

# International Student Guide



# Welcome

## *Dear International Student,*

*Congratulations for choosing the University of Canterbury!* We understand that you have successfully applied for admission and been offered a place at the University of Canterbury. This booklet will give you helpful information on things you need to know before you come, and information and suggestions to ensure that you are well prepared for an enjoyable and fulfilling stay at UC.

We are really looking forward to meeting you when you arrive and getting to know you. Please read the following pages carefully. If you still have questions you are very welcome to contact us.

Sincerely,  
*International Student Support Team*

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## Accommodation

All individual international students (not students with families or partners) are guaranteed a room in the Ilam Apartments as long as they complete the required steps listed in the offer of a place from the University's International Office by 1 December (applications received after this date will be offered accommodation subject to availability).

If you choose not to accept this guaranteed offer, you can either apply to another Hall of Residence (please note that application due dates also apply), find private rental accommodation or apply for homestay accommodation. Students with families or partners will need to find private rental accommodation.

For information about accommodation for international students check the following website: [www.canterbury.ac.nz/accom/international/index.shtml](http://www.canterbury.ac.nz/accom/international/index.shtml)

### Halls of Residence

Many students apply to live in one of UC's six halls of residence. All UC halls are close to the University. Living in a hall of residence is a great way for you to make friends with New Zealanders and international students from all over the world. A variety of social events are organised throughout the year and the facilities are excellent. All halls accommodate male and female students on mixed floors. Same sex accommodation is available on request.

### Hall options:

**Ilam Apartments (self-catered accommodation):** All single international students are guaranteed a room in the Ilam Apartments if they complete the required steps by 1 December.

For independent students over the age of 18, Ilam Apartments is ideal accommodation for those who wish to cook their own meals in secure accommodation within a supportive environment close to the UC campus.

UC also has four fully-catered halls of residence which are mainly suitable for first-year students (17-18 years old). They provide three meals a day and most dietary requirements can be catered for.

Also, the semi-catered accommodation at Sonoda Christchurch Campus offers a slightly more independent living style, with apartments with full kitchen facilities and catered dinners every night on-site.

The online application form for the halls of residence can be found at [www.canterbury.ac.nz/accom/halls/](http://www.canterbury.ac.nz/accom/halls/)

### Applications for the fully catered halls and the semi-catered accommodation

- for semester 1 and full year applications (February start) are due by 1 October, and
- for semester 2 applications (July start) are due by 1 June.

Late applications will be considered if places are still available.

### Renting in Christchurch

By renting we mean that you either live by yourself or share a house or apartment with other people and you are all responsible for cooking meals, doing your own laundry and other household chores. For couples, students with families or for any individual student who does not want to live on-campus in the Ilam Apartments there is a good selection of affordable rental accommodation throughout the Christchurch city.

If you intend to privately rent an apartment or house to share with your friends and have never done this before in New Zealand, please read the following very carefully:

If you choose this type of accommodation for your stay in New Zealand, you will need to arrive early to allow time to find your own apartment. You will need to arrange temporary accommodation (e.g. motel or backpackers) for at least the first two weeks to give you time to find a suitable apartment. Many properties come unfurnished, so you will need to include this expense in your initial budget. You will also usually be asked to pay at least 2 weeks rent in advance when you sign up for a flat and to pay a bond of 2-4 weeks rent. Your landlord must give you a receipt for the bond money you pay them. You should complete and sign a 'bond lodgement form' then your landlord will send it to the Department of Building and Housing – a Government agency. At the end of the tenancy, if you have not caused any damage or loss (like not paying your rent), you apply for your bond to be refunded. If you have caused damage, all or some of your bond will be paid to the landlord to cover repairs or rent.

Be aware of the agreement you sign – there are two main types of tenancy: fixed-term agreements and periodic agreements. If you are unsure how long you will be staying, do not sign a fixed-term agreement as you are not able to leave before the agreed date. You are liable for the rent payments for the entire agreement whether you are in the property or not.

Make sure you do a property inspection before you agree to rent. On the agreement, make a list of all the faults on the property, so that at the end of your tenancy you are not charged for damage done by previous tenants. Do not sign anything unless you are sure you understand it.



Ask for advice from an International Student Advisor, the Accommodation Advisor at the University, someone at Tenants Protection Association (phone 379-2297), or the Department of Building and Housing (free phone in New Zealand: 0800 83 62 62).

The following website has very helpful information on renting and your rights as a tenant in New Zealand:

[www.tenancy.govt.nz/tenants-index](http://www.tenancy.govt.nz/tenants-index)

Please note that the New Zealand Ministry of Education Code of Practice requires international students younger than 18 years to stay in a police vetted homestay family or on campus.

### Homestay or Private Board

Homestay accommodation is suitable for individual students (not students with families) and are available throughout the city in homes with a wide range of living situations. The university uses Homestay agencies to place students. For more information please contact the Accommodation Advisor or visit [www.canterbury.ac.nz/accom/homestay.shtml](http://www.canterbury.ac.nz/accom/homestay.shtml)

The weekly fee covers three meals per day, a furnished room, power and local phone calls. Some homestay families will do your laundry.

For more information on accommodation options at UC, obtain a copy of the Accommodation Guide, visit the website [www.canterbury.ac.nz/accom](http://www.canterbury.ac.nz/accom) or contact:

### Accommodation Adviser

Email: [accommodation@canterbury.ac.nz](mailto:accommodation@canterbury.ac.nz)

Phone: +64 3 364 2959

Fax: +64 3 364 2940

Website: [www.canterbury.ac.nz/accom](http://www.canterbury.ac.nz/accom)

## Applying to enrol

If you have received an Offer of Place your next step is to apply to enrol. We strongly recommend that you apply to enrol before you come to University. For some courses it is essential, and it is certainly helpful for the University if you apply to enrol before you come. It also accelerates your in-person enrolment process if your details are in the system before you arrive. For information about applying to enrol, read carefully the information on the following website: [www.canterbury.ac.nz/enrol/international.shtml](http://www.canterbury.ac.nz/enrol/international.shtml)

## Arriving at Christchurch Airport

If you are arriving in New Zealand for the first time, with advanced notification, the University can arrange to have you picked up from the airport and delivered to your accommodation. The service is free but must be booked at least one week prior to your departure. To book, please send the following details to the Accommodation Adviser ([accommodation@canterbury.ac.nz](mailto:accommodation@canterbury.ac.nz)):

- Student's full name
- Flight arrival date in Christchurch
- Flight arrival time
- Airline
- Full flight number
- Number of passengers to be picked up
- Location of drop off in Christchurch
- Type/amount of luggage (e.g. suitcases, sports bags, bicycle, skis etc).

For more details see [www.canterbury.ac.nz/accom/international/airport\\_pickup.shtml](http://www.canterbury.ac.nz/accom/international/airport_pickup.shtml)

## Banking and Money

It is a good idea to organise your money and banking before you arrive in New Zealand. Instructions on how to pay your tuition fees are included with your offer letter. Details can also be found at: [www.canterbury.ac.nz/intstud/costs/intro.htm](http://www.canterbury.ac.nz/intstud/costs/intro.htm). Bring your living expenses separately. When you apply for a student visa, Immigration New Zealand (INZ) requires that you can prove that you have at least NZ\$10,000 for living expenses for the year. (Although INZ need proof that you have NZ\$10,000 for living expenses, we recommend that you budget for between NZ\$11,000–NZ\$13,000).

It is very unwise to bring a lot of cash to New Zealand. There are a number of options of getting your money here safely. You can transfer your living expenses, using a credit card, or by electronic transfer (check the rates with your bank) to a New Zealand bank account when



you arrive here. You can also bring your money in travellers cheques and deposit them into a New Zealand account when you arrive. We recommend that you do not bring a personal bank draft because they can take a minimum of 21 working days to clear.

Some New Zealand banks and their overseas partners provide the facility to open a New Zealand bank account before you leave. Check with your local bank to see if they offer this facility or seek their advice on what will be the easiest and safest way for you to bring money to New Zealand, or check out the following links:

[www.asb.co.nz](http://www.asb.co.nz)

[www.nationalbank.co.nz](http://www.nationalbank.co.nz)

[www.anz.co.nz](http://www.anz.co.nz)

[www.westpac.co.nz](http://www.westpac.co.nz)

[www.bnz.co.nz](http://www.bnz.co.nz)

### Opening a bank account in New Zealand

When you open a bank account in New Zealand, look for a bank that does not have expensive banking fees. Some banks offer Student Accounts that have low fees or no fees. For large amounts of money we suggest you open a *savings* account that earns interest, and for everyday use we recommend a *transactional current* account that has low operating costs. Make sure you ask your bank to explain the conditions of each account you open. Ask questions. It's your money!

The ANZ bank has a branch on campus. The nearest branches for other banks are in Riccarton Road; about fifteen minutes walk from campus. There are several Automatic Teller Machines (ATMs) on campus, where you can withdraw money. If you need help opening an account, ask an International Student Advisor for help. Do not ask strangers for help with banking, and do not take advice from strangers if they offer it.

### Living expenses

Living expenses will vary depending upon your course and your accommodation and lifestyle choices. The following are some guidelines and things to consider when budgeting. You should in general budget for between NZ\$300 and \$350 per week for general living expenses; that is NZ\$11,000–\$13,000 from mid February to mid November. If you decide to stay during the summer holidays (mid November to mid February) you will need to budget accordingly.

Books and stationery costs will vary with the course, ranging from NZ\$500–\$1,000 in the first year, increasing in subsequent years for certain courses, notably Engineering. In addition Engineering, Forestry, Geology and Fine Arts students should expect to pay up to NZ\$1,000 per year for extra course costs such as practical courses and field trips.

Students from tropical countries may require an additional sum of NZ\$600–\$800 for warm clothing during their first year of study. Our Student Advisors can give you advice on where to buy reasonably priced good quality warm clothing.

Prices of some standard items:

Burger: NZ\$5

Bus Fare from Uni into the city: NZ\$2.80

[www.metroinfo.org.nz/fares.html](http://www.metroinfo.org.nz/fares.html)

Daily Newspaper: NZ\$2.00

Movies: NZ\$15 (student rate)

CD: NZ\$30

Petrol: NZ\$2.00 per litre

There are a number of good websites where you can find out information about living in New Zealand – about the climate, cost of living, New Zealand government and law, health, housing etc. You can find a very comprehensive

online publication on the Immigration New Zealand website: Some of the information is not relevant to international students, but most is very helpful.

[www.immigration.govt.nz/migrant/settlementpack/](http://www.immigration.govt.nz/migrant/settlementpack/)

## Christchurch

Christchurch is the largest city in the South Island with a population of around 360,000 people. The city is close to both the mountains and the sea, offering a huge range of recreational options.

Christchurch is the most affordable major New Zealand city to live in and is also the easiest to get around, whether you're walking or biking – Christchurch is mostly flat and has wide streets, many bicycle lanes and an excellent public transport system.

Christchurch international airport is a 10 minute drive from the University and 15 minutes from the city centre.

[www.newzealand.com/travel/destinations/regions/christchurch-canterbury/](http://www.newzealand.com/travel/destinations/regions/christchurch-canterbury/) and [www.ccc.govt.nz](http://www.ccc.govt.nz)

## Driving in New Zealand

You may drive in New Zealand using a driver's licence from your home country or an International Driving Permit for a maximum of 12 months from the date you first arrived in New Zealand. If you intend to drive in New Zealand as soon as you arrive, **it is very important that you first familiarise yourself with the New Zealand Road Code**. New Zealand has rules for turning that are different from any other country and you must understand these before driving. If you intend to be in New Zealand for more than one year we recommend that you start the process of getting a New Zealand Driver's Licence soon after you arrive here. We strongly suggest that you get a New Zealand drivers licence before driving here.

Check out the Road Code website at [www.landtransport.govt.nz/roadcode/index.html](http://www.landtransport.govt.nz/roadcode/index.html)

To find out how to convert an overseas driver licence to a New Zealand licence see go to [www.ltsa.govt.nz/factsheets/56.html](http://www.ltsa.govt.nz/factsheets/56.html)

For general information on driving in New Zealand go to [www.ltsa.govt.nz](http://www.ltsa.govt.nz). For information on drinking/driving laws in New Zealand go to [www.ltsa.govt.nz/road-user-safety/motorists/drink.html](http://www.ltsa.govt.nz/road-user-safety/motorists/drink.html)

Once you're in New Zealand, and you would like to talk to someone about driving in New Zealand or driver licensing, call the following free-calling number: 0800 822 422.

If you buy a car in New Zealand you will need to have at least third-party insurance cover on it. The risks of driving without appropriate insurance are very high and could cost you thousands of dollars. To find out about motor vehicle insurance go to [www.icnz.org.nz/consumer/motor/policy.php](http://www.icnz.org.nz/consumer/motor/policy.php)

## Code of Practice – Your rights, grievances, and refunds

The Code of Practice for the Pastoral Care of International Students is the New Zealand government's assurance to you that you will be treated honestly and responsibly by the institution where you are a student. This Code guarantees that international students will be looked after and that the courses that are taught are of a high standard – as defined by the New Zealand government. Every educational institution that has international students must follow the Code of Practice, or they will not be allowed to enrol international students. International Student Support has primary responsibility for the pastoral care of international students attending the University of Canterbury. (See: International Student Support page 6).

The Code includes processes for dealing with grievances (complaints) and refunds. The refund policy for the University of Canterbury can be found in the Enrolment Handbook and in the University's Calendar. An electronic copy is on the website at [www.canterbury.ac.nz/acad/calendar](http://www.canterbury.ac.nz/acad/calendar). Complaints related to your studies are dealt with by the Joint Academic Grievance Committee (JAGC). There are posters in most University departments with contact names and phone numbers of people you can go to for help with complaints. If you can't find any posters,

contact the UCSA, who employs somebody to coordinate the JAGC.

If you are not satisfied with the outcome of this process, or if you feel we have not kept to the Code of Practice, you can appeal to the International Education Appeal Authority (IEAA). A pamphlet explaining the Code of Practice is included in the material sent to you with this publication. Translated summaries of the Code and the full version of the Code of Practice can be found on the Ministry of Education website at [www.minedu.govt.nz/educationSectors/InternationalEducation/](http://www.minedu.govt.nz/educationSectors/InternationalEducation/)

## Under 18?

If you're going to be under 18 years of age when you enrol at the University of Canterbury there are some things you need to know:

1. In order to comply with the Code of Practice for the Pastoral Care of International Students we need to be in contact with all under 18-year olds before you enrol in person.
2. You are only allowed to stay in one of four types of accommodation:
  - A university Hall of Residence;
  - A homestay (this must be organised through the University of Canterbury Accommodation Office (contact details under Accommodation on page 1); you are not allowed to find your own homestay accommodation);
  - With your parent(s);
  - With a person your parents have arranged for you to stay with (but there must be a legal document signed for this arrangement to be accepted).

Flattening, or renting a room, is not allowed.

3. An International Student Advisor will meet with you after you enrol and keep in regular contact with you until you turn 18.



## Visas, permits and Immigration New Zealand (INZ)

You will need a visa to travel to New Zealand and a permit to study in New Zealand. A visa is a travel document; a permit gives you permission to remain in the country to study.

### Applying for a student visa/permit

We strongly recommend that you seek advice before travelling and get your student visa before leaving your home country. Allow plenty of time to have your visa processed. You must provide all the necessary information at the time you apply for your visa, especially if you need medical checks and a police clearance. For details of these requirements as well as financial requirements visit: [www.immigration.govt.nz/migrant/stream/study/application/default.htm](http://www.immigration.govt.nz/migrant/stream/study/application/default.htm)

### Financial Requirements for Visa/Permit

You must be able to prove to INZ that you can support yourself financially for the duration of your permit, usually a semester or full year. INZ estimates the minimum amount required to live in New Zealand is NZ\$1,000 per month or NZ\$10,000 per full year. You can either show INZ that you have enough money to support yourself in New Zealand or that you have a guarantor (someone who has agreed to accept financial responsibility for you while you are in New Zealand).

### Applying from your Home Country:

If you apply for a visa in your home country where your parents live, your parents can be your financial guarantors. This means your parents must prove to INZ that they have sufficient funds to support you while you are in New Zealand. To do this, your parents will have to complete a Financial Undertaking form (INZ 1014) and provide evidence from their bank that they have funds to support you.

### Applying from New Zealand:

If you apply for your student permit after you arrive in New Zealand, your parents cannot be your financial guarantors unless your parents have New Zealand residency or citizenship.

For student permit applications made in New Zealand, INZ will accept a financial guarantor but the guarantor must have New Zealand residency or citizenship. A copy of the guarantor's passport must be submitted with the application.

### Countries with visa-free agreements with New Zealand

You can travel to New Zealand without a visa if you are from a country on the list of visa-free countries. If you arrive in New Zealand with



NZ\$3,000 and a return air ticket, you will be given a temporary permit to remain in New Zealand. However, we strongly advise that it is best to apply for your student visa prior to entering New Zealand.

[www.immigration.govt.nz/migrant/stream/visit/visitors/LinkAdministration/ToolboxLinks/visafreecountries.htm](http://www.immigration.govt.nz/migrant/stream/visit/visitors/LinkAdministration/ToolboxLinks/visafreecountries.htm)

### Apply for your Student Permit on campus with Students Online

If you are a returning student, or for any reason you need to apply for a student permit after you arrive in New Zealand, you can apply for your permit at the University of Canterbury under the Students Online programme. Students Online is an arrangement between Immigration New Zealand and selected education providers that makes applying for student permits easier. The University of Canterbury is part of Students Online so you are able to apply for your Student Permit on campus if you bring:

- Your tuition fee receipt which shows full payment of your course fees
- An acceptable bank statement. The bank statement must show a credit balance of NZ\$10,000 for your living expenses while you are in New Zealand. You must meet this requirement with a new bank statement each year. The bank statement must be recent, must be printed on the bank's letterhead with the bank's logo and show your name, must show the available balance in New Zealand dollars, your account number and the date of the statement.
- Your passport, which must be valid for at least six months beyond the expiry date of the new permit
- A completed Medical and X-ray Certificate if your course of study is likely to be longer than 12 months

- A police certificate if your course of study is to be longer than 24 months. If you are enrolling in teacher training programmes you must provide a police clearance certificate for all countries you have lived in for 12 months or more. Further information can be found at [www.immigration.govt.nz/migrant/stream/study/application/default.htm](http://www.immigration.govt.nz/migrant/stream/study/application/default.htm)

When you apply for your student permit on campus, you will need to pay an application fee. For current application fees, please visit [www.canterbury.ac.nz/enrol/fees/non\\_tuition.shtml](http://www.canterbury.ac.nz/enrol/fees/non_tuition.shtml)

You will also need to complete the 'Application to Study in New Zealand' form. This form will be available at enrolment.

If you travel to New Zealand on a student visa, a student permit will be stamped into your passport on arrival in New Zealand. It will be valid for the same period of time as your student visa. You don't need to pay for a student permit if you already have a student visa.

### Studying and working in New Zealand

Students undertaking full-time long-term study, toward a recognised diploma or degree that will take at least two years, and all postgraduate students, are allowed to work for up to 20 hours per week during the academic year (including the holidays in April, June and September). No application fee is required. (This permission should be written into your student visa/permit when you receive it.) If you are going to be a student for more than 12 months and want to work over the Christmas and New Year holidays, you may apply for a Variation of Conditions to your permit to allow you to work. To calculate any Immigration New Zealand fee, go to [www.immigration.govt.nz/migrant/stream/study/application/vocchecklist.htm](http://www.immigration.govt.nz/migrant/stream/study/application/vocchecklist.htm) and click on 'application fee.'

## Immigration New Zealand website (INZ)

For information on any immigration matters, to download forms, get a list of all INZ offices worldwide and countries with 'visa waiver' agreements etc, go to the Immigration New Zealand website: [www.immigration.govt.nz](http://www.immigration.govt.nz)

## Confused about immigration issues?

If you have any questions relating to an immigration matter, even before you come to New Zealand, please feel free to email us at ISS: [international-student-support@canterbury.ac.nz](mailto:international-student-support@canterbury.ac.nz)

## Insurance

**All International Students must have appropriate and current Medical and Travel Insurance approved before they can enrol and study at the University of Canterbury. This is a requirement of the New Zealand Government.**

If students have not purchased approved insurance in advance, they will be required to purchase the preferred insurance policy (Studentsafe-University) at enrolment. So if you intend to enrol at the University of Canterbury, you do not need to purchase your own insurance before you leave as Studentsafe-University automatically covers you from the time you leave home (up to 31 days prior to enrolment). The cost of this insurance will be added to your enrolment fees. Please do not purchase your own insurance unless it has already been approved by the University. Insurances that do not meet the high standards set by the NZ Government cannot be accepted.

If you have purchased one of the approved insurances on our list, or you wish to purchase insurance before you leave home that is not on the list of approved insurances, you must send the International Office full details of your insurance written in English at least 4 weeks before you arrive.

Detailed information about Studentsafe-University, approved and non approved insurance policies can be found at [www.canterbury.ac.nz/intstud/insurance/](http://www.canterbury.ac.nz/intstud/insurance/)

## Health

Most international students are not entitled to publicly funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. To check your entitlement to publicly funded health services please carefully read the following web page: [www.moh.govt.nz/moh.nsf/indexmh/eligibility-guidehome](http://www.moh.govt.nz/moh.nsf/indexmh/eligibility-guidehome)

Hopefully you will stay well and healthy and accident-free during your time in New Zealand. But what should you do if you get sick or have an accident?

Unless it is very serious and you are admitted to hospital, all health care starts with a visit to a doctor, known in New Zealand as a GP (General Practitioner). If you go to a GP in Christchurch you will probably pay between \$NZ60 – \$80. At the University of Canterbury Health Centre, a visit will cost between \$NZ25 and \$40 because the University subsidises student visits. They offer a general medical, nursing, and counselling service. If you need to see a specialist doctor, the GP at the Health Centre will refer you to a relevant specialist – you cannot go straight to a specialist. You also have to pay for your medication. However, you can claim the costs of any doctor visits and medication from your insurance provider. For more information about the University Health Centre visit their website at [www.canterbury.ac.nz/healthcentre/](http://www.canterbury.ac.nz/healthcentre/)

If you are injured as the result of an accident, the cost of medical treatment is generally covered by ACC (Accident Compensation Corporation). You may have to pay a small amount to the first GP you visit (but this can be claimed back on insurance), but hospital costs will be covered by ACC. If you'd like to find out more about ACC, their website is [www.acc.co.nz](http://www.acc.co.nz)

## Courses and tuition fees

You can view the structure of the undergraduate degrees at [www.canterbury.ac.nz/courses/firstdegrees.shtml](http://www.canterbury.ac.nz/courses/firstdegrees.shtml) and graduate and postgraduate degrees at [www.canterbury.ac.nz/courses/gradquals.shtml](http://www.canterbury.ac.nz/courses/gradquals.shtml) and [www.canterbury.ac.nz/postgrad/qualifications/](http://www.canterbury.ac.nz/postgrad/qualifications/) respectively.

If you change your mind, the courses you put down in your application to enrol form can usually be changed at enrolment. If you need some help with planning your degree before you arrive you can contact the Student Advisor in the College of your degree.

Check out the following websites:

Arts: [www.arts.canterbury.ac.nz/advisors.shtml](http://www.arts.canterbury.ac.nz/advisors.shtml)

Business: [www.bsec.canterbury.ac.nz/student\\_advisors/advice.shtml](http://www.bsec.canterbury.ac.nz/student_advisors/advice.shtml)

Engineering and Forestry: [www.engf.canterbury.ac.nz/studentadvice.shtml](http://www.engf.canterbury.ac.nz/studentadvice.shtml)

Education: [www.education.canterbury.ac.nz/contacts.shtml](http://www.education.canterbury.ac.nz/contacts.shtml)

Science: [www.science.canterbury.ac.nz/students/advice.shtml](http://www.science.canterbury.ac.nz/students/advice.shtml)

Law: [www.laws.canterbury.ac.nz/courses/courseadvice.shtml](http://www.laws.canterbury.ac.nz/courses/courseadvice.shtml) – Click on Contacts, then Academic and Student Manager





- There is a childcare centre on campus. But there is usually a waiting period of at least a few months. The same situation applies to other early childhood learning centres around campus. If you are coming with a child that is under 5 years old, you will be responsible for arranging childcare for your child. We recommend that you reserve childcare well in advance of your programme start date as delays in finding childcare are common.
- If you have a school-aged child (over 5 years old), please make sure that you bring a translated copy of their school record from your home country with you. This will help with enrolling your child in school. For further information, please check the following links: [www.uca.org.nz/203.0.html](http://www.uca.org.nz/203.0.html) and [www.education.canterbury.ac.nz/teatamariki/fees.shtml](http://www.education.canterbury.ac.nz/teatamariki/fees.shtml)

## University Rules

The University places the highest value on the honesty and integrity of all its academic processes at all levels of study. This means that the qualification that you earn at the University of Canterbury will receive international recognition and the respect of employers. However, certain dishonest actions can threaten this outcome:

**Plagiarism:** Plagiarism means stealing the ideas or words of another person and pretending that you thought of these words or ideas yourself. So, if your essay/assignment contains ideas or words from any book, internet webpage or another student, you must always (1) clearly identify which ideas or words you have used and (2) write exactly where those ideas and words came from in your essay/assignment. In this way, you are not pretending that you have thought of them yourself.

If you complete academic work that will receive a grade (or affect your overall grade) but you do not write exactly where you found all the words and ideas that you have used, you have broken the University rule about plagiarism. Students who break the rule about plagiarism will be severely punished by the University and may have their enrolment cancelled. This will prevent them from studying at another New Zealand university. If they cannot study, their Student Permit will be cancelled by Immigration New Zealand and they will have to return home. For more details on plagiarism and how to avoid it, please refer to the following webpage:  
[www.library.canterbury.ac.nz/services/ref/plagiarism.shtml](http://www.library.canterbury.ac.nz/services/ref/plagiarism.shtml)

## Enrolment

In order to complete your enrolment you will need your passport and your Offer of a Place letter, along with the ability to pay your tuition fees (if you have not already paid them). Also, bring everything you need for the application for your student permit if you haven't already got one (see under Visas, permits and INZ on page 4). Make sure you bring your Enrolment Handbook with you to Enrolment.

If you have been awarded a scholarship or you are an exchange/study abroad student, please bring appropriate letters and/or documents to Enrolment. Enrolment dates and the starting date of lectures are on the following website: [www.canterbury.ac.nz/enrol/dates.shtml](http://www.canterbury.ac.nz/enrol/dates.shtml).

If you are unable to enrol during Enrolment week, you have until the Friday of the second week of lectures to enrol. However, if you enrol late you will miss some lectures and you may incur a late penalty fee. **So, plan to arrive before Enrolment.**

## Students Accompanied by Families

If you are coming to UC with your partner and/or children, there are a few things to keep in mind:

- There is no family accommodation available on campus. Our Accommodation Adviser may be able to help with finding temporary accommodation on campus, but only for one or two weeks, and only if there is space available. It is likely you will need to find your own accommodation. This means you will need to allow extra time to look for appropriate accommodation before the start date of your programme.

- **Undergraduate students – Masters level Students: Your school-aged children** will be required to pay **international school fees**, which is quite costly.
- **PhD Students: Dependent children of PhD students can attend school without paying international school fees (i.e. pay the same fees as New Zealand citizens).**
- If your partner wishes to work in New Zealand, he/she needs to have a work permit/visa. A job offer must be obtained before applying for a work permit. **However, partners of students studying in areas of absolute skill shortage and partners of all postgraduate students can apply for an open work permit valid for the duration of the student's course of study.** It might take a while to find a job so please make sure that you prepare enough money for the first few months in New Zealand. Please check Fees and Costs on the International Students site [www.canterbury.ac.nz/intstud](http://www.canterbury.ac.nz/intstud)

## International Student Support (ISS)

International Student Support (ISS) provides a highly specialised support service. The first point of call for international students at UC, ISS provides orientations, social outings, a friendly student space, and help and advice. Most international students have questions or experience difficulties during their period of study at UC, and for them ISS is the place to come.

ISS sends fortnightly email newsletters to all international students, which provide reminders about important dates/deadlines

and information about upcoming events on campus and in Christchurch. If you need to know ANYTHING, come and chat with one of our experienced Advisers who can help with:

- Personal problems – including homesickness, and issues with friends, girlfriends/boyfriends, family, landlords, or anyone else
- Difficulties with study, including adjusting to study in New Zealand, and problems with classes, classmates or staff
- Illness, injury, or any other event that affects study and wellbeing
- Immigration issues, including student permits/visas
- Insurance claims
- Just about every area of life and study

### ISS staff

The International Support team are qualified to provide a specialised support service, with years of experience working with international students. We have relevant qualifications, and have lived in other countries ourselves, so we know what its like to face the challenges of moving to a new country. Check out the ISS website to see who we are:

[www.iss.canterbury.ac.nz](http://www.iss.canterbury.ac.nz)

International Student Support is open Monday to Friday 9am – 4.30pm.

Email: [international-student-support@canterbury.ac.nz](mailto:international-student-support@canterbury.ac.nz)

Phone: +64 3 364-2391

Fax: +64 3 364-2603

Website: [www.iss.canterbury.ac.nz](http://www.iss.canterbury.ac.nz)

### International Assistants

#### Here to help you!

The International Assistants Programme provides support and informal advice for new international students. The idea is to help you feel comfortable and happy on campus!

International Assistants (IAs) are senior UC students volunteering their time to support you. We try to pair you with an IA who has things in common – culture, background, study. You can contact your IA prior to your arrival by email. When you arrive, your IA will meet you at the International Orientation and at other ISS social activities, and keep in contact with you regularly by text, phone, face to face or casual gatherings.

To join in this program, please email your name, country of origin, course of study to [international-student-support@canterbury.ac.nz](mailto:international-student-support@canterbury.ac.nz) before you begin at the University of Canterbury.

### Orientation

All first year international students must attend Orientation. You will not be able to complete Enrolment until you have attended the compulsory ISS Orientation session. The Orientation programme offers guidance on the enrolment process as well as vital information to help you adjust effectively to your new environment. Orientation dates and details are available at [www.iss.canterbury.ac.nz](http://www.iss.canterbury.ac.nz). As well as the formal part of Orientation there will be some fun activities which will help you to meet other students and get to know Christchurch/Canterbury better. Details of these activities will be given during Orientation.

### Free email

International Student Support has free internet when you first arrive in Christchurch. Please let your family and friends know that you have arrived safely. Once you have fully enrolled at the University of Canterbury you will have an email account and pay a small amount to use the internet facilities on campus.

## Keeping Safe

### The New Zealand Police

The New Zealand Police are responsible for reducing crime and enhancing community safety. Most New Zealanders believe that our police service is very honest and trustworthy. This means you can trust them and contact them immediately if you are worried about your safety, or if you are worried that another person is in danger. The New Zealand Police website has been translated into 12 languages and is very useful [www.police.govt.nz](http://www.police.govt.nz)

### Safer Student Campaign

The University of Canterbury, Christchurch City Council, Canterbury New Zealand Police, Human Rights Commission, other local tertiary institutions, and Ngai Tahu (local Maori Iwi) have joined together to welcome international students to Christchurch and help ensure you have a safe, productive and enjoyable stay in New Zealand. You will see Welcome to Christchurch posters in many languages around the city. The Safer Student campaign also hosts an on-line Report It form for students to let the University and city know if they are a victim of racial harassment.

### Observing New Zealand Laws

Obviously you must observe the laws of New Zealand. In practice, this means you should be aware of driving and parking regulations, as well as alcohol and drug restrictions.

Most students who come to the University of Canterbury are good, motivated students who study hard and keep out of trouble. However, students who break the law (or who are suspected of breaking any criminal law) will go to court. If this happens and you are found guilty of a criminal offence, you will be punished and New Zealand Immigration will revoke (cancel) your Student Permit. This means you will not be able to remain in New Zealand to complete your degree and all future international travel will be difficult for you.

If you are taking prescription drugs which contain substances that can be extracted to make illegal drugs, they must be declared at customs. We recommend you check with the New Zealand Customs before entering New Zealand. See [www.maf.govt.nz/quarantine](http://www.maf.govt.nz/quarantine)

### Emergency phone numbers

For ALL emergencies that require an ambulance, the Police, or Fire Service, the number to phone is 111. For other situations that require help on campus, phone Campus Security on (03) 364-2111 or ext. 6111 from a campus phone.

## Quarantine

Enclosed is a leaflet entitled 'Help protect New Zealand's Beautiful Environment'. It gives information on what you may not bring into New Zealand when you come here, and what may not be sent to you while you are living here. It is very important that you read it carefully, that you don't try to bring anything into New Zealand that is prohibited, and that you declare anything on your arrival which is restricted. Please help keep New Zealand green and environmentally safe!

More information on quarantine matters is available on the following web site:

[www.maf.govt.nz/quarantine](http://www.maf.govt.nz/quarantine) and [www.biosecurity.govt.nz/personal-travel-belongings-and-mail/bringing-things-into-nz/what-you-must-declare](http://www.biosecurity.govt.nz/personal-travel-belongings-and-mail/bringing-things-into-nz/what-you-must-declare)

New Zealand Customs Service also provides advice on importing goods into New Zealand. Information explaining the imposition of Customs duties, Goods and Services Tax (GST) on articles imported into New Zealand, goods which are exempt, goods which are subject to strict import control and good which are absolutely prohibited. Detailed information can be viewed at [www.customs.govt.nz](http://www.customs.govt.nz)

## Recreation and Social Life

### ISS outings

International Student Support organises a few day-trips for new students. The idea is to give international students the opportunity to meet other students, the ISS staff, and to see a little bit of what the Canterbury region has to offer, without destroying your budget. More information about the trips and how to sign up for them will be given at Orientation. Be there!

### Recreation Centre

The Recreation Centre offers a wide range of exercise and sporting activities. Check their website for what they have to offer: [www.phed.canterbury.ac.nz](http://www.phed.canterbury.ac.nz)

### Christchurch City Council (CCC)

The CCC plans a number of events and activities for the Christchurch community. These events are very often free. For an idea of what is on check out: [www.localeye.co.nz](http://www.localeye.co.nz) or [www.bethere.org.nz](http://www.bethere.org.nz). These websites have lots of information about Christchurch and the Canterbury region.

### University of Canterbury Students Association (UCSA)

USCA is a union that looks after the interests of students. It provides entertainment, social clubs, and political representation. All students automatically belong to the association. UCSA has a tradition of having a number of orientation events at the beginning of each semester, as well as activities throughout the year such as music concerts, cultural and sporting festivals. UCSA also runs a few bars and coffee shops. Events are advertised in the student magazine CANTA, which is published every Wednesday during term time. Look at the UCSA website for a list of clubs and events [www.ucsa.org.nz/index.cfm/Home](http://www.ucsa.org.nz/index.cfm/Home). Getting involved in a club or joining in UCSA events is a good way to meet people with similar interests. Clubs days (held in the first week of lectures each semester) offer an opportunity to find out about clubs on campus and to sign up.

### International Festival

Every year we hold a campus-wide International Festival. We'd love you to be part of it and for you to share with others on campus something of your country and culture. You might like to do something with others from your country or you might like to do something on your own.

There may be opportunity during the Festival for you to wear traditional dress, so if you have room in your luggage and are not too shy to wear something traditional, you might like to bring it with you.

## Student Services

In addition to International Student support, there are many services on campus to make your time at Canterbury happy and stress-free and to help you be successful in your studies.

All student services are available to international students. However, there are some services that will be of particular help to those students for whom English is not their first language.

The Learning Skills Centre offers a range of free teaching services to help all UC students at all levels acquire the specialised skills they need for academic success, from taking effective lecture notes to structuring a PhD thesis. For detailed information, check out their website:

[www.uco.canterbury.ac.nz/lsc/index.php](http://www.uco.canterbury.ac.nz/lsc/index.php)

For more information about the various student services on campus click on the different departments under Campus Support Services on the following website:

[www.canterbury.ac.nz/currentstudents.shtml](http://www.canterbury.ac.nz/currentstudents.shtml)



### *and finally... a pre-departure checklist*

- I have booked and confirmed my travel arrangements, to arrive in time for Orientation.
- I have arranged my accommodation.
- I have decided to purchase Studentsafe-University insurance when I enrol in person OR I have purchased travel and medical insurance that the University has already approved.
- I have a student visa/ or
- I am going to New Zealand on a visitor visa and will obtain a student permit after I have enrolled.
- I have informed the University of Canterbury of my arrival time and requested to be met at the airport.
- I have packed my tuition fee receipt (if fees have already been paid).
- I have packed my driver licence (if I have one and will be driving a vehicle).
- I have read 'Help protect New Zealand's Beautiful Environment' and understand what I am not allowed to bring into New Zealand.
- I have viewed New Zealand Customs Service website and I understand their explanation of the imposition of Customs duties, Goods and Services Tax (GST) on articles imported into New Zealand and goods which are absolutely prohibited to be imported into New Zealand.
- I have not packed any items which are prohibited in New Zealand.
- I have been to the dentist and had my teeth checked thoroughly (dental treatment in New Zealand is expensive and is generally not covered by insurance).
- I have packed my traditional costume to wear during the International Festival (optional).
- I have packed something I value to remind me of my home and home country.
- I have said goodbye to all my family, friends and pets.
- I have promised to keep in touch with my family and friends.
- I have given my family a New Zealand contact address.
- I have my passport and all travel documents with me, **not** in my checked baggage.
- I am allowing enough time to get to the airport, allowing for the car to break down, for a traffic jam, a rain storm, etc.
- I'm on the plane and I'm on my way. University of Canterbury... here I come!

**International Office**

University of Canterbury  
Te Whare Wānanga o Waitaha  
Private Bag 4800  
Christchurch 8140  
New Zealand

Telephone: +64 3 364 2459  
Facsimile: +64 3 364 2171  
Email: [international@canterbury.ac.nz](mailto:international@canterbury.ac.nz)  
[www.canterbury.ac.nz](http://www.canterbury.ac.nz)