



IPU New Zealand has agreed to observe and be bound by the Education (Pastoral Care for International Students) Code of Practice 2016. Copies of the Code are available from the NZQA website at <http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>.

To obtain information on the current IPU New Zealand rating by NZQA, please visit the NZQA website:
www.nzqa.govt.nz/providers/details.do?providerId=855050001

The Board of Trustees of Soshi Gakuen New Zealand Ltd. confirms that IPU New Zealand has the financial resources available to refund fees to students when required in compliance with NZQA Student Fee Protection Rules 2013. (Available at: www.nzqa.govt.nz/assets/About-us/Our-role/Rules/SFP-Rules.pdf). For full details on IPU New Zealand's Student Fee Protection and Refund policies please refer to the Academic Handbook.

"Introduction to IPU New Zealand" produced on 15 February 2017
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IPU New Zealand was established in 1990 as a charitable education institution of higher learning in New Zealand. IPU New Zealand prepares students for full participation in the constantly changing international environment and fosters close links between students from Pacific Rim countries through education.

The New Zealand Qualifications Authority (NZQA) has approved and accredited IPU New Zealand to deliver the following programmes:

- Master of Contemporary International Studies
- Postgraduate Diploma of Contemporary International Studies
- Graduate Diploma of Contemporary International Studies
- Bachelor of Contemporary International Studies
- Diploma of Japanese Studies
- Level 5 Tourism and Travel Studies
- Level 5 Business Studies (Project Management) (April 2019)
- Level 4 Business Studies (Small Business)
- Level 1-5 English language studies

IPU New Zealand has developed specialty areas in teaching for its degree and graduate courses of study. Within the Bachelor of Contemporary International Studies, IPU New Zealand grants majors in International Business, International Environmental Studies, International Law, International Relations, International Studies and International Language Studies. The Postgraduate Diploma of Contemporary International Studies and associated Master of Contemporary International Studies programmes focus on the environment and business, science, politics and culture.

Fees are for full-time study per year and subjected to change annually at the start of each new academic year.

Tuition Fee

NZ\$19,000 per year

Textbooks

NZ\$200

Facility Fee

NZ\$1,550


The Facility fee covers:

- Orientation
- Internet
- Printing and copying
- Recreation Centre access
- Administration of clubs
- Cultural events
- On site health centre
- Careers advice service
- Visa application support services
- Travel on Palmerston North city bus service
- General student support services including first language support, counselling access, advocacy

Note:

- Applicants in certificate, diploma or degree programmes are entitled to enrol in up to eight papers in total during the Academic Year. Additional papers will incur an extra fee.
- International students are required to organise their own travel/medical insurance and provide IPU New Zealand with proof of their insurance policy before their arrival in New Zealand.

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All quality assured qualifications listed on the New Zealand Qualifications Framework (NZQF) fit into a qualification type.

Each qualification type is defined by an agreed set of criteria which includes the level at which the qualification is listed and the number of credits required at each level.

- One year

The Diploma in Japanese Studies (DJAST) is designed to develop a firm foundation in Japanese language skills and an understanding of traditional and contemporary culture as well as modern society, politics and business. It consists of four Japanese language papers and four elective culture papers.

There are substantial advantages to be gained by studying Japanese at IPU New Zealand. Native speakers of Japanese make up the single largest nationality of students on campus, so Japanese is studied in an environment unique outside of Japan. There are many Japanese resources (eg. Japanese DVDs, manga) provided to all students for their studies. Furthermore, IPU New Zealand is uniquely placed to be able to provide exchanges and internships with Japanese institutions and businesses as part of its programme.

Entry is available to students who are eligible for university-level study in New Zealand (i.e. University Entrance. Applicants over the age of 20 years without this qualification may be considered).

For international students, an applicant must have completed a minimum of twelve years of primary and secondary education, or demonstrate academic ability equal to that of a high school graduate.

Minimum English language requirements are: IELTS (Academic) – 6.0; TOEFL – 550; TOEFL (iBT) – 60; PToE (Academic) - 50

leading to New Zealand Diploma in Tourism and Travel (Level 5)

– One Year

The aim of this Level 5 Tourism and Travel Studies programme is for students to gain the general and specialised competence, knowledge, and

leading to New Zealand Certificate of English Language (Level 1)

– 16 weeks

This programme is intended for people who want to learn English language skills to be able to communicate in very basic, familiar everyday situations in an English-speaking environment. People who complete the programme will have English language skills at a level comparable to the Common European Framework of Reference (CEFR) high A1 – low A2.

The programme content covers how to talk about yourself and your family, including spoken transactions such as greetings, leave taking and common courtesies. Students will learn language relevant to the setting, in particular New Zealand English and basic greetings in Te Reo Maori.

Applicants must be 16 years of age or older and must show proof of completing high school. In some cases an enrolment interview will be required. Entry into the programme is always at the discretion of the dean.

English Requirement: IELTS 2.5 or an equivalent score assessed by an IPU New Zealand recognised placement test.

leading to New Zealand Certificate of English Language (Level 2)

– 16 weeks

This programme is intended for people who want to learn English language skills to be able to communicate in very basic, familiar everyday situations in an English-speaking environment. People who complete the programme will have English language skills at a level comparable to the Common European Framework of Reference (CEFR) high A2 – low B1.

The course covers language relevant to setting, in particular New Zealand English and basic greetings in Te Reo Maori; and how to listen for specific information. Students will build a vocabulary guided by the first 1000 words of the New General Service List, and learn computing skills.

Applicants must be 16 years of age or older and must show proof of completing high school. In some cases an enrolment interview will be required. Entry into the programme is always at the discretion of the dean.

English language requirement: New Zealand Certificate in English Language (Level 1) or equivalent knowledge and skills assessed by an IPU New Zealand recognised placement test.

leading to New Zealand Certificate of English Language (Level 3)

– 16 weeks

This programme is intended for people who want to learn English language skills to be able to communicate in very basic, familiar everyday situations in an English-speaking environment. People who complete the programme will have English language skills at a level comparable to the Common European Framework of Reference (CEFR) B1.

The programme covers how to write comprehensible, connected texts on familiar topics with reasonable linguistic accuracy, using a range of text types, including writing conventions appropriate for familiar text types. The programme also covers speaking conventions for formal interviews, spoken transactions and presentations using language relevant to the setting, in particular New Zealand English and basic greetings in Te Reo Maori.

Applicants must be 16 years of age or older and must show proof of completing high school. In some cases an enrolment interview will be required. Entry into the programme is always at the discretion of the dean.

English language requirement: New Zealand Certificate in English Language (Level 2) or equivalent knowledge and skills (assessed by an internal test or evidenced by a recognised international English test).

leading to New Zealand Certificate of English Language (Level 4)

– 16 weeks (Taken full time)

This programme is intended for people who want to learn English language skills to be able to communicate in very basic, familiar everyday situations in an English-speaking environment. People who complete the programme will have English language skills at a level comparable to the Common European Framework of Reference (CEFR) B2.

Students will learn how to understand main ideas and key supporting details of complex oral texts on familiar and sometimes unfamiliar topics. Students will develop listening comprehension of events such as interviews, discussions, and study tasks including listening to and following complex instructions. The programme covers computing skills; and language relevant to the setting, in particular New Zealand English and basic greetings in Te Reo Maori.

Applicants must be 16 years of age or older and must show proof of completing high school. In some cases an enrolment interview will be required. Entry into the programme is always at the discretion of the dean.

English language requirement: New Zealand Certificate in English Language (Level 3) or equivalent knowledge and skills (assessed by an internal test or evidenced by a recognised international English test).

leading to New Zealand Certificate of English Language (Level 5)

– 16 weeks

The aim of this Level 5 English Language Studies Programme is to develop the English language and academic skills of students in order for them to be able to communicate independently in a wide range of familiar and unfamiliar situations with fluency and flexibility in academic English language environments at graduate and postgraduate levels.

Students will be able to understand the main ideas of complex spoken texts on both concrete and abstract topics, speak with fluency and spontaneity to communicate information, ideas and thoughts in extended discourse on a range of familiar and unfamiliar topics; use appropriate skills and language to manage interactions in a wide range of formal and informal settings; read and understand complex texts independently on familiar and unfamiliar topics; summarise and synthesise information across a range of complex texts for a specific purpose; write extended, crafted, logically structured, coherent texts appropriate to audience and purpose, synthesising, evaluating and applying information and arguments from a range of sources.

Applicants must be 16 years of age or older and must show proof of completing high school. In some cases an enrolment interview will be required. Entry into the programme is always at the discretion of the dean.

NZCEL Level 4 with the academic endorsement or equivalent.



1.1 All prospective students must complete and submit the Application Form along with official records of their prior academic study. These records are to include:

- Certificate or similar evidence of completion of secondary education;
- All secondary school academic records for applicants without prior tertiary study;
- All tertiary academic records for applicants who have completed one or more semesters of university-level study; and
- An A961 (at least one page) English Language Test Result (IELTS or TOEFL) if the applicant is from a non-English speaking country.

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 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: www.health.govt.nz

The Institute has a contracted doctor and nurse who have been assigned to deal with illness and minor medical emergencies on campus during the week at the Health Clinic. They will also arrange appointments when necessary with doctors at the Group Medical Chambers. The Institute doctor can also make referrals for dental care, physiotherapy, optometry consultations, counselling and other specialist appointments.

When the clinic is closed, students may contact Administration Services for advice about visits to local doctors or phone 0800 355 050.

International students may be required to submit medical information on arrival at IPU New Zealand.

International students must have appropriate and current medical and travel insurance prior to leaving for New Zealand and for their entire stay.

Foreign fee-paying students (excluding New Zealand Aid Programme – supported students) are required to hold acceptable insurance as a condition of their visa. An acceptable insurance policy is one which complies with the insurance requirements of the Education (Pastoral Care of International Students) Code of Practice is acceptable to IPU New Zealand.

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents, and

7.4 Definitions

“Paid fees” includes any tuition, facility, accommodation, textbook, application/enrolment, examination, and orientation fees paid by student before withdrawal.

“Pro rata refund” is a partial refund for the portion of time paid for that remains after the withdrawal date. The pro rata refund for accommodation will be calculated based on full months only. This means for example, a student who had paid until November that withdraws in mid-July would be refunded the August-November accommodation. The pro-rata refund for facility fee is calculated by semester.

“Tuition fees” refers to the amount paid for one year’s full time study (from the point of entry).

“Full notification” refers to the submission of all paperwork required by the Institute as part of the withdrawal process.

“Course start date” is the date the term/semester starts in the individual student’s academic year eg. Semester 1 start date for an April entry student.

“Date of withdrawal” will be taken as the date upon which full notification was received or the final date of class attended or the date upon which the student checked out of their on-campus room (whichever is the later).

7.5 Short Course Refunds

For short courses over five weeks but less than three months, where a student withdraws within five working days the student can expect a seventy-five percent refund.

For other short programmes less than five weeks long, where a student withdraws within two working days of the course start date the student can expect a fifty percent refund.

7.6 Bond

A student living in an Institute-provided accommodation facility must deposit a bond to cover any damage or loss to the Institute’s facilities. Bond will be refunded according to the Institute’s Refund Policy after a student graduates, withdraws or moves off campus. Bond will not be refunded for leave of absence students. Accommodation bond refund is subject to a satisfactory room inspection. Application for refund must be made within 30 days of departure.

7.7 Date of Refund

Within 5 days, where student has given full notification of withdrawal. Allow 28 days for all other cases, e.g. overpayment, bond

Any changes of a home or local mailing address must be given to the Academic Registry Services as soon as possible after the move has been made. An Address Change Form is available at the Student Services Counter in the Administration Building. IPU New Zealand is not responsible for forwarding mail without addresses written in English.

is allocated by the Inland Revenue Department for tax purposes. Students will need to complete a form after arrival in New Zealand if they wish to work.


The National Student Index Number is assigned to all individuals undertaking secondary or tertiary education in New Zealand. The NSI number identifies your legal name, date of birth and residential status. If you have previously studied in New Zealand and have provided your National Student Index number on the Application for Admission, there is no need to provide us with certified copies of your birth certificate/passport or residency documentation provided that your National Student number is “active”.

11.1 When IPU New Zealand has received the completed Application for Admission and proof of identity, IPU New Zealand will send you an Offer of Admission Letter if:

- (a) IPU New Zealand is satisfied as to your identity and with the information you have supplied; and
- (b) Where places in the course(s) and/or qualification(s) you wish to enrol in are limited, IPU New Zealand selects you for one of those places; and
- (c) IPU New Zealand is satisfied that you meet the entry criteria.

11.2 If you receive an IPU New Zealand Offer of Admission and you decide to study at IPU New Zealand for the qualification stated in the letter you must notify us of your acceptance by:

- (a) Completing and returning to us your signed Confirmation of Acceptance form; and
- (b) Paying your tuition and other fees to IPU New Zealand.



We are proud to say that every year we offer a limited number of scholarships for students whom we believe will contribute to IPU New Zealand. We are always looking to help develop our students into the global leaders of the future and scholarships are one way we can show our support.

The SEG Scholarship is funded by the Soshi Educational Group, which spans throughout Japan, Australia and New Zealand. With more than 100 educational institutes throughout the Asia-Pacific region (including schools, tertiary institutes and other educational organisations) the SEG provides facilities for all learners of all ages – from small children to senior citizens. The SEG offers educational opportunities to meet the changing needs of society in the 21st century.

SEG Scholarship A NZ\$7,000/year
SEG Scholarship B NZ\$5,000/year
SEG Scholarship C NZ\$3,000/year

Note:

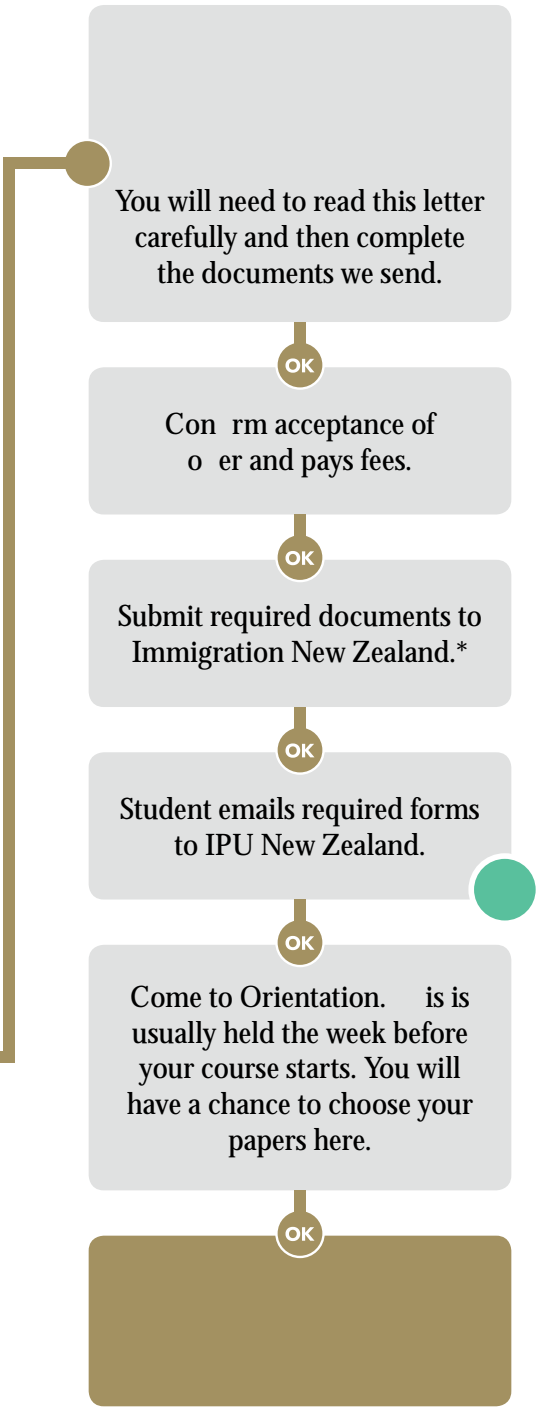
Scholarships A and B only apply to undergraduate programmes. Scholarship C applies to all programmes.

The Mayor's Goodwill Ambassador Scholarship (MGAS), sponsored by the City Council of Palmerston North, is used to promote Palmerston North as a venue of study for international students and promote events/activities by international students in Palmerston North.

NZ\$1000 towards the first year's tuition.



We know enrolling can be a daunting task. Below is an easy-to-follow flow chart to walk you through the enrolment process and avoid any delays or difficulties.





All international students enrolled with a New Zealand education provider are covered by the New Zealand



Are there any scholarships available?

You can apply for our SEG scholarship which ranges from NZ\$3,000, NZ\$5,000 or NZ\$7,000 per year.

Do I need an internationally recognised English test result to enrol at IPU New Zealand?

Yes, the English level you need depends on which

