



guidelines for
international
students

2017



CAREY
THEOLOGY. APPLIED.
Te Kareti Iririri O Carey





CAREY

THEOLOGY. APPLIED.

Te Kareti Iritiri O Carey

We are glad that you are thinking about studying at Carey Baptist College!

These Guidelines are designed to help you gain an overview of what is involved in study at Carey Baptist College. They provide important information that you need to know as an international student, and also answer a number of common questions that students have about Carey. New students and current students are all encouraged to become thoroughly familiar with this document.

For full information regarding the academic programmes at Carey, please see our website (www.carey.ac.nz).

By signing the Carey Enrolment Form you undertake to comply with the published rules and policies of Carey Baptist College with regard to attendance, academic progress, standard of dress, health and safety and behaviour. These Guidelines form part of Carey's published rules and policies.

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The information in these Guidelines is correct at the time of publication. Carey Baptist College reserves the right to alter regulations and course prescriptions if required.

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Application and Enrolment

This section sets out the application and enrolment process. You should read this through carefully to make sure that you meet all requirements in the application and enrolment process.

Application Process

1. PROSPECTIVE STUDENTS

You should have seen the following information:

- Prospectus
- Guidelines for International Students (this booklet)
- The New Zealand Government leaflet: Code of Practice for the Pastoral Care of International Students: Important Information about the Code
- Timetable, Dates and Fees Information
- Enrolment Form

Additionally you can see more details online at www.carey.ac.nz.

It is essential that you read through all of these documents as they contain important information relating to study at Carey.

2. APPLICATION TO STUDY

If you wish to apply to study at Carey you must submit the following documentation:

- Completed Enrolment form.
- Proof of English language ability (see page 5).
- Evidence of education including academic transcripts of post-school education, verified as genuine by a Notary Public.
- A written statement regarding your church membership together with information about any group or denomination that the church belongs to and including a copy of the church's statement of faith.
- Three references, including one from your Pastor or Church Leader. If not written in English, they should be accompanied by a translation which **MUST NOT** be translated by you and which must be verified as genuine by a Notary Public.
- A short personal written statement explaining why you wish to study at a Bible or Theological College and why Carey has been chosen, as against other colleges and training centres, either in New Zealand or in other countries.
- Evidence of your financial stability and your ability to meet all the costs of study, accommodation and personal needs for the full duration of the study and including evidence of return air fare to your home.
- Any other information that may be material to the assessment of this application.

Admission Regulations (Undergraduate Study)

This section contains extracts from Carey's Academic Regulations and will help you to decide whether you might be eligible to apply to study at Carey. For a full version of the Academic Regulations, visit our website at www.carey.ac.nz.

BACHELOR OF APPLIED THEOLOGY (INCLUDING CERTIFICATE AND DIPLOMA OF APPLIED THEOLOGY)

Normal Admission applicants must have achieved one of the following:

- National Certificate of Educational Achievement (NCEA)
- A minimum of 42 credits at Level 3 or higher on the National Qualifications Framework (or overseas equivalent)
- A minimum of 8 credits in English at Level 2 (or higher); 4 credits must be in reading and 4 credits in writing.
- A grade of C or higher in each of 3 subjects in New Zealand University Entrance, Bursaries and Scholarships (NZUEBS) examinations.

Special Admission

New Zealand citizens or permanent residents who do not meet the normal admission requirements but who will have reached the age of 20 by the first day of the semester for which admission is sought and who are able to provide evidence of aptitude or appropriate work or other experience may be granted special admission.

GRADUATE DIPLOMA IN APPLIED THEOLOGY

To gain admission to the Graduate Diploma in Applied Theology applicants must have completed a recognised undergraduate degree programme or be able to demonstrate equivalent practical, professional or educational experience of an appropriate level.

ENGLISH LANGUAGE REQUIREMENTS

Applicants seeking admission to any academic programme (other than the Certificate or Diploma of Applied Theology Chinese language options) are required to provide proof of an acceptable level of proficiency in the English language.

This may be shown by:

- A minimum of 8 credits in English at NCEA Level 2 (or higher), or equivalent (of these NCEA credits, 4 credits must be in reading and 4 credits in writing)
- OR
- A minimum score of 6 IELTS (Academic) overall, with all bands (Listening, Speaking, Reading, Writing) 5.5 or higher

Applicants seeking admission to the Certificate or Diploma of Applied Theology (Chinese language options) must demonstrate a minimum score of IELTS (Academic) 5.0 across all testing bands.

Application and Enrolment

Admission Regulations (Postgraduate Study)

Admission to the Postgraduate Diploma in Applied Theology and Master of Applied Theology is restricted to applicants who have completed a recognised undergraduate degree in theology, or who have a professional or other qualification which can be recognised as equivalent.

ENGLISH LANGUAGE REQUIREMENTS

Applicants seeking admission to any postgraduate academic programme are required to provide proof of an acceptable level of proficiency in the English language, normally a minimum score of 7.0 overall, with a minimum of 7.0 or higher in the Writing band, in the International English Language Testing System (IELTS) Academic test.

OFFER OF PLACE

In order to be accepted for study at Carey, you must provide all the information listed above and meet the admission requirements for your chosen programme of study as outlined above (and in our website www.carey.ac.nz). Failure to provide any of the information required will result in your application being declined.

Carey endeavours to process all applications within 7-10 working days of receipt. Once you have been accepted for study, Carey will provide you with a letter of acceptance and offer of place for your chosen study programme. At this point you must pay for a full year of

tuition. Please note that these funds are kept in a separate trust account and will be refunded (less an administration fee of NZ\$50) if you are denied a student visa and are unable to take up the offer of place. (See also the section “Protection of Fees” on page 9 for more details of Carey’s fee protection scheme).

Once we have received your payment we will issue you with a formal “Offer of Place”. You must then apply to the New Zealand Immigration Service (NZIS) to obtain a student visa. This is your responsibility. See the NZIS website for details (www.immigration.govt.nz).

You should also read the section Withdrawals and Refunds of Fees, page 10, for information on when you will be entitled to a refund if your circumstances change.

COMMENCING STUDY

In order to commence studies at Carey you MUST first:

- Have completed all enrolment documentation.
- Have paid the full tuition fees for one year of study.
- Have obtained a student visa provided from the New Zealand Immigration Service, a copy of which will be kept by Carey on your file.
- Have provided evidence of current medical and travel insurance (covering all medical treatment for the duration of your study at Carey). A copy of the documentation will be kept on your file.

Please note that Carey is not able to assist you in obtaining this insurance cover.

ORIENTATION PROGRAMME

An orientation programme is offered to all students the week before the commencement of Semester One (dates to be confirmed). This programme provides students with an introduction to the college facilities, the staff, to other students and to important health and safety issues at the college. All new students are strongly encouraged to attend this orientation programme.

TERMINATION OF STUDY

If for some reason you choose to terminate your study at Carey you must notify Carey immediately and complete the necessary documentation. Carey will notify the New Zealand Immigration Service (NZIS) that your study has terminated.

International students are expected to follow the regulations and procedures found in the Carey website (www.carey.ac.nz). If for some reason you do not follow these, then disciplinary procedures will be followed. If your enrolment is terminated by Carey for any reason you will be notified in writing and the NZIS will also be notified.

IMPORTANT INFORMATION

In signing the Enrolment Form you agree to the following:

- You will be responsible for your own accommodation.
- You will be responsible for all your own costs including travel, medical and family expenses.
- You are willing to accept the rules and ethos of Carey while a student here.
- You will not leave the course or transfer to any other educational course or institution without the full knowledge and agreement of Carey.
- You are aware that Carey has no legal obligation to you as a student other than the obligations required of Carey by New Zealand Qualifications Authority, the "Code of Practice for the Pastoral Care of International Students" and Carey's own Board.
- On acceptance, you are then responsible for your own application for a student visa and are responsible for any costs.
- You will not withhold any information that may materially affect Carey's ability to assess your application.
- You will also inform Carey if you have applied at the same time to other educational institutions in New Zealand or elsewhere.

The Code of Practice for the Pastoral Care of International Students

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.

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

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.

CODE DECLARATION

Carey Baptist College has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students. Copies of the Code are available on the New Zealand Qualifications Authority website www.nzqa.govt.nz.

IMMIGRATION

Full details of immigration requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available from Immigration New Zealand, and can be viewed on their website at www.immigration.govt.nz.

ELIGIBILITY FOR HEALTH SERVICES

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. 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.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 www.acc.govt.nz.

MEDICAL AND TRAVEL INSURANCE

International students must have appropriate and current medical and travel insurance while studying in New Zealand.

Fees, Costs and Accommodation

TUITION FEES FOR INTERNATIONAL STUDENTS (IN NZ\$)

Course and Other Fees (payable on enrolment)

Charge per credit	\$138.00
Total cost for one 15 credit course	\$2,070.00
Total cost for full year of study (eight 15 credit courses)	\$16,560.00
On-site Student Services Fee	\$35/course
Students' Association	\$25.00

All course fees must be paid in full prior to the commencement of the semester.

Other Study Related Fees include

Late Enrolment	\$50.00
Enrolment Fee	\$40.00
Change of Enrolment	\$50.00
Application for Cross Credit	\$50.00 (+ \$75.00/hour)
Application for Recognition of Current Competency	\$50.00 (+ \$75.00/hour)
Application for Aegrotat/Compassionate Pass	\$50.00
Transcript	\$30.00
Textbooks (approximately, per course)	\$100

Please note that additional personal photocopying costs are not included above.
All fees are inclusive of Goods and Services Tax (GST).

Other Costs

Medical and Travel Insurance (estimate only)	\$600.00–\$700.00
Accommodation (shared flat) per week (estimate only)	\$150.00–\$250.00
Accommodation (3 bedroom house) per week (estimate only)	\$350.00–\$600.00

(Note, these accommodation costs do not include food, and they might not include electricity, gas, telephone and internet)

Note that transport costs may also be payable, depending on the location of the accommodation.

Fees, Costs and Accommodation

PROTECTION OF FEES

Fees are held, on behalf of students, by the New Zealand Public Trust under a standard trust deed. This is to protect fees during the relevant withdrawal/refund period.

Under this arrangement all fees paid in advance are secured, so that in the event of a course ceasing to run, the un-expired portion of fees will be refunded on a pro-rata basis relating to the tuition that has not been received. (This guarantee does not apply, however, if a student withdraws from a course more than eight days after the start of the semester, or if he or she has academic results withheld or is excluded from a course in the normal course of events and/or in accordance with relevant Carey procedures.)

Students are required to sign a Public Trust Acknowledgement Form prior to commencing the semester. Failure to do so will result in limitations being imposed on the availability of Carey Resources.

Application for any refund is to be made in writing, on the relevant refund form, to the Public Trust who, on verifying the claim, will make a refund payment.

A copy of the full trust deed is available on request.

This arrangement has been accepted by the New Zealand Qualifications Authority as meeting the requirements of the Education Act 1989 and the Student Fee Protection Rules 2014.

Carey courses may also be recognised by other providers. As all Carey qualifications

are NZQA accredited, courses may be able to be cross-credited to other institutions for incorporation toward similar qualifications. Details may be obtained from the Dean of Studies.

In these circumstances student records are made available to the Trustee as part of the process of refund, as well as to other educational institutions in order for them to assess the status and level of achievement of a student's learning.

This arrangement has been accepted by the New Zealand Qualifications Authority as meeting the requirements of its student fee indemnification policy. Further information on this can be obtained from the New Zealand Qualifications Authority web site (www.nzqa.govt.nz)

WITHDRAWALS AND REFUNDS OF FEES

If for any reason within the first ten days of a semester, you decide that you cannot continue with an individual course or academic programme, you may withdraw and receive a refund of fees less 10%, or \$500, whichever is the lesser amount. Applications to withdraw should be made to the Academic Registrar.

Additionally you may withdraw from a course at any time after ten days but within the first four weeks of a semester with no academic penalty. In that case you may apply for a refund of 50% of the fees. Application must be made by the Friday of the fourth week of the semester on the prescribed form available from the Academic Registrar.

WITHDRAWAL AFTER FOUR WEEKS

There is no refund of fees for withdrawals lodged after week four. However, students who do not intend to complete a course should notify the Academic Registrar in writing on the prescribed form. If an appropriate reason is evident a withdrawal will be entered on the student record. If no satisfactory notification is received the student record will show 'Did Not Complete' (DNC).

WITHDRAWAL AND REFUNDS FROM BLOCK COURSES

Students who withdraw on the first day of the classroom taught component of a block course receive a refund of fees less 10%, or \$500, whichever is the lesser. Students may withdraw from a block course with no academic penalty at any time within the first half of the classroom taught component of the course. In such cases the student may apply for a refund of 50% of the fees. Application must be made on the prescribed form available from the Academic Registrar.

There is no refund of fees for withdrawals after the first half of the course. However, students who do not intend to complete a course should notify the Academic Registrar in writing on the prescribed form. If an appropriate reason is evident a withdrawal will be entered on the student record. If no satisfactory notification is received the student record will show 'Did Not Complete' (DNC).

In all cases where an international student withdraws from an academic programme,

Carey must advise Immigration New Zealand.

SCHOLARSHIPS

Carey Baptist College is unable to offer scholarships to international students.

ACCOMMODATION

Carey is not able to help you to find accommodation in Auckland. (We do have some very limited student accommodation available off-site; however, you must contact us for information on its availability as it is normally fully booked.)

Accommodation in Auckland can be expensive! You should expect to pay \$350-\$600 per week for a three-bedroom home OR \$150-\$250 per room per week in a shared flat. Private board is also available for around \$150-\$250 per week.

On the Carey notice board there are often notices advertising houses to rent, or flatmates wanted. (Please note that this accommodation will NOT be assessed by Carey Baptist College, and it is your responsibility to ensure the suitability of the accommodation.)

The New Zealand Government Department of Building and Housing website has useful information on residential tenancies. See www.dbh.govt.nz/tenants-index.

Please note that you are required to notify Carey of your residential address as well as the type of accommodation you are living in (eg house, flat, boarding). If these details change you must also immediately notify us as it is important that we have your up-to-date contact details.

Academic Dates for 2017

SEMESTER 1

Returning Student Enrolments close	Wednesday 7 December 2016
New Student Enrolments close	Friday 10 February
Intermission Begins	Tuesday 21 February
Lectures Begin	Monday 27 February
Easter	Friday 14 – Monday 17 April
Mid-semester Break/Study	Friday 14 April – Friday 5 May
Queen's Birthday	Monday 5 June
Lectures End	Monday 12 June
Final Assessments	Monday 12 June to Friday 23 June
Inter-semester Break	Monday 26 June – Friday 14 July

SEMESTER 2

Returning Student Enrolments close	Wednesday 14 June
New Student Enrolments close	Wednesday 28 June
Lectures Begin	Monday 17 July
Mid-semester Break/Study	Monday 28 August to Friday 15 September
Labour Day	Monday 23 October
Lectures End	Monday 30 October
Final Assessments	Monday 30 October to Friday 10 November
Intermission Ends	Friday 17 November

Support for International Students

ACADEMIC AND ENROLMENT ADVICE

For questions relating to:

- enrolment processes
- qualifications / academic programmes
- course selection
- academic regulations and procedures at Carey

You should contact



Neroli Hollis
Academic Registrar

Ph: (+64) 9 526 0340
Mobile: 021 158 0735
E-mail: registrar@carey.ac.nz

INTERNATIONAL STUDENT ADVISORS

These advisors may be able to assist students with advice on the following:

- Assistance to students facing difficulties adapting to New Zealand.
- Study skills.
- General information and advice on accommodation, welfare and health issues, driving in New Zealand and the use of alcohol and tobacco.
- Advocacy, to ensure that students understand their rights.
- Information on addressing harassment and discrimination issues that may arise.



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Life at Carey

STUDENTS' ASSOCIATION

Most full-time on-site students join the Students' Association at the start of each year. The subscription for 2017 will be \$25. Subscriptions are used to fund a variety of activities including:

- table tennis and pool table
- student recreation room.
- crèche facilities
- the library photocopier, computers, printer and scanner
- subsidies for social activities
- prayer breakfasts
- prizes for various events during the year

CAREY FACILITIES

Carey provides well equipped facilities for its students including:

Chapel

The chapel is used for community worship and prayer, and is also available to students who are welcome to use it when not being used by another group.

Library

All enrolled students of Carey are entitled to free membership of the Ayson Clifford Library. Students should make themselves familiar with the Library Guide which is available at the library counter. Library orientations are conducted at the beginning of each semester and times for these will be advertised on the Library notice board.

Electronic access to the library catalogue and the archives of the New Zealand

Baptist Research & Historical Society is provided via the College website (www.carey.ac.nz).

Several group study rooms are also provided for use by students.

Student Dining Room

Lunch is provided free to all students on Mondays and Tuesdays in the dining room. Students are encouraged to attend lunch as this is an opportunity to meet other students and interact with staff.



Student Recreation Room

A student recreation room is provided as a place for students to relax.

FORMATION TUESDAY

An important part of student life at Carey is "Formation Tuesday". This takes place every Tuesday morning during the semester with the specific goal of encouraging spiritual growth in the life of the students. The following items make up "Formation Tuesday".



Speakers Corner

This provides opportunities for students to practice speaking and preaching skills in a supportive, honest and safe environment.

Formation Groups

These groups provide students with an opportunity to explore Christian formation, share with and pray for each other. Formation groups are generally facilitated by a staff member.

Community Chapel

Community Chapels provide a time for worship, prayer and a speaker. They are led by students, staff and visitors, and include a variety of speakers from

our own faculty and the wider Christian community.

Lunch

All those on campus are encouraged to attend lunch on Tuesday and stay for the After Dinner Mints.

After Dinner Mints

After Dinner Mints provides a time to listen and interact with pastors, marketplace leaders, and mature saints as they tell their “mission and ministry” stories in a transparent and inspirational manner.

Lunch often finishes with a game of volleyball or table tennis.

ACADEMIC YEAR: UNDERGRADUATE STUDENTS

Most Carey courses are semester based. The academic year is divided into two semesters of 17 weeks each. In each semester there are 12 weeks of lectures split by a three-week non-teaching period and followed by two weeks for final assessment work. The typical pattern is as follows:

6 weeks of lectures

3 weeks non-teaching time for research, reading and study

6 weeks of lectures

2 weeks for final assessment

Total: 17 weeks

Students should allow 10 hours study per course per week for the semester. Each 15 credit course equates to approximately 150 hours of learning.

ACADEMIC YEAR: POSTGRADUATE STUDENTS

Courses may be offered in one of four modes:

Mode 1: Weekly daytime or evening lectures.

Mode 2: A single intensive block of teaching with required reading prior to and following the teaching session.

Mode 3: Non-consecutive blocks of intensive teaching, with assignments between teaching sessions.

Mode 4: Independent Research under Supervision.

In 2016 courses will be offered either by way of intensive blocks over one semester or a full year or through supervised independent research.

INDIVIDUAL COURSE DETAILS

At the beginning of each Course students will be supplied with a detailed Course Outline containing the Aims, Learning Outcomes and content of the Course, as well as the assessments to be completed, the due dates for all assessments and any special requirements for the Course such as block course attendance. In addition to this, distance students will generally receive full notes covering all course work.

TEXTBOOKS

Most Courses require the purchase of at least one textbook, which will be needed to complete the Course requirements. A list of textbooks can be obtained from the Carey web site. Required texts are needed from the beginning of the course.

COMPUTER REQUIREMENTS

Carey uses a Learning Management System (CareyOnline) to provide course material and to receive student assessments. Students are expected either to own a computer or to have access to a computer. Internet access is required and students are expected to have their own personal email address. The Information Commons in the Library is available to all students. This offers word processing, internet and email facilities. A user log-on is available from the Library staff. Wireless internet access is also available in the Library.

Student Concerns

Carey has systems and processes in place for addressing student concerns or complaints. For full information see our website (www.carey.ac.nz).

However, in addition, international students who believe that their concerns are not resolved by the internal complaints procedures, may contact the New Zealand Qualifications Authority (NZQA). NZQA is a government organisation. They can provide an independent assessment of your complaint.

1. Download the Complaint Form from the NZQA website (www.nzqa.govt.nz)
2. Send your completed Complaint Form, along with any supporting evidence, to:

The Complaints Officer
Quality Assurance Division
PO Box 160
Wellington 6140

or

email a scan of your completed form, along with scans of any supporting evidence, to qadrisk@nzqa.govt.nz

If you need more information on the complaints process, contact NZQA on 0800 697 296.





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