



Abacus
Institute of Studies
New Zealand

International Prospectus





Welcome to Abacus

Kia Ora

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Welcome to Abacus Institute of Studies

Welcome to the campuses of Abacus Institute of Studies in Auckland and Christchurch. You have selected an outstanding educational organisation to support and further your learning. Your time with us is very important, and we encourage you to balance your academic activities and your enjoyment of campus life.

We have exceptional academic and support staff that make every effort to ensure you succeed as a student. Our staff will support you every step of the way. Our classes are small, and we offer a range of support services to ensure you achieve your study and career aspirations.

Our primary goal is to provide a holistic approach to education, and we acknowledge that some of the important learning you will gain, will take place outside the classrooms of Abacus Institute of Studies. Think of the campus as your home away from homewhere you will be encouraged to grow within a safe and exciting environment.

We are committed to all our students ensuring they succeed in their chosen field, and our close relationships with industries will enhance your employment outcomes. Learning with us will steer you on a pathway to a wide range of satisfying careers, and these will support the New Zealand economy and our society.

When you come to the completion of your academic studies, you will graduate and move onto other captivating opportunities. So remember: you will leave Abacus Institute of Studies with a world-class qualification, but also leave with friends and colleagues that you will cherish for a lifetime.

We extend to you all of our best wishes with your studies, and we are certain that your time with us will be successful and rewarding.

Ko te manu e kai i te miro nōna te ngahere, Ko te manu kai i te mātauranga, nōna te ao.

*The bird that eats the miro berry owns the forest.
The bird that feasts on knowledge owns the world.*



Director Teaching and Learning



We lead the education sector, demonstrating best practice in teaching, learning and assessment, creating productive, efficient and professional graduates.

Abacus vision statement





Why choose Abacus

Let's meet Ari, our Business Diploma Level 7 student from Brazil.

Ari came to NZ to seek adventures and a new life. After 6 months studying at Abacus, Ari got help from one of our Abacus Marketing Managers and successfully landed a part time office job at the New Zealand Institute of Studies. Do you wonder why smart, young millennials like Ari chose Abacus to reinvent their futures in New Zealand? Here are the top 5 reasons.

1. Abacus provides high quality education. What does this mean?

- a. *Our qualification makes you more competitive in the NZ job market. 85% of our graduates find a job within 3 months of graduating*.*
- b. *We are reliable and highly recognised by our stakeholders, i.e. NZQA.*
- c. *Course progression model: university delivery model that builds proactive learning habit.*



2. City-heart location and spacious campus size

- a. *Your part time job is potentially only 5 minutes away.*
- b. *3 minutes walk from recreational facilities - everything that you need!*
- c. *15 minutes drive from the beach where you can enjoy New Zealand's beautiful scenery.*
- d. *Spacious classrooms in both Auckland and Christchurch campuses*
- e. *BYOD (Bring Your Own Device) culture - you do not need to reserve a computer. Just bring your own laptop and access the database online!*



3. Dedicated student support service

- a. *No language barriers: At Abacus, we provide everything we can to help with your studies. We speak your languages: English, Japanese, Chinese, Spanish, Hindi, German, Arabic, and more. You will receive personal and academic support provided by our highly skilled student advisors from your first day at Abacus Institute of Studies.*
- b. *Clinics: We provide one-on-one learning programmes for students if they fall behind the curriculum. Students can access substantial online resources free of charge to support their learning.*



4. Diverse nationalities on campus

Your classmates come from all around the world, e.g. Algeria, Brazil, China, Chile, Colombia, Egypt, India, Vietnam, Thailand, Philippines, Japan, Korea, Saudi Arabic, Sri Lanka...etc. A great cultural mix broaden your horizon and build a strong network in the world!



5. Students are safe and protected

- a. *Abacus is a signatory to the Code of Practice for International Students.*
- b. *Student Fees are protected by the Public Trust.*



*According to the graduate survey in 2017



LIFE AT ABACUS

Auckland Campus





Christchurch Campus



Why New Zealand



WORLD'S BEST COUNTRY TO LIVE IN



And these are some of our high-quality living records:

- a. World's Second Safest Country to live (2017 Global Peace Index)
- b. World's second most desirable place for families (HSBC's 2015 Expat Explorer survey). One family-critical topic of the survey covered was 'healthcare', where our system was rated as the best in the world. 76% of expat parents living in New Zealand felt that their "offspring are more healthy living in New Zealand Young people have easy access to sports and the outdoors, space and freedom to ride horses, to run along open beaches, to swim in clean water, to walk through native forests, and to truly experience the beauty of nature.
- c. Low population density. Although it is around the size of Japan, New Zealand's population is just over four million, making it one of the world's least populated countries. It is never easier to lose the crowds and have the wide open spaces to yourself!
- d. Least corrupt country in the world (Transparency International's 2017 Corruption Perception Index). This means all the tax comes back to serve the people living in New Zealand, including you!
- e. Most peaceful country in the world.

A PARADISE ON EARTH: everyday is a travel day. How about that?



So, what can you expect? Well, if you've seen *The Lord of the Rings*, *The Hobbit*, *The Narnia Chronicles* or *The Piano*, you'll have an idea: soaring mountain peaks, mysterious lakes and rivers, dramatic volcanic plateaus, vast open plains, winding rivers, thermal wonderlands, fiords, native forests, glaciers, miles of farmland and even more miles of glorious coastline with gorgeous sandy beaches.

It's not just the range of beautiful scenery to see - it's the different ways you can experience it: by car, on foot, by boat, on horseback, by helicopter, by rail, by rubber raft.

Here are some other facts that might amaze you:

- a. NZ was voted the world's best country in 2007 and 2008 by Wanderlust magazine.
- b. 30% of the country is forest and protected national parks. Only 5% of NZ's population is human - the rest are animals. Be ready to spend your whole life exploring the nature in NZ!
- c. In 2008, TripAdvisor named Milford Sound (pictured below) the world's top travel destination, based on an international survey.
- d. Over 90% of migrants find our scenery exceeds or meets their expectations, according to a recent Immigration New Zealand survey.

THE WEATHER



While we get our share of wild weather, our climate stays away from the extremes.. No Australian summer heat (40 degree), no Canada north pole winter (-40 degree), no UK foggy and gloomy days. Perfect for your outdoorsy lifestyle!

WE ARE PROUD TO BE NUCLEAR FREE



This means you are safe in our territory!

LIVING IN CHRISTCHURCH

43.5321° S, 172.6362° E

(/ˈkraɪstʃɜːrtʃ/)

NZ's largest city in the South Island

Home to 396,700 residents

2nd BEST CITY

New York Times ranked Christchurch as the #2 place in the world to go visit in 2014

Officially the oldest established city in New Zealand from 31 July 1856

The official Maori name for the city is **Otautahi**

14 SKI AREAS

14 ski and snowboard areas within three hours drive

GREEN SPACES

740 city parks covering 3,000ha

LET IT SHINE

2,143 annual sunshine hours

PERFECT RENTAL RATES

Christchurch rents are 14% lower than Auckland

Christchurch is also known as **'the gateway to Antarctica'**

WEATHER

AVERAGE TEMPERATURE

July



6°C
(43°F)

January



18°C
(64°F)

Winter
Summer

36.8485° S, 174.7633° E

LIVING IN AUCKLAND

(/'ɔ:klənd/ AWK-lənd)

**Active city with
1.65 million residents
(2017)**

Official languages:

English

Maori

New Zealand Sign Language

**28th most friendly city
in the world for tourists
(TravelBird Survey)**

**Ranked 8th most
liveable city in 2017
(The Economist)**

**The world's 4th largest
multicultural city**

**3rd BEST CITY for quality
of life in the world
(Mercer 2017)**

**Auckland was
the Capital of New Zealand
for 25 years from 1842-1865**

*Auckland is the largest Poly-
nesian population in the world
and is also known as "the city
of sails".*

**The Maori name for Auckland is
Tamaki Makaurau**

WEATHER

AVERAGE TEMPERATURE

July



**11°C
(52°F)**

Winter
Summer

January

**20°C
(68°F)**



English Course General Description

At Abacus, we provide a variety of English courses for our students. These courses provide learning to support students who live, work, study, or travel in English-speaking countries. They are designed to help students communicate effectively and confidently in their daily lives. They offer enjoyable, learner-centred lessons and are ideal for ambitious and focused learners. Our qualified and experienced staff will guide you through your studies to help you communicate easily.



Abacus English course pathway

We provide English Language courses for students to prepare to:

- gain pathways to further study at tertiary level;
- improve both academic communication skills and study skills;
- develop abilities to read academic/technical books and articles;
- write essays and reports; listen to lectures and take notes;
- participate in academic discussions, tutorials and seminars.

Our New Zealand Certificate in English Language (NZCEL) course provides one with the opportunity to enrol into university and polytechnic courses.

Course key learning parts:

- Reading
- Writing
- Listening
- Speaking
- Grammar
- Vocabulary

Course Structure

20 hours per week for 18 weeks

Intake Dates

Every three weeks

(first Intake date on 7 January 2019)

Entry Requirements for NZCEL

Study Level	Acceptable forms of entry
Level 4 NZQA Qualification Reference: 1883 (60 Credits)	<ul style="list-style-type: none"> • Completion of a NZCEL Level 3 OR • IELTS Certificate Overall score of 5.0 (band scores do not need to be considered) or equivalent* <ul style="list-style-type: none"> OR • Pre-entry Placement Test
Level 3 NZQA Qualification Reference: 1882 (60 Credits)	<ul style="list-style-type: none"> • Completion of a NZCEL Level 2 OR • IELTS Certificate Overall score of 4.0 (band scores do not need to be considered) or equivalent* <ul style="list-style-type: none"> OR • Pre-entry Placement Test
Level 2 NZQA Qualification Reference: 1881 (65 Credits)	<ul style="list-style-type: none"> • Completion of a NZCEL Level 1 OR • IELTS Certificate Overall score of 3.5 (band scores do not need to be considered) or equivalent* <ul style="list-style-type: none"> OR • Pre-entry Placement Test
Level 1 NZQA Qualification Reference: 1880 (64 Credits)	<ul style="list-style-type: none"> • Completion of a NZCEL Level 1 (Foundation) OR • Pre-entry Placement Test

* Please refer to the ESOL Programme Administrator for further information.

N.B: IELTS certificate must be current at the time any offer is made, i.e. no more than 2 years old.

Social Activity

Students will learn out of the classroom occasionally. We arrange field trips for international students to visit different places in New Zealand, and there will be activities for students to learn during the field trip. To encourage cultural exchange at Abacus, we celebrate different festivals, i.e. Chinese New Year, Matariki, Diwali, St Patrick's Day, etc. There are a lot of chances for students to enjoy their studies while enjoying New Zealand at Abacus Institute of Studies.

English Conversation Club

One class per week will focus on discussion topics that generate debate. There will be an opportunities to make improvements in pronunciation and intonation. We want you to sound like a Kiwi bro!

Some classes will be held outside the school – this could be over a coffee, in the park, visiting a location around Auckland city – we'll surprise you! These classes will be a chance for you to improve your fluency in a real English context.

LEARN,
SHARE,

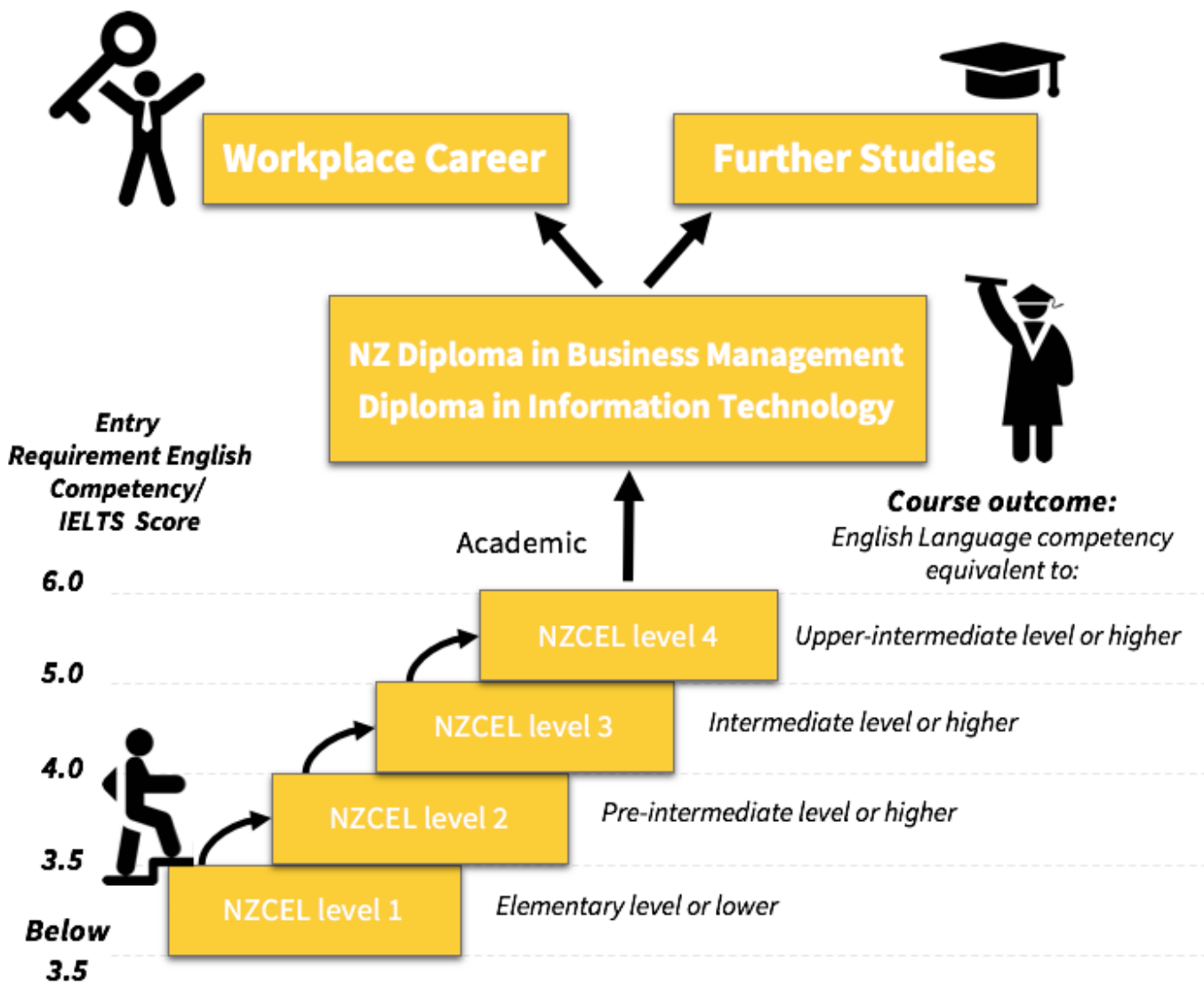


GAIN CONFIDENCE
AND HAVE FUN!




Study pathway at Abacus Institute of Studies

An internal placement test will be held prior to enrolling NZCEL course. Students can pave their study pathway towards higher education in order to accomplish their career goals in the future.

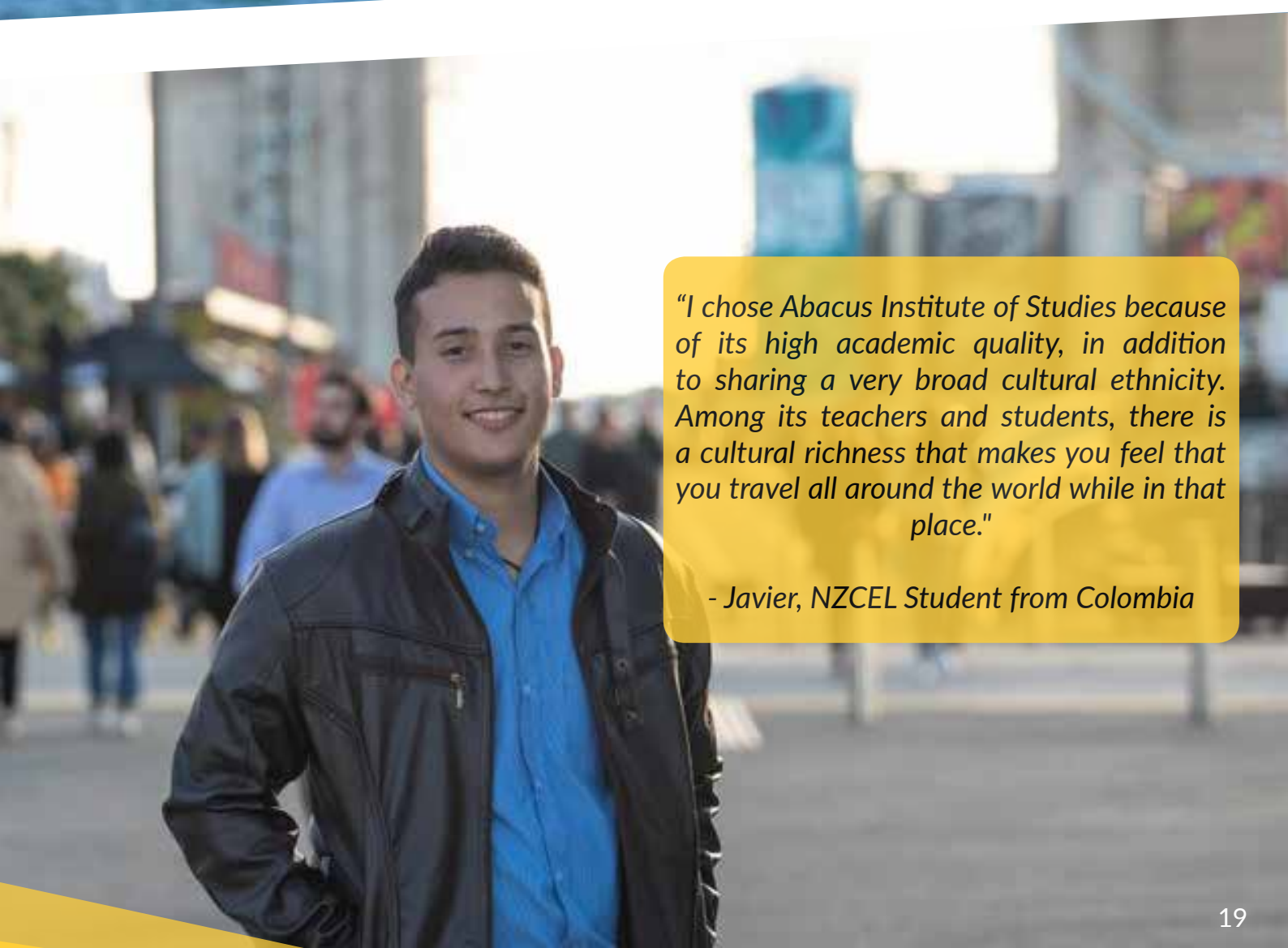


*Some Universities in New Zealand are accepting NZCEL certificates as English proficiency documents. Please check the university's website for more details.



"I studied IT Level 5 programmes at Abacus. I love their way of teaching, very practical and career focus. They also provide much support alongside academic teaching. You can gain knowledge as well as practical experience in your studies."

- Afsari, IT Level 5 student from Bangladesh



"I chose Abacus Institute of Studies because of its high academic quality, in addition to sharing a very broad cultural ethnicity. Among its teachers and students, there is a cultural richness that makes you feel that you travel all around the world while in that place."

- Javier, NZCEL Student from Colombia

Study Programmes General Description

Be the future leader in your field

At Abacus, we provide a range of qualifications to prepare our students with practical knowledge and experience. Our business programmes and IT programmes will sharpen your skills and prepare you to achieve in the industry through developing your intellectual curiosity, analytical ability, and critical thinking capability.



Diploma in Business & Enterprise Management (Level 7)

Course description

This qualification equips students with the business skills and knowledge required for the 21st century management and leadership and develops a holistic perspective and critical understanding of strategic, environmental and societal aspects of businesses and their relationships. Furthermore, this qualification builds entrepreneurial acumen for creating and developing high performing and sustainable organisations in the business world. This Level 7 qualification also provides a pathway for further study in the field.

Campus

Christchurch, Auckland

Duration

48 weeks (incl. scheduled breaks)

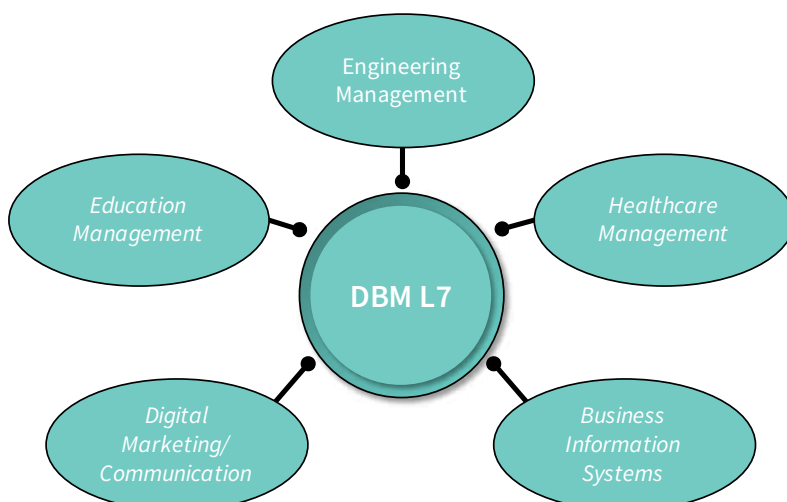
Credits: 125

Course structure

Paper	Level	Credits
ABD701 Business Strategy, Environment and Sustainability	7	15
ADB702 Creating and Managing Competitive Advantage	7	15
ABD703 Creativity, Innovation and New Venture Creation	7	15
ABD704 Business Incubation Project	7	30
ABD705 & US11633 Legal, Ethical And Professional Aspects Of Business And Management	5	15
US11624 & US9685 Financial Analysis for Managers	5	15
US2930 Marketing Management & Strategy	6	10
US9735 Management, Leadership & Organisations	6	10

Business incubation project (30 credits)

The business incubation project comprises 30-credits. Students can choose relevant specialisations. Some of the key elements of this project are analysing and identifying the marketing opportunities, establishing value proposition, developing business models, developing and implementing growth strategies, risk mitigations and business plan development. The incubation projects are not limited to the 5 fields of study indicated in the flyer. (Other fields may be accommodated on a case to case basis.)



Programme entry requirements

A student applying for the Diploma in Business & Enterprise Management [Level 7] must meet the following entry requirements:

- Age 18 years or above;
- International students with English as their second language must demonstrate English language skills equivalent to an IELTS overall score of 6.0 (minimum 5.5 in each band sub score) or equivalent as prescribed by the NZQF Programme Approval and Accreditation Rules 2013;
- A bachelor's degree in any discipline (eg, BA, BSc, BCom, BBA, BCA, BTech) or an equivalent qualification conferred by a New Zealand Tertiary Education Organisation or a NZQA-recognised degree from an overseas Tertiary Education Organisation.

Work entitlement

Students pursuing this qualification are entitled to work for 20 hours per week during the academic year and full-time during holidays.

Programme outcomes


On completion of this program, graduates will be able to demonstrate specialised business knowledge and skills in leadership and management with a strategic perspective that can be applied in a range of management roles. They will be able to:

- evaluate strategic planning and management concepts;
- identify strategic options and produce a strategic plan for an organisation;
- understand change management principles;
- analyse change management processes;
- demonstrate practices and identify trends which impact organisations in an international setting;
- understand the nature, forms and types of innovation;
- identify innovation strategies and analyse the factors that lead organisations to foster innovation;
- evaluate management approaches to intellectual property management;
- identify sources of information and advise best practice management;
- analyse strategic brand marketing concepts, principles, and methods;
- skill to solve existing or potential brand marketing problems and to identify opportunities and alternative actions;
- understand the total quality approach to quality management along with ethics and corporate social responsibility.

Graduate career pathways

The graduates are likely to find opportunities for employment in "Middle to Supervisory level positions" in areas such as:

- Banking
- Sales
- General/Office Management
- Business Analysis
- Retail Management
- Marketing
- Entrepreneurship



"Abacus Institute is a great place to gain further knowledge. Staff are approachable and friendly. It is easy for me to get through the studies with their help. The career pathway looks promising as well with great career support provided by the school. There are a series of career workshops that provide a lot of career advice to us!"

*Jane - Diploma in Business & Enterprise Management (level 7)
student from Philippines*

New Zealand Diploma in Information Technology Technical Support (Level 5)

Course description

This course prepares people for employment in entry level IT roles in IT technical support, and also equips people for further IT related study. Graduates will have an awareness of the IT environment, appreciate the needs of users, and be able to provide IT technical support. They will also be able to operate within the applicable professional standards and practice, as part of a team, or independently with a broad level of supervision.

Campus

Christchurch, Auckland

Duration

48 weeks (incl. scheduled breaks)

Course structure

Paper	Level	Credits
IT501: Introduction to Information Technology	5	20
IT502: Systems Technology	5	20
IT503: I.T. Helpdesk	5	20
IT504: Programming Basics	5	20
IT505: IS & OS Implementation	5	20
IT506: Networking Fundamentals	5	20

Entry criteria

English Requirement

International students whose first language is not English must provide evidence of competency in English language equivalent to IELTS 5.5 (Academic) with no band less than 5.0.

Academic Requirement

There are no mandatory prerequisites for this qualification. NCEA Level 2 and above or Information Technology Level 3 and above is recommended.

Programme outcomes

- This course will provide learners with a firm foundation in Information Technology and understanding of the role, as well as the importance and potential impact of Information and Communication Technology within diverse organizational and societal contexts.
- This course is designed to provide hands-on experience and to help students to understand how to install, build, upgrade, repair, configure, troubleshoot, optimize, diagnose and perform preventive maintenance of basic personal computer hardware and operating systems.
- The aim of this course is to provide the learners with knowledge, skills and attitudes to resolve business and customer IT problems by applying the practices and principles of helpdesk operations and service level management.
- The aim of this course is to provide learners with the fundamental concepts and terminology of software application development, and to develop skills in designing and writing simple computer programs.
- This course is designed to provide students with the knowledge and skills to carry out information system and operating system implementation effectively and efficiently as per the organizational IT support requirements.
- This course provides essential knowledge and skills on features and functions of networking components, installation, configuration, support and troubleshooting of network hardware, protocols and services. This course adopts a hands-on approach to equip learners with these essential knowledge and skills.

Graduate career pathways

Graduates of this qualification will have the skills and knowledge to work in the IT industry in a range of entry level roles. The scope of the qualification outcomes match requirements for IT support roles.

- Help Desk Technical Support
- Junior Administrator Assistant
- Network Configuration Technician
- PC Repair Technician
- Hardware Support Technician



"All the knowledge is very practical and we have a lot of chances to practice what we have learnt in the class. With help from Abacus staff, I have secured an internship opportunity in Auckland and I can apply what I have learnt at my work"

Karanjot - NZ Diploma in Networking (Level 6) student from India

New Zealand Diploma in Networking (Level 6)

Course description

This is an advanced qualification for those seeking career advancement in the field of network design and management. It should appeal to those who wish to obtain multiple certifications while achieving a widely recognised IT qualification.

Campus

Christchurch, Auckland

Duration

48 weeks (incl. scheduled breaks)

Course structure

Paper	Level	Credits
DN601 - Ethics and Professionalism in the ICT Industry	6	20
DN602 - Network Configuration, Management and Performance	6	20
DN603 - Switched Networks	6	20
DN604 - Network Routing & Security	6	20
DN605 - Unified Communication	6	20
DN606 - Network Project	6	20

Entry criteria

English Requirement

International students whose first language is not English must provide evidence of competency in English language equivalent to IELTS 6.0 (Academic) with no band less than 5.5.

Academic Requirement

New Zealand Diploma of Information Technology Technical Support (Level 5) or equivalent knowledge, skills and experience is recommended.

Programme outcomes

The aim of this component is to:

- impart the necessary knowledge, skills and attitudes required to behave with integrity and responsibility as an IT professional, contributing positively to society. The course also imparts effective communication and interpersonal skills required to work effectively and efficiently in an organisational environment, achieving quality outcomes.
- impart the essential skills in configuring, maintaining and monitoring an organisational network. Learners will also gain knowledge and skills in network performance management and will be able to recommend remedial actions to maintain acceptable organisation service levels.

- provide the learners with the knowledge and skills to implement configure and troubleshoot routing and switching solutions for complex LAN and WAN using a range of protocols.
- provide the necessary knowledge and skills to apply routing configurations, troubleshooting techniques and protocols to implement, maintain and secure networks.
- provide the knowledge and skills to design, configure and evaluate a unified communications implementation for an organisation to maintain acceptable organisational service levels.
- introduce the learners to IT service and change management processes and procedures. The component also imparts knowledge and skills to successfully execute a networking project for an organisation in New Zealand.

Post qualification options

This qualification can complement your existing skills and qualifications or provide further opportunities in your current role. It can also prepare you for a number of career opportunities in the IT industry.

- IT Technician
- Service Desk
- Desktop Support
- Entry Level Network Administrator
- Network Engineer
- Network Support
- Diploma in Computing Level 7 or above.

Diploma in Networking (Level 7)

Course description

This course prepares learners for professional positions in the specialised areas of computer networking, or for further studies in the fields of computer networks and Information Technology.

The programme is aimed at learners with prior qualifications or experience in the areas of computer networking and Information Technology or there who wish to acquire specific knowledge and skills to pursue a specialist career in Computer Network in New Zealand, or for further studies in this area.

Campus

Christchurch, Auckland

Duration

48 weeks (incl. scheduled breaks)

Course structure

The programme consists of six components totalling 120 credits of which two components are at NZQA Level 6 (40 credits) and the remaining four at NZQA Level 7 (80 credits).

Paper	Level	Credits
DN201: IT Service Management	6	20
DN202: Computer Network Principles	6	20
DN301: Computer Network Design	7	20
DN302: Information Security	7	20
DN303: ICT Project Management	7	20
DN304: Capstone Project	7	20

Entry criteria

English Requirement

- International students whose first language is not English must provide evidence of competency in English language equivalent to an IELTS overall score of 6.0 (minimum 5.5 in each band sub score) or equivalent as prescribed by NZQF Programme Approval and Accreditation Rules 2013;

Academic Requirement

- Have attained a minimum age of 18 years; and
- have completed at least a Level 6 Diploma in Networking or related area, or New Zealand Diploma in IT Technical Support (Level 5), or have at least two years of relevant work experience, or equivalent.

Programme outcomes

On completion of this qualification, graduates will be able to demonstrate in-depth knowledge and skills in computer network design, maintenance and support. Specifically, the graduates of this qualification will be able to:

- demonstrate ethical and professional attitude and behaviour as a computer network professional, contributing positively to society in New Zealand;
- analyse the strategic needs of an organisation and develop an IT Service Management strategy aligned with the business strategy;
- demonstrate an in-depth knowledge and skills of principles, concepts and theories of computer networks and their application with an organisation;
- design, implement and secure computer network solutions to achieve desired organisational outcomes for small to medium enterprises;
- ensure Information System credibility and security by applying information security principles, security processes, frameworks and industry best practises.
- manage ICT projects by applying the principles, concepts, tools and techniques of project management.
- propose solutions to complex organisational computer network requirements by applying industry standards and best practises

Graduate career pathways

- Network Administrator
- Network Support Specialist
- Network Engineer
- Support Analyst (or pursue further study in this area.)

Visa pathway in New Zealand after graduation

Post-Study Work Visa (Open)

After you have graduated from any non-degree qualifications from Level 5 - 7, you will be entitled to the one-year open work visa if you studied in Auckland, and the two-year open work visa if you studied in Christchurch. You are able to work full-time for an employer of your own choice, on this visa. If you do not have a specific job offer, you are able to look for jobs related to the area of your studies.

The visa pathway may be subject to change in accordance with the revision of immigration rules without notice.

After you have gained one year of work experience in New Zealand after graduating from the New Zealand Diploma in Business & Enterprise Management (Level 7)/Diploma in Networking (Level 7), you may have gained enough immigration points to seek a skilled migrant residence visa in New Zealand[^].

[^] Conditions vary case by case. Please refer to the INZ official website or seek advice from a Licensed Immigration Advisor.

If you're planning to study towards the following qualification(s):	And:	Then on successful completion of your qualification(s) you may be eligible for a:
Level 7 Bachelor's degree qualification or higher	You study that qualification for at least 30 weeks in New Zealand	Three-year open post-study work visa
Level 7 Graduate Diploma	You study that qualification for at least 30 weeks in New Zealand	One-year open post-study work visa, if you study in Auckland, and one additional year if you are working towards registration with a professional or trade body Two-year open post-study work visa, if you study outside Auckland (excluding distance learning)*
Other non-degree Level 7 qualification	You study that qualification for at least 30 weeks in New Zealand	One-year open post-study work visa, if you study in Auckland Two-year open post-study work visa, if you study outside Auckland (excluding distance learning)*
One qualification at Level 4-6 of a two-year duration	You study that qualification for at least 60 weeks in New Zealand	One-year open post-study work visa, if you study in Auckland Two-year open post-study work visa, if you study outside Auckland (excluding distance learning)*
Two qualifications at Levels 4-6	You study each qualification for 30 weeks in New Zealand (60 weeks in total) and the second qualification is at a higher level than the first	One-year open post-study work visa, if you study in Auckland Two-year open post-study work visa, if you study outside Auckland (excluding distance learning)*

**To qualify for this, you must have successfully completed your qualification(s) by 31 December 2021. If you complete your qualification(s) after that date, you may be eligible for a one-year open post-study work visa, and one additional year if you are a Graduate Diploma graduate and you are working towards registration with a professional or trade body.*

From 2022, international students who complete qualifications at Levels 4 to 6, after two years of study, or non-degree Level 7 qualifications will be eligible for a one-year post-study work visa, and if they have completed a Graduate Diploma that is used for registration with a professional or trade body, an additional one-year post-study work visa.

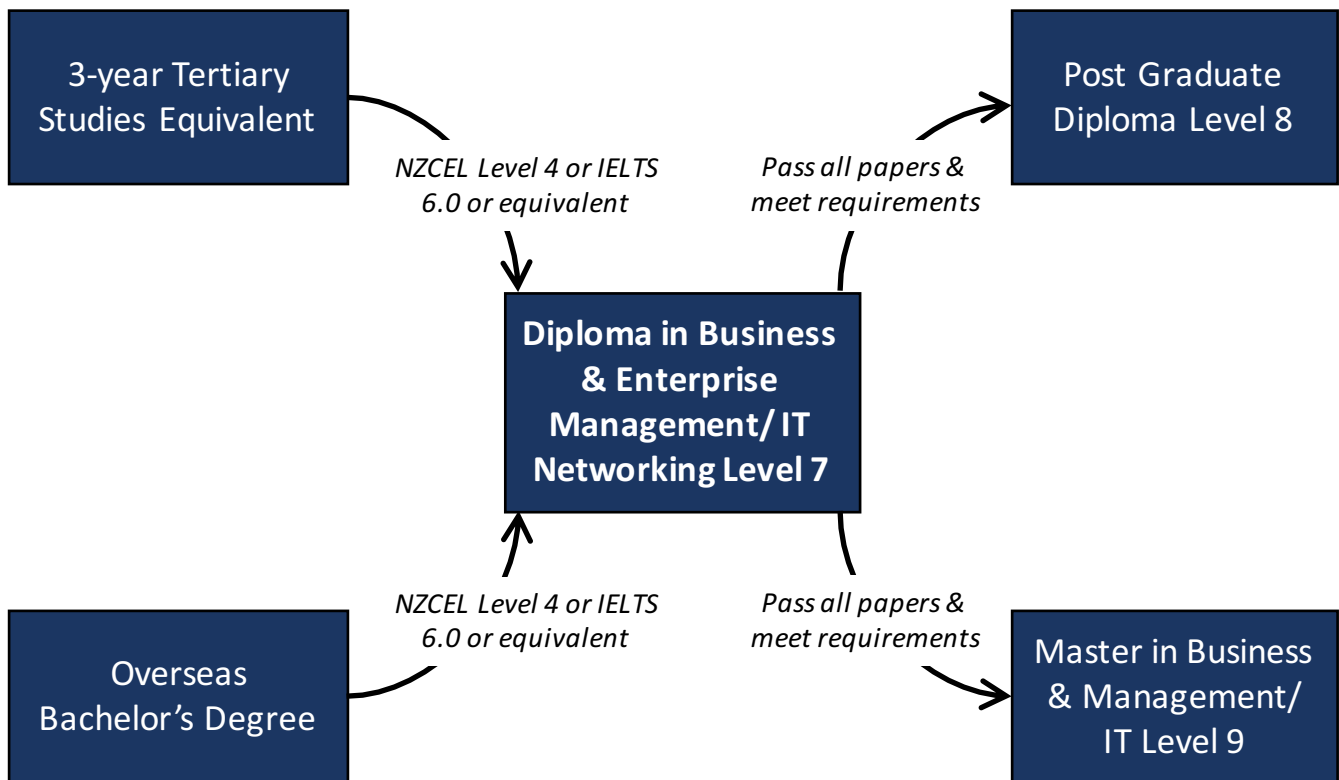
Students completing Level 7 degree qualifications or above will continue to be eligible for three-year post study work visas.

For more information:

Visit www.immigration.govt.nz or call 0508 558 855



University pathway



Student support

There are plenty of reasons to choose Abacus Institute of Studies, and one of the most important is the guidance and support which is provided to students to achieve their academic as well as personal goals. Our support system gets activated from the moment students board their flight from their home country.

Airport pickup

An airport pick-up is available to all our students if advanced notice is given. Please note that this service is not free. Please let us know any special requirements, for example, moving large luggage or transporting family members etc., as it will help us in arranging the appropriate transportation.

Homestay arrangement

Our accommodation agents will find a caring, nurturing environment depending on your needs. You will benefit from a cultural exchange and relationships that can last a lifetime. The experience is enriching and rewarding for you. You will benefit from conversing in English in a relaxed, natural situation, such as after school or during the dinner.

The request form is available and it is strongly recommended to submit the completed form as well as the application form.

Fee protection

Abacus Institute of Studies has an arrangement with the Public Trust, which acts as a trustee to protect a student's fees by holding the fee amount in a trust account, transferring a prorated monthly amount to the Institute.

This protects all students' fees against the unlikely event of insolvency, regulatory closure or the withdrawal of accreditation of the Institute. This is a NZQA approved method for fee protection.

For further information visit their website at www.publictrust.co.nz

Orientation programme

- Kiwi culture
- Guidance and support available internally and externally;
- The Institute's rules and regulations;
- Assessments - teaching structure;
- Disciplinary procedure and fee refund policy;
- Student fee protection;
- Procedure for complaints and grievances;
- Living in New Zealand, including driving and road safety;
- Emergency phone numbers and emergency handling procedures;

- A copy of the Code of Practice Summary (for International Students).

Complaint policy

When you come to New Zealand as an international student, you can expect to receive a high standard of education, and to feel safe and well cared for while you live and study here.

Abacus Institute of Studies Complaints Procedure

If you wish to report an incident or make a complaint regarding your programme, you may speak with:

- your teacher;
- the Course Coordinator/Programme Leader;
- the Pastoral Care Officer/Marketing Team (non-academic matters);
- the Director-Teaching and Learning;
- the Chief Executive Officer;
- the Managing Director.

If your complaints are not resolved – you may contact NZQA*

If you are still unhappy with the way the Institute has dealt with your complaint, you should make your complaint in writing to the Director - Teaching and Learning. You must include your name and current address and contact details. All written complaints will be responded to within 10 working days of receipt. You may, if you want to, request an opportunity to speak to the Director-Teaching and Learning in support of your complaint and have a support person present.

If you are still unsatisfied, you may make a complaint to the New Zealand Qualifications Authority, Box 160, Wellington. The phone number for NZQA is:

1. 0800-QA-HELP
2. 0800-72-4357

Counselling

In-house counselling includes the following:

- accommodation assistance and welfare matters;
- course planning and academic advice;

Student support

Procedures and responsibilities

- Students who intend to withdraw from any of course shall lodge a written application to withdraw to the Director – Teaching and Learning. Students need to provide a written statement for the reasons for applying for withdrawal from the Institute.
- The Director – Teaching and Learning (or their nominee) approves or declines the withdrawal providing reasons for their decision. Where the Director – Teaching and Learning approves the application, the application is forwarded to an office administrator.
- The Officer Administrator shall be guided by the Refund Schedule below on the amount to be refunded. In instances where a course is being cancelled, the Institute shall arrange for a full refund of fees paid by the students. In the event that a course is cancelled part way through due to unforeseen circumstances (including course closure or regulatory closure), a proportional refund of fees paid will be given.

Refund schedule

The amount of refund depends on the course length (period of enrolment) and on the period between the start of the course and the application for withdrawal. This is summarised in the following table:

Course duration	Before Start of course		After Start of course	
	5 days or more	Within 5 days		
3 months or more	Institute will retain 10% of course fee or \$500 (whichever is the lesser amount)	Institute will retain up to 15% of course fee or \$1,000 (whichever is the lesser amount)	For withdrawals on or before the 10 th working day from the commencement of the course the institute will retain up to 25% of the course fee based on actual expenses incurred	For withdrawals after the 10 th working day there will be no refund*
Less than 3 months but more than 5 weeks			For withdrawals on or before the 5 th working day from the commencement of the course the institute will retain up to 25% of the course fee based on actual expenses incurred	For withdrawals after the 5 th working day there will be no refund*
Less than 5 weeks			For withdrawals on or before the 2 nd working day from the commencement of the course the institute will retain up to 50% of the course fee based on actual expenses incurred	For withdrawals after the 2 nd working day there will be no refund*
<i>*Voluntarily ceasing or closure of its course by institute</i>			Fee will be refunded on pro rata basis [^] .	
<i>*Visa application is declined of an international student</i>			Full remaining tuition fee refund	

For instances where a course is being cancelled, the Institute shall arrange for a full refund of fees paid by the students. In the event that a course is cancelled part way through due to unforeseen circumstance (including course closure or regulatory closure), a proportional refund of fees paid will be given.

Career support

Career Workshop

To support students for their career pathway, we arrange a series of career workshops for students during each academic year. We invite guests across different industries to share their work experiences and at the same time, they give a lot of tips advice to students on job hunting in New Zealand. These workshops facilitate students to have more in-depth understanding on how the real industry looks like.



Job Search Support

We understand that international students may not be familiar with the job market in New Zealand and may struggle with getting a job in New Zealand. Our team, who have expertise in the New Zealand job market, will be helping international students to get through the process. They help review CVs and provide professional advice for international students.



Partnership with Student Job Search (SJS)

Abacus Institute of Studies partner with Student Job Search (SJS) <https://www.sjs.co.nz/>, the largest job hunting platform for students in New Zealand, to provide free career support for our students. Abacus students can register on this platform free of charge. There are over 4000 vacancies available per month on SJS. At the same time, there are over 9000 active employers on the website per annum in New Zealand.

Other useful information

Code of practice

Abacus Institute of Studies has agreed to observe and be bound by The Education (Pastoral Care of International Students) Code of Practice 2016. Copies of the Code are available from the NZQA website at www.nzqa.govt.nz.

NZQA category explanation report is available in the below link:

<https://www.nzqa.govt.nz/providers-partners/approval-accreditation-and-registration/provider-categories/provider-categories-qa-arrangements/>

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. All their requirements can be viewed on their website at www.immigration.govt.nz.

Accident insurance

The Accident Compensation Corporation provides personal 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.co.nz.

Eligibility for health services

Most international students are not entitled to publicly funded health services while in New Zealand unless they are:

- A resident or citizen of Australia; or
- A national of the United Kingdom* in New Zealand; or
- The holder of a temporary permit that is valid for two years or more.

If you do not belong to one of these special categories and you receive medical treatment during your visit, you will be liable for the full costs of that treatment. Full details on entitlements to publicly funded health services in New Zealand are available through the Ministry of Health that can be viewed on their website at <http://www.moh.govt.nz>

**Including England, Scotland, Wales, Northern Ireland, the Isle of Man, the Island of Jersey, and Bailiwick of Guernsey, comprising the island of Guernsey, Alderney, Herm, Jethou and Sark.*

Medical and travel insurance

International students (including groups of students) must have appropriate and current medical and travel insurance while in New Zealand.

Insurance through Abacus Institute of Studies:

- Students with visitor/working holiday visa. Insurance policy only needs to cover the study period.
- Students with student visas. Insurance policy needs to cover the whole visa period. Add one month onto the study length if not sure about the visa period.

Insurance arranged by self:

There will be some requirements on the premium in case a student has an overseas insurance policy:

- proof of purchase & policy details need to be sent to the admission team in English to exempt the insurance fee on OOP.
- Medical & accident cover should be a minimum \$100,000 NZD for each premium.
- Insurance will be purchased on the course start date unless the student has submitted accepted insurance policy, a withdrawal or deferment request has been approved prior to that date.

Job hunting channels

There are multiple platforms for international students to look for jobs in New Zealand:

- <http://www.hays.net.nz/>
- <http://www.workpool.co.nz/>
- <http://www.trademe.co.nz/jobs>
- <http://www.seek.co.nz/>
- <http://www.myjobspace.co.nz/>
- <http://neuvoo.co.nz/en>
- <http://www.kinetic.co.nz/>
- <http://www.careers.govt.nz>

Joining Abacus

All applications will be acknowledged, and a student ID number will be issued. The applicant/Agent will be notified about an application once it has been assessed.

Abacus Institute of Studies has an open application policy. Although most programmes have a preferential application date, we welcome applications at any time throughout the year. We encourage you to apply as early as possible.

Futher Information

If you want more information about our courses, programmes and how to apply, contact the international office at +64 9 3566688, visit the website www.abacusinstitute.ac.nz, or email info@abacusinstitute.ac.nz to search information including the application form for both academic programmes and/or English language.

Check before leaving your country

Please make sure you have completed everything on this checklist before you leave home.

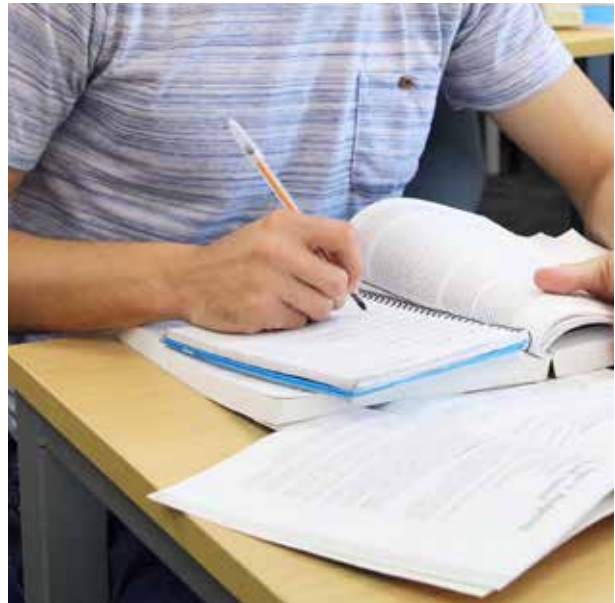
- Have you paid the full fees for your tuition and insurance (if applicable)?
- Have you applied for your accommodation and paid the full fees (if applicable)?
- Do you require an airport pickup? If so, have you informed your advisor or administration team of your arrival details?
- Have you checked that your passport is valid for at least six months from your departure date? Have you applied for and received your visa?

One or two weeks before you leave for New Zealand:

- Do you know your airline's luggage allowance?

Have you packed the below documentation with you?

- Abacus offer of letter
- IELTS certificate (if applicable)
- Passport and visa
- Medical certificate (if required)
- Any other original documents/transcripts listed in your offer letter, for example your high school certificate including translation (if originals are not in English). You will need these to register and enrol on your course and to extend your visa in New Zealand.



Registering on your first day at Abacus

We advise you to try your best to participate in the orientation programme. If you are not able to attend, please contact student services ahead of your arrival and look for them at 8:30am on the first day of your course (Your course start day).

You will need the following documentation on your first day:

- Visa
- Insurance
- Passport

Diploma Course

Program & Courses	Length	Tuition Fees	Course Structure	2019 Start Dates	Other Fees
IT Level 5	48 weeks	\$15,000	20 hours per week	28 th Jan 25 th Mar 20 th May 15 th July 9 th Sep 4 th Nov	Resource Fee: \$2,900 Administration Fee: \$1,000
IT Level 6	48 weeks	\$15,000		Resource Fee: \$2,900 Administration Fee: \$1,000	
IT Level 7	48 weeks	\$16,000		Resource Fee: \$2,900 Administration Fee: \$1,000	
Diploma of Business & Enterprise Management Level 7	48 weeks	\$16,000		28 th Jan 15 th Apr 8 th Jul 30 th Sep	Resource Fee: \$2,900 Administration Fee: \$1,000

NZCEL Course

Program & Courses	Length	Tuition Fees	Course Structure	Class Time	Other Fees
NZCEL Level 1-4	18 weeks	\$380/week	20 hours per week	Session 01: 8:30 am – 12:45 pm Session 02: 10:45 am – 3:00 pm Session 03: 1:00 pm – 5:15 pm Session 04: 5:30 pm – 9:45 pm	<ul style="list-style-type: none"> Enrolment Fee: \$310 NZCEL Certificate: \$250 (each level) Resources Fee: \$120 for over 10 weeks enrolment

Other Items	Fee
Enrolment Fee	\$310
Insurance Fee (one year)	\$575
Homestay Placement Fee	\$285
Homestay Fee	\$280/week
Compliance Service Fee for under 18 student	\$50/week
Homestay Rearrangement Fee	\$120
Airport Pick-up (One-way)	\$150/person
Insurance	depends on enrolment length
Campus Change Fee	\$310
Assessment of prior learning / cross credits	\$295 /per paper
Duplicate ROA	\$100
Duplicate NZQA Certificate	\$100

All fees are in NZ Dollars(NZD).

How to apply

1. APPLICATION

Apply through one of Abacus's marketing managers or directly online.

Documents required:

- passport copy;
- CV
- signed application form,
- certified copies of student academic qualifications,
- Academic transcripts,
- English language test results (if required) and
- any other supporting documents.

Copies can be certified by a justice of the peace, notary public, Abacus representative/staff member, police officer, or examining authority.

2. APPLICATION ASSESSMENT

All applications will be assessed. Successful applicants will be emailed directly (if they applied directly) or emailed via their official representative.

3. OFFER ACCEPTANCE

Complete and sign all pages of the Offer Statement and Acceptance Agreement.
Arrange payment of tuition fee deposit as per instructions in Offer letter.

Conditional offer

Students who receive a conditional offer must provide documentary evidence that they've met any outstanding conditions. A new offer will be issued.

4. FEE RECEIPT

After receiving student's payment, Abacus will send applicant's fee receipt. Student could use the file to apply for a New Zealand student visa (the visa application procedure may vary in some countries).

5. OBTAIN STUDENT VISA

Applicants should lodge their student visa application immediately.

6. PREPARE FOR DEPARTURE

After making travel arrangements, students would consider booking an airport pickup (NZD \$150).

7. ENROLMENT

Prior to orientation, students will receive information about obtaining their student system login and password.

8. ARRIVE AND ATTEND ORIENTATION

Students must arrive at Abacus in time to attend the new student orientation programme. Participation in the orientation programme will help familiarise students with the city and campus and provide the change to meet staff and other students and make friends before commencing studies.



www.abacusinstitute.ac.nz



info@abacusinstitute.ac.nz



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[@abacusinstitute](https://www.instagram.com/abacusinstitute)

Auckland

Level 13, 155 Queenstreet
Central Auckland - 1010
New Zealand
Telephone: 006492139552

Christchurch

9/166 Moorhouse Ave
Christchurch - 8011
New Zealand
Telephone: 006433656076



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New Zealand