International Student Handbook
## Contents

### Part 1: Programme Information
- Pathways to the University of Waikato .......................................................... 5
- General English .................................................................................................. 6
- English Language programmes ......................................................................... 7
- Foundation Studies .......................................................................................... 8
- International Diploma (Business) ..................................................................... 10
- International Diploma (Science) ...................................................................... 11

### Part 2: Student Information
- Staff at Waikato Pathways College ................................................................. 12
- Student Advisors ............................................................................................. 13
- Learning Culture ............................................................................................. 14
- Teaching and learning .................................................................................... 15
- Workload .......................................................................................................... 16
- Studying online etiquette ................................................................................ 17
- Attendance ....................................................................................................... 18
- Support for International Students ................................................................. 19
- Withdrawing from your programme ............................................................... 20
- Complaints Procedure .................................................................................... 21
- Useful Links ...................................................................................................... 22
- Useful Forms .................................................................................................... 23
- Contact information ......................................................................................... 24
Welcome to Pathways College

Welcome to Waikato Pathways College in Hamilton, New Zealand.

Our mission is to support our students toward the degree of their choice at the University of Waikato, and to achieve their academic and life goals. We have a supportive environment and a great bunch of staff who understand what it takes to develop diverse cohorts of students into successful university graduates.

The College offers a wide range of courses and programmes aimed at both international and domestic students, including foundation pathway Certificates and academic and general English language programmes. We are delighted to be launching new International Diploma programmes in Business and Science (first year bachelor level) and have further developments in the pipeline. We also host international study groups from a wide variety of countries and operate one of New Zealand’s largest IELTS testing centres.

Our students have all the benefits of being regular university students as well as the extra care, attention and support that we are able to provide. The College is located right in the heart of the University of Waikato campus, and we make sure our students have opportunities to become fully involved in the life of the university including visiting other parts of the university and observing different classes.

We have a team of staff who understand the unique needs of our students and their different backgrounds. Staff who are patient and caring and have a strong commitment to international education and how it adds richness to the lives of students, staff and to our community.

We keep the class sizes small, so that students can get more individual attention and we have dedicated staff providing advice and support for students to help them with their academic journey. The College provides a supportive environment, with students from many different countries studying together, to succeed in their studies and have a great student experience.

Dr Simon Peel
Head of College
PART 1: Programme Information
Pathways to the University of Waikato

Waikato Pathways College provides your route to degree study at the University of Waikato. Our programmes are designed specifically for international students to ensure you get the best start to your studies at the University.

The General English programme is designed for international students who wish to improve their everyday English and is suitable for students preparing to enter the Academic English programme. The programme includes core language and vocabulary skills, fluency and accuracy in listening, speaking, reading and writing.

The English Language programme offers a number of study levels to help improve your English language skills in order to study at the University of Waikato. Successful completion will guarantee entry to the Foundation Studies programme or most degree programmes.

Our Foundation Studies programme provides comprehensive university preparation, helping you to develop your subject knowledge and the core study skills you need to begin your degree. Successful completion of the Foundation Studies programme will guarantee you entry to most undergraduate degrees at the University of Waikato.

The International Diploma (Business) and the International Diploma (Science) are suitable for international students who do not have the equivalence of New Zealand University Entrance. Combining the first year of the Bachelor of Business or the Bachelor of Science with English language development and a comprehensive programme of academic support and development activities, ensures you are prepared for your studies in New Zealand.
General English

The General English course offers an exciting opportunity for people from around the world to learn everyday English in an English-speaking environment. The programme includes core language skills and vocabulary, fluency and accuracy in listening, speaking, reading and writing.

Classes are offered from elementary to advanced levels, and can be full-time (23 hours per week) or part-time (15 hours per week). You will sit an English language placement test during the first week to assess your entry level if you don’t have evidence of an external examination, with the option of further testing to move up to higher levels.

Upon completion of your study with us, you will receive a Waikato Pathways College Certificate of Attendance. Individual graded reports are also available.

https://pathways.waikato.ac.nz/programmes/general-english
# English Language programmes

## Certificate of Attainment in Academic English (CAAE)

The Academic English Language programme focuses on maximising your progress in each of the four core English skills courses – speaking, writing, reading, and listening. This will prepare you for the Foundation Studies programme or a range of undergraduate degrees at the University of Waikato.

## Certificate of Attainment in English Language (CAEL)

Classes focus on the skills needed for successful study in higher education in New Zealand as you move through the levels to achieve entry into the Foundation programme. Level 6 will provide direct entry to the Foundation programme, while successful completion of levels 7 or 8 will provide direct entry to most university programmes.

<table>
<thead>
<tr>
<th>Level</th>
<th>Entry requirements</th>
<th>Entry to university</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>You will enter into a level based on your current English proficiency</td>
<td>No, at the end of the course progress to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CAEL below</td>
</tr>
<tr>
<td>Level 2</td>
<td>IELTS 4.0 (4.0 writing, no band less than 3.5)</td>
<td></td>
</tr>
<tr>
<td>Level 3</td>
<td>IELTS 4.5 (4.5 writing, no band less than 4.0)</td>
<td></td>
</tr>
<tr>
<td>Level 4</td>
<td>IELTS 5.0 (5.0 writing, no band less than 4.5)</td>
<td>Complete Level 6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Foundation Studies programme</td>
</tr>
<tr>
<td>Level 5</td>
<td>IELTS 5.5 (5.5 writing, no band less than 5.0)</td>
<td>Complete Level 7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Most undergraduate degrees</td>
</tr>
<tr>
<td>Level 6</td>
<td>IELTS 6.0 (6.0 writing, no band less than 5.5)</td>
<td>Complete Level 8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Most postgraduate degrees and some</td>
</tr>
<tr>
<td></td>
<td></td>
<td>undergraduate degrees, such as Law and Social</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Work</td>
</tr>
</tbody>
</table>

As a full-time student, your core programme will be 23 hours per week over 10 weeks. Independent learning is an important part of the learning process and homework will be required, which can be expected to take at least 2 hours per night. Set homework should be handed to the teacher on the due date and will be handed back to the student as detailed in the relevant paper outline.

Upon successful completion, you will achieve a University of Waikato certificate and will be included in the University of Waikato graduation ceremony booklet. You will also receive a report, which shows the grade for each of the four language skills and a final grade with a comment noting your overall success.

[https://pathways.waikato.ac.nz/programmes/english-language](https://pathways.waikato.ac.nz/programmes/english-language)
Foundation Studies:

Certificate of Attainment in Foundation Studies

Successful completion of the Certificate of Attainment in Foundation Studies (CAFS) guarantees you entry to most University of Waikato undergraduate degrees.

The normal minimum period of enrolment for completion is two trimesters, following an approved programme of study, as shown in the image below. Candidates for must gain 120 points, including 45 points from the three compulsory papers, as prescribed in the Pathways Programmes entry in the University of Waikato Catalogue of Papers.

A one-trimester accelerated option is available for students who can demonstrate a higher level of writing capability. Candidates must gain 60 points, including 15 points from the compulsory paper, as shown in the image below.

Every candidate for the Certificate must complete, to the satisfaction of the Academic Board, such class work, practical work, assignments, tests, and oral and written examinations as may be required.

- **Standard – 8 to 9 months (two semesters)**

  ![Diagram showing standard program]

- **Accelerated – 5 months (one semester)**

  ![Diagram showing accelerated program]

- **Key**

  ![Diagram showing key]

Electives:

- Accounting (FOUND006)
- Arts (FOUND003)
- Biology (FOUND009)
- Business Studies (FOUND005)
- Calculus (FOUND007)
- Chemistry (FOUND010)
- Critical Thought and Expression (FOUND002)
- Mathematics and Statistics (FOUND008)
- Physics (FOUND011)
- Science (FOUND012)
- Social Sciences (FOUND004)
- Study Skills (FOUND001)

*Note: not all electives are offered each trimester.*

[https://pathways.waikato.ac.nz/programmes/foundation-studies](https://pathways.waikato.ac.nz/programmes/foundation-studies)
International Diploma (Business)

The programme offers direct entry into year two of the Bachelor of Business (BBus) at the Waikato Management School, a triple-crown accredited Business School. It incorporates the first year papers of the Bachelor of Business with English language development, a complete programme of academic support and development activities to ensure international students are well equipped to undertake higher education studies in New Zealand.

Candidates for must gain 120 points, comprising of papers from the first year of the Bachelor of Business programme, as well as complete the four compulsory support modules, as prescribed in the Pathways Programmes entry in the University of Waikato Catalogue of Papers.

Students can complete their bachelor degree within the same timeframe as students who gained direct entry to the programme, progressing into year two of Bachelor of Business (BBus).

Progression

Successful completion of the International Diploma (Business) enables students to progress into the Bachelor of Business (undergraduate degree) at the University of Waikato in a variety of subject areas.

- Bachelor of Business (Accounting)
- Bachelor of Business (Digital Business)
- Bachelor of Business (Economics)
- Bachelor of Business (Finance)
- Bachelor of Business (Human Resource Management)
- Bachelor of Business (Marketing)
- Bachelor of Business (Public Relations)
- Bachelor of Business (Strategic Management)
- Bachelor of Business (Tourism and Hospitality Management)
- Bachelor of Business (Supply Chain Management)

https://pathways.waikato.ac.nz/programmes/diploma/business
International Diploma (Science)

The International Diploma offers direct entry into year two of the Bachelor of Science at the University of Waikato. It incorporates the first year papers with English language development, a complete programme of academic support and development activities to ensure international students are well-equipped to undertake higher education studies in New Zealand.

As you progress through the International Diploma and degree programme, you will gain hands-on experience with some of the most up-to-date and high-tech computing facilities and laboratory equipment in New Zealand.

Candidates for must gain 120 points, comprising of papers from the first year of the Bachelor of Science programme, as well as complete the four compulsory support modules, as prescribed in the Pathways Programmes entry in the University of Waikato Catalogue of Papers.

Students can complete their bachelor degree within the same timeframe as students who gained direct entry to the programme, progressing into year two of the Bachelor of Science.

**International Diploma (Science) 12 months (three trimesters)**

<table>
<thead>
<tr>
<th>First trimester of study</th>
<th>Second trimester of study</th>
<th>Third trimester of study</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Diploma (Science)</td>
<td>Foundations in Computing and Mathematical Sciences</td>
<td>Positive Learning Practices</td>
</tr>
<tr>
<td>English for the Professions</td>
<td>English for Academic Purposes</td>
<td>Introduction to Programming</td>
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<tr>
<td></td>
<td></td>
<td>Preparatory Mathematics</td>
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<tr>
<td></td>
<td></td>
<td>Introduction to the Web</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Academic Skills and Practices</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Object-Oriented Programming</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Statistics for Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Discrete Structures</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Critical Reflection</td>
</tr>
</tbody>
</table>

**Year 2**

<table>
<thead>
<tr>
<th>International Diploma</th>
<th>300 Level Major</th>
<th>200 Level Major</th>
<th>200 Level Major</th>
<th>300 Level Major</th>
<th>300 Level Major</th>
<th>Elective</th>
<th>Elective</th>
</tr>
</thead>
</table>

**Year 3**

<table>
<thead>
<tr>
<th>International Diploma</th>
<th>Elective</th>
<th>Elective</th>
<th>Elective</th>
<th>300 Level Major</th>
<th>300 Level Major</th>
<th>300 Level Major</th>
<th>300 Level Major</th>
<th>Elective</th>
<th>Elective</th>
<th>Elective</th>
</tr>
</thead>
</table>

**Progression**

Once you successfully complete the International Diploma you will go on to study the Bachelor of Science in Computer Science at the University of Waikato.

[https://pathways.waikato.ac.nz/programmes/diploma/science](https://pathways.waikato.ac.nz/programmes/diploma/science)
PART 2: Student Information
Staff at Waikato Pathways College

Our staff are here to help you succeed in your studies.

Dianne Donald
Director of Studies
dianne.donald@waikato.ac.nz
» Oversees all academic development and delivery of College programmes
» Responsible for high quality teaching and learning.

Martin Bagheri
English Language Programme Leader
martin.bagheri@waikato.ac.nz
» Answers questions about your programme
» Help you if you have a problem after having already talked to your teacher and a student advisor.

Charlotte Ferry-Parker
Bridging Programme Leader
charlotte.ferry-parker@waikato.ac.nz
» Answers questions about your programme
» Help you if you have a problem after having already talked to your teacher and a student advisor.

Carol Home
Manager, Programme Delivery and Quality
carol.home@waikato.ac.nz
» Answers questions about your programme
» Help you if you have a problem after having already talked to your teacher and a student advisor.

Susan Phillipps
Manager, Student Experience
susan.phillipps@waikato.ac.nz
» English Language offers
» Completes student enrolments
» Provides you with letters for INZ.

Judith Bogle
English Administrator
judith.bogle@waikato.ac.nz
» Change of details
» General enquiries.

Sally Thompson
Bridging Administrator
sally.thompson@waikato.ac.nz
» Change of details
» General enquiries.
Student Advisors

Student Advisors are available for help with study skills and issues related to your success as a student at Waikato Pathways College. Please contact them for help and advice.

How can the Student Advisor help?

- Assist with academic support
- Assist with pastoral care
- Provide advice and support for students in following the various formal processes needed for Waikato Pathways College
- Provide information on visa requirements and university enrolment
- Assist students in obtaining information about pathways to degree programmes at the University of Waikato
- Assist with enrolment enquiries such as new enrolments, course changes, course cancellation and withdrawal, refund requests and transfer of tuition fees to the university
- Provide guidance for students on cultural differences, expectations, and customs of New Zealand society and the way we study.

Mera Tan
Academic Advisor
Mera.tan@waikato.ac.nz

Yoko Kishi-Rychlova
Groups Co-ordinator/Advisor
yoko.kishi-rychkova@waikato.ac.nz

Melanie Jones-Leaning
CUP/CAFS Academic Advice
melanie.jones-leaning@waikato.ac.nz
Learning culture

You may be an experienced student but still find that studying in the New Zealand environment is different from what you are used to. It is important for you to know what Waikato Pathways College expects from you as a student. You may also experience a different ‘learning culture’ in our classrooms.

Your guide to the Waikato Pathways College classroom

- You can have strong opinions about issues, but you should also consider other opinions, and express your opinions gently.
- When you ask a question a New Zealand teacher might not answer your question directly. It is their role to help you find the answer. They might ask you what you think and/or ask the class to help you find the answer.
- When another student has a question, you should listen to the question and help with the answer if you can. You should listen to the answer. You should not talk when another student is asking a question. Listen to other students.
- New Zealand teachers love students to take part in discussions. Politely interrupting the teacher with a question or an opinion is good in New Zealand. Remember - strong opinions but gentle words.
- New Zealand teachers love students to help each other. Helping each other means discussing the problem together. Helping each other does not mean copying your friend’s work or letting your friend copy your work. Copying is plagiarism or cheating, and New Zealand teachers must fail copied work.
- In New Zealand we communicate with words. We say what we think. When we are happy, we say we are happy. When we are sad, we say we are sad. There is no guessing needed. New Zealand teachers may speak more loudly and strongly when the information is important.

You are responsible for:

- Learning and doing your homework
- Practicing speaking in English (even at home)
- Creating good learning habits, eating well and getting good regular sleep.

Things you must not do in class:

- Sleep
- Chat (in your first language)
- Answer your cellphone
- Remain silent
- Copy assignments and tests (remember that a good friend does not ask to copy an assignment).

Questions? Contact your student advisor
Teaching and Learning

As a student at Waikato Pathways College, you will work closely with your teachers and tutors during your study. They will engage you in the learning in a variety of ways including:

- Workshops and tutorials
- Lectures
- Quizzes
- Discussions
- Student presentations
- Problem solving activities.

**Teaching and learning**

- Teaching and Learning may be in class (face to face) or online, or a blend of the two, called blended learning
- Lectures may be recorded and available on Moodle
- Tests and some assessments may be online
- Information about your paper will be in the relevant paper outline and on Moodle
- More information about Moodle and some handy how-to guides can be found [here](https://www.waikato.ac.nz/teaching-and-learning/student-learning/help-with-technology/moodle-for-students/)

**Expectations**

Your teachers and tutors have expectations of you, the learner. You are expected to:

- Attend classes unless you have a valid reason (see Attendance, page 19)
- Participate in class, to contribute your ideas and answers, and respect those of your classmates
- Engage in homework tasks in your own time
- Submit your assignments on time
- Behave in a manner that is respectful and courteous to staff, students and yourself
- Act with honesty and integrity in all your study activities
- Ask if you need help or do not understand.
Workload

You should treat full-time study as a full-time job - you can expect to spend around 40 hours per week studying, either in class or independent study.

- Each paper is 15 points
- 15 points = 150 learning hours over the course of the paper
- Various types of assessment that contribute to final grades
- Details in paper outlines

Grading scale:

<table>
<thead>
<tr>
<th>New Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>95-100</td>
</tr>
<tr>
<td>A+</td>
<td>90-94</td>
</tr>
<tr>
<td>A</td>
<td>85-89</td>
</tr>
<tr>
<td>A-</td>
<td>80-84</td>
</tr>
<tr>
<td>B+</td>
<td>75-79</td>
</tr>
<tr>
<td>B</td>
<td>70-74</td>
</tr>
<tr>
<td>B-</td>
<td>65-69</td>
</tr>
<tr>
<td>C+</td>
<td>60-64</td>
</tr>
<tr>
<td>C</td>
<td>55-59</td>
</tr>
<tr>
<td>C-</td>
<td>50-54</td>
</tr>
<tr>
<td>D</td>
<td>45-49</td>
</tr>
<tr>
<td>D</td>
<td>40-44</td>
</tr>
<tr>
<td>E</td>
<td>0-39</td>
</tr>
</tbody>
</table>
Studying online etiquette

- Log in using your Student ID and full name
- Dress as you normally would for a uni class
- Arrive on time and prepared
- Use a headset with external mic
- Close other applications and eliminate distractions
- Mute your mic when not speaking
- Use "raise hand" feature to indicate you want to talk
- Use chat function to ask questions silently
- Do not record/share sessions without permission
- Sit in a well-lit space with a neutral background
- Turn on/off your camera as needed
- Be patient and respectful towards everyone
Attendance

What is the Attendance Requirement?

Students will be required to attend their courses at all times, unless they have genuine reason for their absence.

What does this mean? It means that you should only be absent from class if:

- You are sick
- You have an appointment with the New Zealand Immigration Service, court hearings or the police.

Note: you must provide evidence for your absence, for example, a medical certificate, a letter from New Zealand Immigration.

How do I advise the Waikato Pathways College that I will be absent?

If you are going to be absent for any reason, you must advise the Waikato Pathways College as soon as you know. To advise the College, either tell your teacher the day before, or email the Pathways College reception (pathwayscollege@waikato.ac.nz) and tell them:

- Your name
- Your Student ID card number
- The amount of time you expect to be away
- Your reasons for being away.

If you are unsure what is required, please contact the student advisor.

What about medical certificates?

If you are sick and cannot come to class for three days or more, you must present a medical certificate.

The Medical Certificate should include:

- The date you went to see the doctor
- The period of time that you were not able to come to school
- The doctor’s name and signature
- An English translation where necessary.
Support for International Students

International Student Services Office

The University’s International Student Services Office provides support for International students and works closely with other student support groups to provide the help you need, including helping with immigration and visa information, support and pastoral care, medical and travel insurance assistance. More information can be found on their website.

International Buddy Programme

Designed by students specifically for international students as a way to ease the transition into your new environment, and set you on a path to success in both studies at the University of Waikato and life in New Zealand. You will be paired with a current University of Waikato student who has similar interests and who will act as your mentor. Your buddy can help you settle into life in New Zealand and will answer your questions or point you in the direction where you can get help.

How to apply for the International Buddy Programme and more information can be found here.

Note: this programme is currently only available to students studying in New Zealand.

Safety and Security

On campus, Blue Light phones put you in direct contact with our security staff on campus. If you are ever feeling unsafe, witness suspicious behaviour or would like to request a safe walk, locate a Blue Phone to speak to security.

To contact the University security team, call the main University number which is monitored 24/7. Call 0800 WAIKATO (0800 924 5286) or +64 7 838 4610 (International).

If you need to contact a staff member urgently, the 24-hour contact number is 027 703 8654 or 0800 924 528.

If you have been treated unfairly by another student, including bullying, harmful behaviour or intimidation, in the first instance, contact the student advisors, who will be able to advise you on the next steps. More information is provided about the Student Complaint procedure on page 21.

In an emergency situation off-campus, call the New Zealand emergency services on 111. Please be prepared to state your name, location and whether you require the police, fire service or ambulance.

WSU Advocacy

The Waikato Student Union provides free and confidential advocacy services for students, independent from the University. They can help with a range of issues, including budgeting and financial concerns, tenancy, academic issues and misconduct. Contact Waikato Student Union for more information.

Accommodation

If you would like to find out more about accommodation options on campus, more information can be found here. There are various options available to students looking for affordable accommodation in the Waikato region.
Withdrawn from Your Programme

You are entitled to withdraw from your paper or programme at any time, for example, for family reasons or because of illness.

If you need to withdraw from your paper, you must follow the College’s withdrawal procedure outlined below, starting with a discussion with a student advisor.

If you are withdrawing for personal reasons, you will not usually be eligible for any refund. However, it is still important to withdraw from the paper properly, to ensure that your right to hold a Student Visa in New Zealand is not affected.

How to Withdraw

1. Talk to a student advisor to discuss your situation

2. If you still wish to withdraw, you will be given a Course Withdrawal and Cancellation form to complete

3. Return the completed form to the College Reception staff, who will advise you whether you are entitled to a refund, and will explain how to apply for this. More information can be found here

4. Inform Immigration New Zealand that you have withdrawn from your course.

If you leave the paper without following the withdrawal procedure:

» The New Zealand immigration Service may be notified that you have not met the attendance requirement for the paper

» You may not be able to obtain a Student Visa in New Zealand again.
Complaints Procedure

The Waikato Pathways College has a process for dealing with student concerns and complaints. You should follow this procedure to ensure that any issues you have are resolved quickly and efficiently. The procedure covers the informal resolution of concerns and the formal complaints procedures including the rights and responsibilities of the parties involved.

The Complaints Procedure

- If you feel you have grounds to lodge a complaint, in the first instance, you are encouraged to raise it informally with the relevant staff member and seek a satisfactory resolution within the College. If necessary, you may discuss the situation with a student advisor in preparation for your informal discussion with the staff member.
- If it is not possible to resolve informally, you can formalise your complaint by submitting in writing the details of their case and associated evidence on this form found [here](#) which is submitted to the College Director.
- If you feel this is a very serious situation, and this is agreed with the student advisor, you may send your complaint direct to the Senior Deputy Vice-Chancellor.

Please visit the [Student Complaints Procedure](#) in the Calendar for more information regarding the process.

Rights and Responsibilities of Parties to a Student Complaint

*Parties to a student complaint have the right to:*

- be treated with courtesy at all times
- a fair and timely investigation process in accordance with the principles of natural justice
- express their points of view without fear of recrimination
- receive full information at all stages of the complaint process
- be advised in writing of all decisions made in relation to the complaint
- appeal the outcome.

*Parties to a student complaint have a responsibility to:*

- treat all parties with courtesy at all times
- respect the points of view of others
- respect the rights of all parties to the complaint with respect to confidentiality
- ensure that the complaint is made in good faith and complies with the requirements of the Student Complaints Procedures
- provide full and accurate information to the person investigating the complaint
- not take any action that may prejudice the situation or be regarded as an act of recrimination against any other party.
Useful links:

Pathways College:
https://pathways.waikato.ac.nz/college/

International students:
https://www.waikato.ac.nz/study/international

International Student Support:
https://www.waikato.ac.nz/international/international-office/international-student-support

CeTTL:
https://www.waikato.ac.nz/teaching-and-learning/student-learning

Student Support Services:
https://www.waikato.ac.nz/student-life/student-services

Library:
https://www.waikato.ac.nz/library/

Waikato Student Union:
https://wsu.org.nz/

Adventuresmart:
https://www.adventuresmart.nz/

Useful phone numbers:

Pathways College Reception:
07 858 5600

24hour emergency phone:
0800 924 5286 or 07 856 2889

Free Healthline:
0800 611 116

Student Health Centre on campus
07 838 4037

Anglesea Clinic—Accident and Emergency Medical Clinic
07 858 0800
Useful Forms

Student Participation Agreement

For the safety and comfort of all students and staff at the Waikato Pathways College we ask that all students agree to obey the following items.

» respect all your classmates.
» Take part in all class activities and obey the Waikato Pathways College rules.
» If you have some kind of accident, or if you get sick, you must tell your Home Stay family and reception at the Waikato Pathways College. The reception phone number is 07 858 5600 and the after office hours emergency phone is 0800 924 5286.
» You must attend all classes unless you are sick or have permission from the College staff to be absent.
» If you are going to be absent you must contact Waikato Pathways College reception

More details about our attendance policy can be found on our attendance policy form.

» Tell Waikato Pathways College reception if you change your New Zealand address.

If you do not obey the rules that have been discussed on this paper, Waikato Pathways College may cancel your enrolment.

I understand and agree to the above.

Student Name: ________________________________
Signed____________________________________Date ____________

Disclosure of Personal Information

I agree to let the Waikato Pathways College give my agent / or my parents, information about:

» My academic progress
» My course results
» My attendance

I also agree to let the Pathways College tell my agent/ or my parents, any serious thing which the College staff think would be dangerous for my HEALTH, SAFETY, or WELL-BEING.

I understand that sometimes the Waikato Pathways College must release information about me to Immigration New Zealand or the police if they are asked. I agree to let Waikato Pathways College pass on the necessary information.

If you do not want your personal information given, the College may not accept you as a student.

I understand and agree to the above.

Student Name: ________________________________
Signed____________________________________Date ____________
Attendance Policy

Student attendance is very important to Waikato Pathways College and immigration New Zealand. Waikato Pathways College will check your attendance, your safety, and academic progress to make sure you are keeping the requirements of your student visa/permit.

If you do not attend class for any reason you will be marked absent.

LATENESS: if you come late to class, your arrival time will be recorded.

ILLNESS: if you are absent for three days or more you MUST provide a medical certificate.

TESTS: if you miss a TEST due to sickness, you must provide a medical certificate.

The number of hours students attend class will be recorded because each student is required to prove their attendance to immigration New Zealand as part of the process to renew their student visa/permit.

If you are an international student and your enrolment is cancelled, the college MUST advise immigration New Zealand.

If your attendance is poor during the course, the procedure is the following:

You will receive a letter asking you to meet with a Student Advisor or the Academic Administrator.

If your attendance does not improve after meeting with a Student Advisor or Academic Administrator, you will receive a warning letter. If you are under 18 years of age, your parents and your agent will be notified immediately about your poor attendance.

If you stop coming to class before your course finishes, a Waikato Pathways College staff member will contact you to discuss the reasons for your absence.

Sometimes the Waikato Pathways College Manager may cancel a student’s enrolment and immigration New Zealand may be notified. in this case a student does not have the legal right to a refund of fees.

I understand and agree to the above.

Student Name: __________________________________________

Signed_________________________________________ Date _______

Waikato Pathways College contact information

Postal Address:
Waikato Pathways College
University of Waikato
Private Bag 3105
Waikato Mail Centre
Hamilton 3240
New Zealand

Physical Address:
Waikato Pathways College
University of Waikato
LAIN Building
Gate 1, Knighton Road
Hillcrest, Hamilton 3240
New Zealand

Waikato Pathways College Reception
Pathwayscollege@waikato.ac.nz
+64 7 858 5600
0800 WAIKATO (in New Zealand)
Emergency phone: 027 703 8654