOEFL (internet):</td> <td>Total 80 with a writing score of 21</td> </tr> <tr> <td>or TOEFL (computer):</td> <td>Total 213 with writing score of 4.5</td> </tr> <tr> <td>or TOEFL (paper):</td> <td>Total of 550 with a TWE of 4.5</td> </tr> </table>	IELTS (academic):	Total of 6.0, no band less than 5.5	or TOEFL (internet):	Total 80 with a writing score of 21	or TOEFL (computer):	Total 213 with writing score of 4.5	or TOEFL (paper):	Total of 550 with a TWE of 4.5
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	Higher scores may be required for admission to some programmes or postgraduate study. For more information see www.auckland.ac.nz/is-entry .								

Programme information	
Academic programme for exchange students	Exchange students are considered 'non-degree' students at The University of Auckland and are active in the COPEX (Certificate of Proficiency for Exchange) programme. Students who have been accepted into the COPEX programme can select courses as outlined in the course information section on pages 3-4.

Application information		
Application deadline	Semester One: 1 December 2013	Semester Two: 1 April 2014
1. Nomination	Students need to have completed at least one full-time year and a better-than-average academic record (equivalent to a B average at The University of Auckland). Nominations are considered on the basis of relevant student exchange agreements. Generic exchange agreements exclude placements in the Law faculty.	
2. Online application	Please email full name, email address, field of academic study and length of study period for each of your nominated students to studyabroad-partner@auckland.ac.nz	
3. Supporting documents	Exchange students apply online for the COPEX programme at www.auckland.ac.nz/applynow A step-by-step guideline of the online application process is available at www.auckland.ac.nz/exch-apply The home university can email below supporting documents to supportteam@auckland.ac.nz . Please include University of Auckland student ID numbers in your email.	
	<ul style="list-style-type: none"> • <i>Official academic transcript in English*</i>. • <i>Verified copy of passport or birth certificate*</i> • <i>Original proof of English language requirements (if applicable)*</i> * Certified as a true copy of the original document. We accept copies that are verified by the student's home university. • Nomination letter from home university • Course outlines/syllabi in English for courses studied at the home university equivalent to prerequisite requirements for students' proposed courses at The University of Auckland. Students can upload course outlines onto Student Services Online. • A colour, passport-size photo on plain background emailed as a jpg-format. For photo requirements please refer to www.auckland.ac.nz/idphoto 	
	Hard copies are no longer required from partner universities.	
	Supporting documents uploaded or emailed by students are insufficient to finalise application processing. Alternatively students can send their originally verified documents by post or courier to the address below: Applications and Admission The University of Auckland Private Bag 92019 Auckland 1142 New Zealand	

4. Application status	<p>We only accept originally verified copies; copies of verified copies are insufficient. Applications cannot be processed until we have received all verified supporting documents.</p> <p>We recommend that students check their application status on Student Services Online at www.auckland.ac.nz/sso-status approximately two to four weeks after they have applied online and supporting documents have been provided.</p>
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Course information	
Course enrolment	<p>Once accepted into the COPEX programme, students need to accept their offer online. Afterwards students can initiate course enrolment at www.auckland.ac.nz/sso-enrol.</p> <p>Students need to apply for concession for courses with prerequisites. Faculties assess whether students' prior study meets relevant course prerequisites and notify students accordingly. Detailed instructions on course enrolments are also provided in the offer of admission letter.</p>
Full-time study course load	<p>The standard course load for full-time study is 50-60 points per semester or 100 - 120 points per year. Most courses are weighted 15 points and students generally take 4 courses per semester. Information on specific credit-points is available in our course catalogue www.auckland.ac.nz/sso-courseadvice.</p>
Hours of study	<p>A standard semester course of 15 points represents 150 hours of study or 10 hours of study per week for 15 weeks (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 appropriate for each course.</p>
Course availability	<p>Course descriptions and schedules are published in early November for the subsequent year (semester 1 and 2).</p> <p>Brief course descriptions as well as information on course prerequisites and restrictions are available in our course catalogue www.auckland.ac.nz/sso-courseadvice.</p> <p>For more detailed course descriptions contact studentinfo@auckland.ac.nz.</p>
Course selection	<p>Exchange students can select courses across most disciplines provided they meet course prerequisites and that they are not restricted (see "course restrictions"). Information about our course structure can be found on Student Services Online www.auckland.ac.nz/sso-enrol</p> <p>Courses in Law are only available for students who have been nominated under a specific Law exchange agreement.</p> <p>Law exchange students can only take courses in the Faculty of Law.</p>
Subject specific course selection	<p>Undergraduate students in Law from non-commonwealth countries need to enrol into "LAWGENRL443 – Introduction to Common Law" (10 points), a course usually offered in the week prior to the official start of semester.</p> <p>Nursing students take course NURS302 (60 points) which generally commences before the official start of semester.</p>

<p>Course restrictions (not available to exchange students)</p>	<ul style="list-style-type: none"> • MBChB, Pharmacy, Nursing, Optometry • A and B courses, e.g. ARTHIST315A or POLICY250B • 100 level Fine Arts, Architecture and Planning • BUSINESS101 and BUSINESS102 • The Graduate School of Enterprise courses shown as "Graduate Programmes" • Foundation courses ending with the letters F or H, e.g. History 91F or MAORIH14H • Stage I Engineering courses
<p>Courses with very limited enrolment availability</p>	<ul style="list-style-type: none"> • Psychology and Biological Science • Courses showing the letter "G", e.g. PHYSICS107G" • 700 level Finance and Accounting courses <p>We recommend that students have a second choice option for each course with limited enrolment availability.</p>
<p>Postgraduate courses</p>	<p>Students who hold the equivalent of a New Zealand degree may be able to take postgraduate courses if course prerequisites are met and accepted by the faculty.</p> <p>The exchange programme is restricted to course work only and does not include thesis writing and supervision.</p> <p>Students that wish to take a full year course load at postgraduate level are advised to apply as an international student to The University of Auckland for the one-year programme.</p>
<p>Courses with additional application requirements</p>	<p>Courses in Fine Arts, Architecture and Music require submission of supplementary information such as a portfolio or DVD audition. Students can refer to www.creative.auckland.ac.nz/ug-supp-app for more information or contact our colleagues at the National Institute of Creative Arts and Industries (NICAI) at info-creative@auckland.ac.nz.</p> <p>For language courses students must complete a Language Ability Declaration to ensure that they are placed at an appropriate level. For more information refer to www.arts.auckland.ac.nz/language-enrolment or contact our colleagues at the Faculty of Arts at asc@auckland.ac.nz.</p>

Visa information	
<p>Student visa requirements</p>	<p>Students must apply to New Zealand Immigration www.immigration.govt.nz and obtain their student visa prior to entering New Zealand. Please contact the nearest New Zealand embassy or consulate for details of visa and application requirements.</p> <p>Exchange students should not enter New Zealand on a visitor visa.</p>

<p>Work restrictions on a student visa</p>	<p>Exchange students who are studying here for one semester only, are not allowed to work on a student visa and are not eligible to apply for a variation of conditions to a student visa.</p> <p>Under current regulations of the New Zealand Immigration Service, only exchange students who are undertaking a full-time tertiary course of study of at least one academic year and who are part of an approved tertiary student exchange scheme are able to work on a student visa.</p> <p>Eligible students can apply for a Variation of Conditions as part of their applications for a student visa (<i>Student Visa Application (INZ 1012)</i>). A Variation of Condition allows eligible students to work a maximum of 20 hours in any given week, including holidays.</p> <p>Full details of visa requirements, advice on rights to employment in New Zealand while studying, as well as reporting requirements are available on the New Zealand Immigration Service website www.immigration.govt.nz.</p> <p>Work restrictions are stated on the Student Visa application guide.</p>
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Health and travel insurance	
<p>Mandatory health and travel insurance</p>	<p>All international students are required to have appropriate health and travel insurance while studying in New Zealand.</p> <p>The University of Auckland has selected the Studentsafe-University policy as the preferred insurance policy for international students and will apply the Studentsafe-University charge to a student's account by default upon enrolment. This charge is removed either after the student has paid the Studentsafe-University premium or after a waiver for an alternative insurance policy has been granted.</p> <p>Detailed information about insurance is provided in the offer of admission letter as well as on our health and insurance website at www.auckland.ac.nz/is-insurance.</p> <p>The Studentsafe-University insurance policy covers up to 16 days before the start and 16 days after the end of a semester.</p> <p>All international students have to pay our compulsory insurance fees to The University of Auckland or alternatively apply for an insurance waiver before the start of semester if they have already bought a policy which complies with our insurance policy requirements.</p> <p>Due to the Reciprocal Health Care Agreement between New Zealand and Australia it is not mandatory for students with Australian citizenship or residency to be covered by the Studentsafe-University insurance policy. However, we strongly advise these students to have appropriate health and travel insurance while studying in New Zealand as fees for medical treatments are charged. For more information on the reciprocal agreement with Australia please refer to www.nzembassy.com/australia/relationship-between-nz-and-australia/australians-in-nz/health-care.</p>
<p>Fees for health and travel insurance</p>	<p>Estimated insurance fees: Estimated student premium per semester: NZ\$300.00 Estimated student premium full year: NZ\$600.00</p>

Accommodation information	
On-campus housing	Exchange students who wish to stay in university accommodation are encouraged to apply online www.accommodation.auckland.ac.nz Place are not guaranteed.
Off-campus housing	Confidential references are not required from exchange students for their accommodation application. Students who do not wish to stay in our halls of residence are responsible for finding their own accommodation. Information for off campus accommodation is available at www.accommodation.auckland.ac.nz/advice
Accommodation application	For semester 1- 2014: applications open on 1 August 2013
	For semester 2 - 2014: applications open on 1 April 2014
Airport pick-up	Airport pick-up is free if students apply for it at least 8 days prior to arrival. Information on this and a link to the pick-up application form are provided in the offer of admission letter.
Arrival time	Students can arrive in New Zealand any time before orientation, but within the limits of their visa.

Cost of living	
Estimated living expenses (in NZD)	Students should expect to pay NZ\$20,000-\$30,000 per year (NZ\$400-\$550 per week) for accommodation and day-to-day living expenses, including meals.
On-campus accommodation (2013)	For catered accommodation per semester: NZ\$6,579 (standard bedroom) or NZ\$6,769 (large bedroom) For self-catered accommodation per semester: NZ\$4,690 (single bedroom) Fees for specific halls of residences can be viewed here www.accommodation.auckland.ac.nz/fees
Off- campus accommodation (2013)	Flats (apartments) range from NZ\$180-300 per week excluding bond, utilities, etc. Homestays range from NZ\$220 per week (plus a NZ\$205 non-refundable administration fee)
Textbooks	Approximately NZ\$500-600 per semester
Photocopying	Approximately NZ\$5 per week (10 cents per page)
Internet/Communication	Approximately NZ\$25 per month
Travel	Bus NZ\$1.90 = 1 stage in the city centre. For more fares refer to the MAXX website: www.maxx.co.nz
Food/Groceries	NZ\$100-150 per week – if not included in residence plan
General costs	For a more detailed overview of likely expenses, please refer to www.auckland.ac.nz/living-costs

Faculty information	
Faculty websites	<ul style="list-style-type: none"> • Faculty of Arts www.arts.auckland.ac.nz • Business School www.business.auckland.ac.nz • National Institute of Creative Arts and Industries (NICA I) 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.fmhs.auckland.ac.nz • Faculty of Science www.science.auckland.ac.nz
Further information	
Travel within and outside the Auckland region	<p>Visit PURENZ (www.newzealand.com) to find out about the stunning adventure capital of the world.</p> <p>The Department of Conservation (www.doc.govt.nz) website provides information how to find parks, walks and campsites in and around New Zealand.</p> <p>To see what's happening in Auckland please visit www.aucklandnz.com or www.biglittlecitcity.co.nz</p>