



**OTAGO**  
POLYTECHNIC  
Te Kura Matatini ki Otago

**Auckland  
International  
Campus**  
In partnership with  
Future Skills Academy



# Studying online from outside New Zealand

A complete guide for prospective students

# Study online with Otago Polytechnic Auckland International Campus (OPAIC)

OPAIC is providing students with the opportunity to study online from outside of New Zealand.

Up until March 2020, OPAIC provided all teaching, learning and support services face-to face. When Covid-19 hit, and the country went into lockdown we had to act fast to move all of our programmes and courses online.

For periods in 2020, due to Covid-19, we have been offering online classes and support services to our onshore students, as well as a handful of existing students who were overseas when the borders closed.

We now welcome applications from students who would like to study online from their home countries.





## What programmes can I study?

You can enrol in the following programmes online from offshore:

New Zealand Certificate in English Language (Academic) (Level 4)

New Zealand Certificate in English Language (Academic) (Level 5)

New Zealand Diploma in Business (Leadership and Management) (Level 5)

Postgraduate Certificate in Applied Management

Postgraduate Diploma in Applied Management (Business Management)

Postgraduate Diploma in Applied Management (Business Information Systems)

Master of Applied Management (Business Management)

Master of Applied Management (Business Information Systems)

## Do I need a student visa to study online?

You don't need a student visa to begin your studies online outside of New Zealand, but you will need one if you decide to travel here to continue your study when the borders open.

If you plan to travel to New Zealand eventually, it is a good idea to talk to your agent and make sure you will be eligible for a student visa.

Alternatively, you may choose to complete your New Zealand qualification wholly online in your home

country. We currently have approval to offer online programmes until 30 September 2022, so you should ensure you can complete your programme by this date.

Please note we are not a licensed immigration adviser, and so we do not have the authority to advise students on their eligibility for visas. We cannot guarantee that you will be issued with a student visa or a post-study work visa, as those decisions are made by Immigration New Zealand.

## What if my student visa is declined?

If you had hoped to do some of your study in New Zealand but your student visa is declined, you can choose to withdraw from your programme of study and seek a refund (if applicable) for the courses you

haven't yet started. Alternatively, you may choose to complete your New Zealand qualification online in your home country.

## Why Study at OPAIC?

We currently have the New Zealand Qualifications Authority's (NZQA's) highest quality ratings and are a leader in quality, career-focused education. Employers praise our work-ready, motivated and confident graduates.

Our programmes are delivered by academic and business experts at the forefront of their fields. They will prepare you for careers anywhere in the world. When you graduate from OPAIC, you are ready to work and succeed in your chosen career.

We have an overall student satisfaction rate of 91 percent, and 97 percent of our graduates are in work or further study, according to our 2019 Graduate Destination Survey.

We are a signatory to the [Pastoral Care of International Students Code of Practice](#), which means we have a responsibility to ensure that students are well informed, safe and properly cared for.

The New Zealand Qualifications Framework is [world leading](#). New Zealand works closely with countries around the world to increase its comparability with the qualifications frameworks of our key immigration partner countries, and to support recognition of qualifications in these partner countries.

## How does online study work?

Your OPAIC journey will begin with an online Orientation. This session will cover introductions to staff, tips for academic success, and wellbeing information, among other things. It will be led by our Student Success Team via webcast. Staff from a range of other departments will be present to meet you and answer any questions.

All courses offered at OPAIC use [Moodle](#), which is an online learning management system (LMS). The use of the Moodle LMS means that students, no matter where they are, have ready access to all their course content. Your lecturers will place any learning resources that they think you will need for your studies on Moodle for you to access. You can learn more about [getting started with online learning here](#).

In addition to simply giving you access to a wealth of content, the lecturers will also provide you with advice

and tasks to help you to make sense of the content. At times, you will be asked to complete certain activities, which will be designed to guide your thinking around the various topics and to encourage you to become critically engaged students. These activities and tasks will be available on Moodle and will help to prepare you for the assessments that you will need to submit (on Moodle) before the due dates.

We plan to hold our online classes between 4pm and 8pm New Zealand time, as we expect this time will be suitable for students in most time zones.

All students have access to Microsoft Teams, where you will be able to collaborate with your classmates and work on certain tasks that have been designed by the lecturers. Not only does this give you the chance to feel a part of the team, it is also a vital skill to develop for the 21st century workplace.

## Is online learning as good as face-to-face learning?

Online students have access to the same services as students on campus. This includes online learning support, which will be available via Microsoft Teams. All online students will also have remote access to Robertson library.

Studying online has some added advantages. The collaboration and interaction with peers, allows you to develop your digital literacy capability. Digital literacy and working with teams are two of the learner capabilities recognised by OP that are highly valued by employers.

Our manner of teaching at OPAIC is very hands on, so the move to online teaching and learning presented some obvious challenges. However, [our staff adapted quickly](#), following lesson plans devised by our Learning and Development Team, and using chat functions and other online tools for activities.

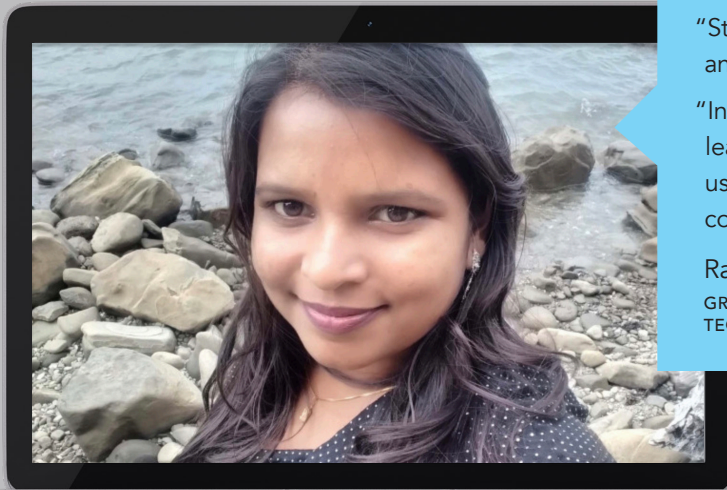
A [cross-department team](#) from Otago Polytechnic has even reflected on their online teaching experiences for a new research paper. They highlighted the importance of lecturers finding out what works for their students in terms of content, capabilities, and resources.

## What are the benefits of studying online?

According to the feedback we received from students who studied online during New Zealand's lockdown, they were satisfied with the new method of teaching and comfortable with the process that they found to be more flexible and convenient.

### What do our students say?

Rashmiben Patel studied online from within New Zealand during the lockdown. She found it easy to communicate with lecturers and other students online.



"Students feel free to ask and respond to any questions related to their course."

"In some ways it's better than face-to-face learning as some students who are usually quiet during classes are more comfortable communicating online."

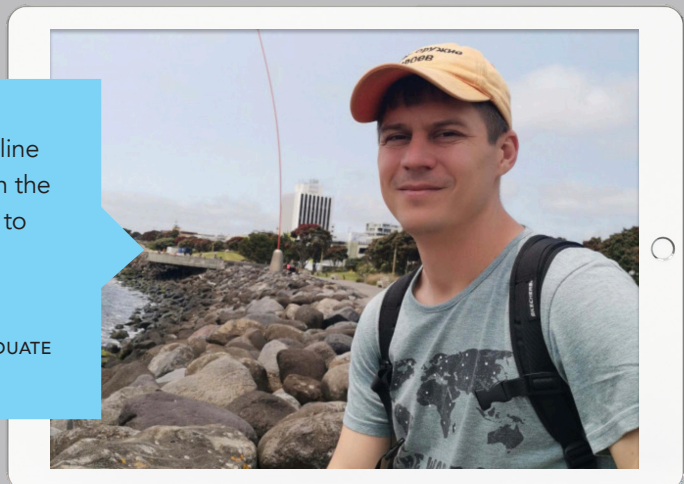
Rashmiben Patel, India  
GRADUATE DIPLOMA IN INFORMATION TECHNOLOGY

Aleksandr Taran, from Russia, has also been studying online from within New Zealand. Microsoft Teams is the main app used for communicating with teachers and fellow students.

He and his classmates also have a WhatsApp group for discussions. Additionally, he is welcome to call his lecturers whenever he needs to.

"My teachers are striving to make online learning as convenient as possible in the current conditions. I'm very thankful to them for that."

Aleksandr Taran, Russia  
ENGLISH LANGUAGE CERTIFICATE AND GRADUATE DIPLOMA IN INFORMATION TECHNOLOGY





## Is online study right for me?

You can find entry criteria for all our programmes [on our website](#).

All programmes are delivered in English and you will need to provide evidence of English language proficiency to study.

The English language requirements for entry to our main programmes can be found [here](#). For entry to our English language programmes, online learners need to provide an IELTS test result, or equivalent internationally recognised English proficiency exam. Learners who do not have this evidence are required to take [Duo Lingo's online proficiency test](#) (\$49 USD). The test fee will be credited to learners' accounts on

commencement of study at Otago Polytechnic.

In addition to our programme entry requirements, all students studying online should make sure they have access to a laptop and reliable broadband connection.

Students get access to Office 365, including Teams, which they can use as part of their online interaction with lecturers and classmates.

All students who apply to study online will be asked to complete a questionnaire about their tools and experience so that we can assess their readiness for online study and determine what support they might need.

## Will my online qualification be recognised in my home country?

Prospective students should check that the qualification, which will be awarded via online delivery, will be recognised in the country in which

they intend to use it. They can get this information from the relevant government or qualifications authority.

## Will my online qualification be recognised in New Zealand?

Yes. These programmes are approved by the New Zealand Qualifications Authority under the provisions

of the Education Act 1989, and Otago Polytechnic Limited is accredited to teach them.

## Can I get a post-study work visa for New Zealand if I study online?

We are not a licensed immigration adviser, and so we do not have the authority to advise students on their eligibility for visas.

It is currently an [Immigration New Zealand requirement](#) that you must study in New Zealand for a minimum of 30 weeks for qualifications at Level 7 and above on the New Zealand Qualifications Framework

or 60 weeks for qualifications at Levels 4 to 6, to be eligible for a post-study work visa.

So, it's possible you could do part of your programme, or a pathway programme, online in your home country, then come to New Zealand for the appropriate number of weeks to be eligible to apply for a post-study work visa.

## What are the attendance expectations?

Attendance requirements for our online programmes are the same as those for our face-to-face programmes: students must attend 100% of sessions. For online learning, there is the further requirement that learners participate fully in online activities, and

complete all work set during online sessions.

Our [programme pages](#) include information on how much time you will be expected to dedicate to your study.

## When will I be allowed to come to New Zealand?

New Zealand's border is currently closed to most travellers and entry is strictly controlled.

From 10 August 2020, applications for most temporary visas from people outside of New Zealand are temporarily suspended. This includes most visitor, work and student visas.

The Government acknowledges that getting international students back into NZ is important but public health is the paramount consideration for any decisions to change border restrictions.

## What will NZ's Reform of Vocational Education mean for OPAIC?

You may have heard the New Zealand Government is [merging its 16 institutes of technology and polytechnics](#) into one entity. The reforms will build on New Zealand's already strong reputation as a high-quality, safe and caring country for international

students to study, live and work. However, for now you can rest assured that if you enrol at OPAIC your qualifications will be awarded from our current institution and brand.

## Can I get a refund if online study doesn't work out?

If you try online study and it doesn't work for you, you are welcome to defer the remainder of your study until the borders open or withdraw from your programme altogether. The courses you have completed will be recognised should you choose to resume your study

later. We will refund the fees (minus admin fees) for any courses you do not begin. You can find our Withdrawal, Transfer, Cancellation and Refund Policy [here](#).



# How do I apply?

You or your agent can apply online at [www.op.ac.nz/applications](http://www.op.ac.nz/applications). Feel free to get in touch with the appropriate member of our Marketing Team if you have any questions.

## GREATER CHINA, SOUTH KOREA, JAPAN, SINGAPORE, MALAYSIA AND MONGOLIA



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# About Otago Polytechnic Auckland International Campus

Our Auckland team is made up of top-quality teachers and support staff who come from a wide range of cultural backgrounds.

The quality of our programmes and the work-readiness of our graduates is recognised far and wide, making us one of New Zealand's best and most preferred tertiary organisations.

All members of our staff are here to help you. If you are unclear about anything, need advice, or simply want someone who will listen to the challenges you are facing, please talk to us.

With our well designed learning environment and friendly student support, studying online at Otago Polytechnic Auckland International Campus will be one of the best experiences of your life!

Our staff are experts in their fields with lots of teaching and industry experience so expect lots of discussion in your online class. Our lecturers and support teams come from a range of cultural backgrounds. You can learn more about them [here](#).

## Our teams

We aim to provide our students with an exceptional experience during their time at OPAIC. Here is a list of our support teams, with information on how they can help students on their study journey.

### Sales and Marketing

Our Sales and Marketing Team recruits international students from across the world through agents and directly.

Ask them about:

- ▶ Entry requirements
- ▶ Applying and Enrolling
- ▶ Programme information
- ▶ Further study options
- ▶ Study options for friends or family
- ▶ Information about our campus

### Registry (Admissions & Enrolment)

The Registry Team will help you through the registration and enrolment process. The team provides the highest level of support to students, and staff while exercising ethical standards and procedures.

Ask them about:

- ▶ Enrolments and fees
- ▶ Processing applications
- ▶ Withdrawals and refunds
- ▶ Visas and insurance
- ▶ Results and completion
- ▶ Issuing official documents
- ▶ Forms such as insurance

### Student Success

Student Success can help with academic or personal issues you face during your online study. The team also organise online Orientation and a range of other online events.

Ask them about:

- ▶ Orientation
- ▶ Online events
- ▶ Attendance issues
- ▶ Personal issues
- ▶ Student counselling
- ▶ Policies and processes
- ▶ Student representation
- ▶ Student forums and focus groups

### Employability

The Employability Team can help you to get work-ready and find placement and employment opportunities.

Ask them about:

- ▶ Online networking and industry events
- ▶ Online employability workshops (CVs; Interviews; Job searching; LinkedIn)
- ▶ CV checking

### ICT and Facilities

You'll first meet the ICT and Facilities Team during their online IT induction. The team will continue to assist you throughout your time at OPAIC.

Ask them about:

- ▶ Computers
- ▶ Wi-Fi
- ▶ Student email and Office 365 apps
- ▶ Online Student Hub
- ▶ Equipment

### Academic Team

The Academic Team will give you guidance and feedback throughout your studies.

Ask them about:

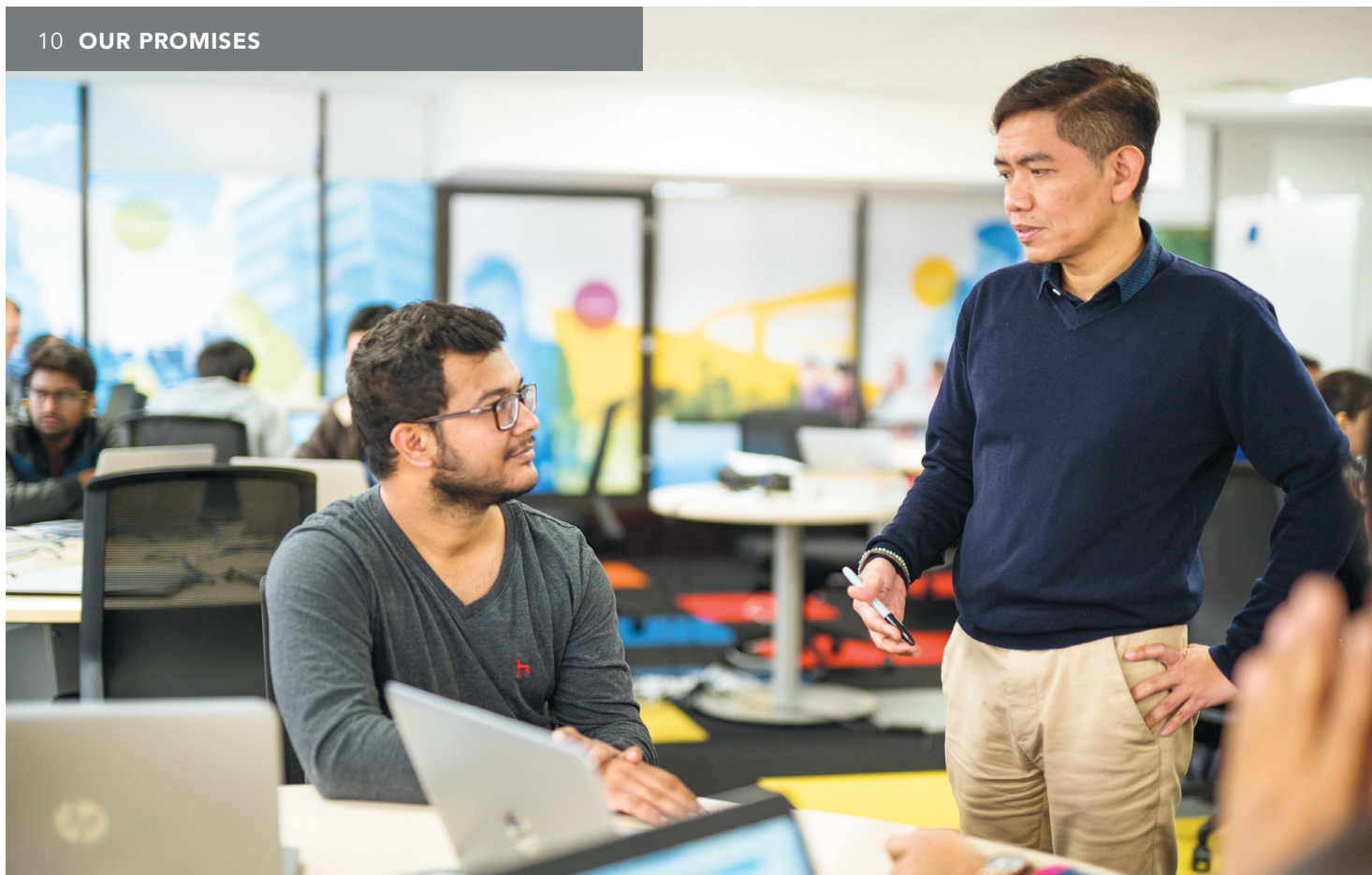
- ▶ Timetables and class selection
- ▶ Programmes and courses
- ▶ Assignments and projects
- ▶ Academic skills and writing
- ▶ Referencing
- ▶ Research skills
- ▶ Academic integrity
- ▶ Online resources
- ▶ Study resources
- ▶ Grades and resubmissions
- ▶ Academic progress and support

### Learning Support

Learning support can help with academic issues you face during your time with us. We have a learning support advisor and peer tutors who know about the courses you are studying. This support is available online.

Ask them about:

- ▶ Assessments and feedback
- ▶ Academic writing and referencing
- ▶ English language assistance
- ▶ Personalised study plans
- ▶ Independent learning



## Our promises to you

- ▶ To create an environment where you have all the information and tools required to succeed in your online study. You should expect to receive clear, accurate, and up-to-date advice about all courses/programmes.
- ▶ To offer you quality learning and teaching experiences from enthusiastic teachers who communicate effectively with you.
- ▶ To keep you informed about what is expected of you as a student.
- ▶ To ensure you have access to information that will assist in your study, including relevant policy and procedures that affect you as a student.
- ▶ To support you in your learning by supplying up-to-date information and course content from staff who are sufficiently current in their respective areas of expertise.
- ▶ To give clear information on how and when assessment will be conducted.
- ▶ To give fair, timely, and constructive information on your academic performance.
- ▶ To allow you to provide feedback about your course/programme and the teaching you receive without fear or anxiety about giving that feedback.
- ▶ To advise you of changes to your course/programme as a consequence of feedback provided by students.
- ▶ To allow you reasonable opportunities to have a say about how the Polytechnic operates.
- ▶ To ensure you are treated with respect by students and staff.
- ▶ To enable you to learn in an online environment that is free from bullying, harassment, or discrimination.
- ▶ To facilitate access to clear and appropriate procedures for dealing with grievances.
- ▶ To ensure you have reasonable access to student support services, and appropriate resources.



# Our expectations of you

## ATTENDANCE

Attend 100% of your classes and show up on time. Email a copy of a medical certificate to the Student Success Team if you are sick. Presence in online sessions and completion of work set during these sessions are required to be marked present.

## ASSESSMENT

Complete assessment items on time and take responsibility for any missed class time and failed assessments. Raise any queries about what is expected of you with your lecturer at the first opportunity.

## ENGLISH LANGUAGE ABILITY

Demonstrate the level of English language ability associated with the admission requirements for your programme. Talk to your lecturer, if you have trouble understanding them. If you feel you are having difficulty understanding what is covered in class, contact the Learning Support Team on [learningsupportaic@op.ac.nz](mailto:learningsupportaic@op.ac.nz)

## ENGAGEMENT AND ATTITUDE

Actively participate in class, pay attention and respect your teachers and classmates. Regularly use Moodle and check your OP email. If you are experiencing problems because of personal issues, please contact the Student Success Team on [studentsuccessaic@op.ac.nz](mailto:studentsuccessaic@op.ac.nz). They can connect you to our qualified Student Counsellor for professional support, at no cost to you.

## WORKLOAD AND SELF-STUDY

Those studying full-time will be expected to spend about 38 hours per week or 300 hours per study block on your course work. This includes both scheduled class time and self-directed study.

## ACADEMIC INTEGRITY

Under The Education Act, it is an offence to get another person to write your assignment. The Polytechnic will take very serious action against any student found to have done this. Reference properly - using APA referencing. Please talk to your lecturers, or the Learning Support Team if you are unsure of the expectations in this area.

## GROUP WORK

Contribute to group projects. This means communicating professionally with group members, and producing a genuine joint effort on group projects. Talk to your lecturer if you have any issues with group work.

Meeting these expectations is the key to developing your employability and succeeding as a student.

More detailed information regarding rules and policies can be found on the school's website at [www.op.ac.nz/students/important-information](http://www.op.ac.nz/students/important-information)





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