

# New Zealand College of Chinese Medicine



## *International Prospectus* 2019

A Centre of Excellence for  
Chinese Medicine Training and Treatment

*NZQA registered and accredited as a Private Training Establishment.*





## CONTENTS

<b>Introduction from the College Board of Directors</b>	<b>1</b>
<i>Vision</i>	2
<i>Mission</i>	2
<i>Logo</i>	2
<b>Location</b>	<b>2</b>
<b>Board of Directors</b>	<b>3</b>
<b>Advisory Council</b>	<b>3</b>
<b>Administration and Operations Team – Student Support Services</b>	<b>3</b>
<b>Teaching Staff and Clinical Supervisors</b>	<b>4</b>
<b>International Students</b>	<b>5</b>
<i>The Education (Pastoral Care of International Students) Code of Practice 2016</i>	5
<i>Immigration Information</i>	5
<i>Requirements for Obtaining a Student Visa</i>	5
<b>Course Information</b>	<b>6</b>
<i>Bachelor of Health Science - Level 7</i>	6
<i>Bachelor of Health Science major in Chinese Medicine (Acupuncture and Herbal Medicine)</i>	8
<i>Bachelor of Health Science major in Acupuncture</i>	9
<i>Diploma in Tuina (Level 7)</i>	9
<i>New Zealand Certificate in English Language (level 4)</i>	12
<b>Postgraduate Study Pathways</b>	<b>13</b>
<b>Overseas Clinical Practice in Acupuncture or Chinese Herbal Medicine</b>	<b>13</b>
<b>Entry Criteria</b>	<b>13</b>
<i>Bachelor of Health Science - Level 7 &amp; Diploma in Tuina - Level 7</i>	13
<i>New Zealand Certificate in English Language (Level 4)</i>	15
<b>Students Wishing to Transfer from Another Provider</b>	<b>15</b>
<b>Enrolment fee - On Shore Students</b>	<b>15</b>
<b>Enrolment Procedures – On Shore Students</b>	<b>16</b>
<i>Enrolment Application Process – On Shore Students</i>	16
<i>Enrolment Procedures – Off Shore Students</i>	17
<i>Enrolment Application Process – Off Shore Students</i>	17
<b>Alterations or Cancellations</b>	<b>18</b>
<b>2019 Fees:</b>	<b>18</b>
<i>Bachelor of Health Science (Acupuncture and Chinese Medicine)</i>	18
<i>Diploma in Tuina</i>	18
<i>NZ Certificate in English Language (Level4)</i>	19
<b>Early and Voluntary Withdrawals and Student Fees Refund Policy</b>	<b>19</b>
<b>Fee Protection</b>	<b>20</b>
<b>Academic and Programme Regulations</b>	<b>21</b>
<b>Course-Related Costs</b>	<b>21</b>
<i>Course-Related Costs Estimations – 2019</i>	21
<i>Other Fees –2019</i>	22
<i>Student Services Fee</i>	22
<b>Orientation</b>	<b>23</b>
<b>Eligibility for Health Services</b>	<b>23</b>
<b>Medical and Travel Insurance - International Students</b>	<b>23</b>
<b>Accident Insurance</b>	<b>23</b>
<b>Student Support</b>	<b>24</b>
<b>Accommodation</b>	<b>24</b>

<b>Road Safety</b>	<b>24</b>
<b>Living Expenses in Auckland</b>	<b>25</b>
<b>Study and Work Opportunities</b>	<b>25</b>
<b>Graduation</b>	<b>25</b>
<i>Graduation Ceremonies</i>	<b>26</b>
<b>APPENDIX ONE: International Student Policy</b>	<b>27</b>
<i>Procedure flow chart- critical incident of an International Student</i>	<b>29</b>



**NZCCM is rated by NZQA as a Category 2 PTE. The EER report has designated NZCCM to be Confident in Educational Performance and Confident in Self-Assessment**

## INTRODUCTION FROM THE COLLEGE BOARD OF DIRECTORS

The New Zealand College of Chinese Medicine (NZCCM) is registered and accredited by NZQA under the provisions of the Education Act, 1989. We are committed to providing the highest quality tertiary education in Chinese Medicine (CM) which includes Acupuncture, Moxibustion, Tuina and Chinese Herbal Medicine.

The evolution of Chinese Medicine spans thousands of years and is often known as Traditional Chinese Medicine (TCM). The knowledge is based on a unique theoretical system, which has been evidenced by abundant accumulated clinical experience and recorded in historical classical texts. However, it is also very much based on current research and new knowledge, so we prefer to use the term Chinese Medicine (CM) although both terms are widely used. Traditional Chinese healing methods include acupuncture and moxibustion (herbal heat), herbal medicine and Tuina (massage) therapies as well as Qi Gong, diet, health maintenance and rehabilitation.

The focus of CM is to maintain health and prevent disease using a range of natural interventions carefully designed to support the balanced functioning of the individual. Rather than treating symptoms, CM diagnoses and treats the physiological imbalances, which it considers to be the root causes of these diseases.

Today, the beneficial effects of CM are widely acknowledged by Western medical science. More and more people are seeking natural methods of healthcare which do not involve synthetic medications, so a future career in CM offers rewarding possibilities for integrative health care provision in the New Zealand context.

The NZCCM campus is located in Auckland's central suburb of Greenlane. The College has an NZQA approved quality management system and is managed by an approved organisational structure, ensuring the highest quality of standards for the content and processes for both teaching and learning.

The Board of Directors take great pleasure in introducing you to our College. We hope that you will seriously consider joining us at NZCCM. The opportunity to study CM will give you an enjoyable experience which offers great opportunities for your professional development and future career.

On behalf of the College Board, whether you have enrolled or are considering enrolling in our College, we wish you the very best of success for your future.



**Stephen XU**

**Chief Executive**

## VISION

To provide a centre of excellence for Chinese medicine, Naturopathy and Massage training and treatment.

## MISSION

To bring Chinese medicine into the New Zealand health-care community to benefit the health and wellbeing of all in New Zealand.

## LOGO



Our College Logo means:

Good fortune - people working together peacefully in unity. If you strive to achieve you will succeed.

## LOCATION

The New Zealand College of Chinese Medicine (NZCCM) Auckland Campus is located at 321 Great South Road, Greenlane, Auckland.

The Campus includes both teaching and learning facilities, including classrooms, library, student learning commons, lunchroom, outdoor decking, and a purpose-built teaching clinic with 11 treatment rooms, a Chinese Herb Dispensary, a clinical learning centre and dedicated patient off-site parking.

The College currently offers the following qualifications:

Bachelor of Health Science – Chinese Medicine (Acupuncture and Herbal) – Level 7

Bachelor of Health Science – Acupuncture – Level 7

Diploma in Tuina – Level 7

New Zealand Certificate in English Language – Level 4

## BOARD OF DIRECTORS

The Board of Directors is the ultimate authority within the College. Its prime function is to monitor the overall performance of the College, and to approve and advise on the strategic direction of the educational establishment which reviewed by the NZCCM Council. The Board takes unique responsibility of the management of key financial and regulatory risks. It currently comprises 2 members and meets at least four times a year.

- Stephen Xu as President
- Jessica Li Feng

## ADVISORY COUNCIL

The NZCCM Council's prime function is to offer advice and assistance to the NZCCM Board of Directors and CEO to monitor the overall performance of the College and lead the strategic direction of this educational establishment including quality improvement and programme effectiveness. No member of Council will have any fiscal responsibility or liability.

The Council meets quarterly.

- John Hinchcliffe
- Michael Byrnes
- John Sinclair (Chair)
- Andrea Vujnovich
- Amber Oram (Secretary)

## ADMINISTRATION AND OPERATIONS TEAM – STUDENT SUPPORT SERVICES

<b>CEO</b>	Stephen Xu - Founder and Managing Director
<b>College Principal</b>	Jessica Li Feng Founder and Member of Board of Directors
<b>Academic Manager</b>	Mel Cooper
<b>Operations &amp; Quality Assurance Manager</b>	Andrew Ayles
<b>Recruitment and Student Services Manager</b>	Peter Coddington
<b>Marketing Officer</b>	Melinda Liang
<b>TCM Programme Leader</b>	Bin Shi
<b>Academic Administration Assistant</b>	Helena Ying
<b>Clinic Administrator/ Receptionist</b>	Esther Wong
<b>Research Leader</b>	Alex Zivaljevic
<b>Librarian</b>	Linda Platts
<b>IT and Admin Support</b>	Anderson Dong
<b>Clinic Reception and Accounts Support</b>	Diana Dou

## TEACHING STAFF AND CLINICAL SUPERVISORS

<b>Teaching Staff</b>	<b>Clinical Supervisors</b>
Dr Jessica Li Feng	Dr Jessica Li Feng
Dr Vahideh Toosi	Dr Vahideh Toosi
Shirley Cao	Susan Wang
Bob Wang	Feng Gao
Dr Dandan Yu	Gina Liu
Feng Gao	Mary Zhang
Linda Tian	Bob Wang
Sarojini Kathiravelu	Dr Bin Shi
Dr Sridhar Madella	Bill Lee
Dr Asmita Patel	<b>Academic Support</b>
Dr Ravindra Telang	Dr Jessica Li Feng
Susan Wang	Dr Vahideh Toosi
Amy Yin	Dr Bin Shi
Dr Bin Shi	
Steve Scott	

The College has a highly qualified and experienced Academic Faculty who are specialists in their field. Continued professional development in both subject content and educational, academic and clinical practice is a unique distinctive characteristic of NZCCM.



*Welcome - Haere Mai*



In keeping with our vocation to provide Chinese Medicine education of a high standard, NZCCM actively encourages the admission of international students aged 18 years or over.

When students from other countries come to study in New Zealand, it is important that those students are well informed, safe, and properly cared for. New Zealand educational providers have an important responsibility for international students' welfare.

### THE EDUCATION (PASTORAL CARE OF INTERNATIONAL STUDENTS) CODE OF PRACTICE 2016

The New Zealand College of Chinese Medicine is a signatory to (has agreed to observe and be bound by) the **Education (Pastoral Care of International Students) Code of Practice 2016** administered by The New Zealand Qualifications Authority. Copies of the Code are available on request from this institution or from the New Zealand Ministry of Education website at [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international)

### IMMIGRATION INFORMATION

Immigration New Zealand (INZ) is responsible for issuing Student Visas and Permits for foreigners wishing to travel to and reside in New Zealand for study purposes.

You will need to have a Student Visa in order to be accepted for enrolment at NZCCM. If you are an Australian citizen or permanent resident, you are exempt from this requirement.

Full details of visa and permit requirements, advice on rights to employment in New Zealand while studying, and reporting requirements are available through Immigration New Zealand and can be viewed on the website [www.immigration.govt.nz/study/](http://www.immigration.govt.nz/study/)

You may obtain Application to Study in New Zealand forms from NZCCM, from your nearest New Zealand Diplomatic Office, or from INZ directly.

### REQUIREMENTS FOR OBTAINING A STUDENT VISA

- Letter of acceptance from NZCCM stating course details and duration
- Evidence that you have paid your course fees
- Details of your New Zealand accommodation arrangements
- Medical and Police clearances
- Evidence of funds to support yourself



If you intend to study for longer than 24 months, you will need to provide medical, X-ray, and police certificates.



### BACHELOR OF HEALTH SCIENCE - LEVEL 7

#### THE AIM OF THE PROGRAMME

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The aim of the Bachelor of Health Science with majors in Acupuncture and Chinese Medicine is to produce graduates who exercise a range of capabilities that enable them to practice their discipline safely and effectively within the New Zealand cultural, healthcare and regulatory contexts. Graduates of the programme will employ the principles of reflective practice, making use of the relevant techniques and resources to manage, advise and contribute to the care of patients who present with a range of health problems. Graduates will be aware of the limitations of their scope of practice, will contribute to the wider healthcare community in New Zealand, and will be able to effectively manage their own professional and personal development.

#### STATEMENT OF CAPABILITIES

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The programme has been designed to enable students to attain the following capabilities in particular:

- Provide healthcare within a patient-centred, evidence-based framework.
- Apply and update knowledge of Chinese medicine, or acupuncture, and the relevant western medical scientific material, to their role as healthcare practitioners.
- Gather clinical information to make accurate differential diagnoses, assessment and management plans and provide effective treatment.
- Practice as a competent healthcare professional in a safe, ethical and legally responsible manner.
- Demonstrate cultural awareness and sensitivity in the provision of specialized healthcare.
- Communicate effectively in a range of forms (written, online, oral) and with diverse audiences (patients, community/public, agencies and health professionals).
- Work both independently and as a member of a range of teams, specifically to contribute to inter-professional care partnerships.
- Function as an autonomous practitioner, with sound business management skills.
- Understand the historical development of Chinese medicine, its philosophical foundations and current context and developments.
- Critically evaluate relevant research literature and material with respect to scientific and professional development of their practice.

## GRADUATE PROFILE

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Graduates:

- Employ a comprehensive understanding of the theory and application of Chinese medicine, or acupuncture, and of the traditional and contemporary uses of acupuncture, herbal medicine and Tuina, to contribute to the diagnosis, treatment and management of a range of patients and conditions.
- Provide appropriate care and management to a range of patients, including advice on lifestyle and health maintenance, as effective members within the healthcare community in New Zealand.
- Practice within the legislative framework that applies to healthcare in New Zealand, ensuring that the rights of patients and their families are respected.
- Understand and identify contraindications and limitations to the application of acupuncture, herbal medicine and Tuina.
- Analyse and interpret a range of patient health issues from the perspective of Western Medical Science and, where necessary, incorporate this into their care plans or appropriately refer patients to other health practitioners
- Employ strong and clear communication skills with patients, and their carers, including obtaining informed consent prior to treatment.
- Make and maintain appropriate patient health records.
- Understand the principles and practice of small business management, and of working in or setting up and maintaining a small practice.
- Demonstrate a commitment to and capability to engage in reflective practice, and a commitment to lifelong learning.

## EMPLOYMENT OUTCOMES

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Graduates can expect to find employment in the following opportunities:

- Self-employment in Traditional Chinese Medicine or Acupuncture Clinics
- Acupuncturist in an established Chinese Medicine Clinic or Multi-disciplinary Complementary Alternative Medicine Clinics
- Chinese Medicine Practitioner in an established Chinese Medicine Clinic or Multi-disciplinary Complementary Alternative Medicine Clinics

## FURTHER EDUCATIONAL OUTCOMES

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- A Master's Degree in TCM and/or Acupuncture
- Post Graduate Qualifications in the discipline

## BACHELOR OF HEALTH SCIENCE MAJOR IN CHINESE MEDICINE (ACUPUNCTURE AND HERBAL MEDICINE)

- Level 7, 480 credits
- Full-time for 4 years
- 144 teaching weeks
- Part time within 8 consecutive academic years

The Bachelor of Health Science in Chinese Medicine includes Acupuncture and Chinese Herbal Medicine, it follows a four-year pathway and comprises a minimum of 480 credits spread between Levels 5, 6 and 7 of the NQF Framework.

This degree course is designed for students who wish to become practitioners of Chinese medicine, using both Acupuncture and Herbal Medicine. The course explores the theoretical and practical knowledge of Chinese medicine, and prepares graduates to practice Chinese medicine (acupuncture, herbal medicine and Tuina) in contemporary and western contexts as primary healthcare providers in New Zealand.

Students enrolled for this programme, can, after successful completion of first three years study, gain a Graduation Certificate of Bachelor of Health Science (Acupuncture).

### Bachelor of Health Science major in Chinese Medicine (Acupuncture and Herbal Medicine)

#### Qualification Structure

Year 1 - Level 5		Year 2 - Level 6		Year 3 - Level 7		Year 4 - Level 7	
<b>CMK1</b> Chinese Medicine Theory 1	15 Credits	<b>CMK4</b> Herbal Medicine 1	15 Credits	<b>CMP2</b> Chinese Medicine Practicum 2	15 Credits	<b>CMP4</b> Chinese Medicine Practicum 4	15 Credits
<b>BMS1 MS</b> Biomedical Science 1	15 Credits	<b>BMS2</b> Biomedical Science 2	15 Credits	<b>PMP3</b> New Zealand Healthcare Humanities 3	15 Credits	<b>CMK6</b> Chinese Medicine Classic Works 1	15 Credits
<b>PMP1</b> New Zealand Healthcare 1	15 Credits	<b>PMP2</b> New Zealand Healthcare Humanities 2	15 Credits	<b>BMS4</b> Clinical Science 2	15 Credits	<b>CMK7</b> Herbal Medicine 3	15 Credits
<b>CMS1 A</b> Points Location	15 Credits	<b>CMS2</b> Pre-Clinical Practice	15 Credits	<b>CCM2</b> Chinese Clinical Medicine 2	15 Credits	<b>PMP4</b> Integrated Patient Management & Clinical Reasoning	15 Credits
<b>CMK2</b> Chinese Medicine Theory 2	15 Credits	<b>CMP1</b> Chinese Medicine Practicum 1	15 Credits	<b>CMP3</b> Chinese Medicine Practicum 3	30 Credits	<b>CMP5</b> Chinese Medicine Practicum 5 Includes Clinical Portfolio	30 Credits
<b>BMS1 AP</b> Biomedical Science 1	15 Credits	<b>CMK5</b> Herbal Medicine 2	15 Credits	<b>BMS5</b> Clinical Science 3	15 Credits	<b>CCM4</b> Clinical Medicine 4	15 Credits
<b>CMK3</b> Chinese Health Preservation & Enhancement	15 Credits	<b>BMS3</b> Clinical Science 1	15 Credits	<b>CCM3</b> Chinese Clinical Medicine 3	15 Credits	<b>CMK8</b> Chinese Medicine Classic Works 2	15 Credits
<b>CMS1 B</b> Acu Techniques and Points Function	15 Credits	<b>CCM1</b> Chinese Clinical Medicine 1	15 Credits				

## BACHELOR OF HEALTH SCIENCE MAJOR IN ACUPUNCTURE

- Level 7, 360 credits
- Full-time for 3 years
- 108 weeks



The Bachelor of Health Science in Acupuncture follows a three-year pathway and comprises a minimum of 360 credits spread between Levels 5, 6 and 7 of the NQF Framework. This degree course is designed for students who wish to become practitioners of traditional Acupuncture. The course explores the theoretical and practical knowledge of Acupuncture and prepares graduates to practice traditional Chinese acupuncture and Tuina in contemporary and Western contexts as primary healthcare providers in New Zealand.

Students enrolled for this programme, can, after successful completion, continue to study for another year and gain a Graduation Certificate of Bachelor of Health Science (Chinese Medicine).

### Bachelor of Health Science with major in Acupuncture (Level 7) Qualification Structure

Year 1 - Level 5		Year 2 - Level 6 and 7		Year 3 - Level 7	
<b>BMS 1 MS</b> Biomedical Science 1 Part A	15 Credits	<b>BMS 2</b> Biomedical Science 2	15 Credits	<b>BMS 4</b> Clinical Science 2	15 Credits
<b>CMK 1</b> Chinese Medical Theory 1	15 Credits	<b>CMS 2</b> Pre-Clinical Practice	15 Credits	<b>CCM 2</b> Chinese Clinical Medicine 2	15 Credits
<b>PMP 1</b> NZ Healthcare 1	15 Credits	<b>CMK 4</b> Herbal Medicine 1	15 Credits	<b>PMP 3</b> NZ Healthcare 3	15 Credits
<b>CMS 1 A</b> Points Location	15 Credits	<b>PMP 2</b> NZ Healthcare Humanities 2	15 Credits	<b>ACP 2</b> Acupuncture Clinic 2	15 Credits
<b>CMS 1 B</b> Acu Techniques & Points function	15 Credits	<b>CMK 5</b> Herbal Medicine 2	15 Credits	<b>CCM 3</b> Chinese Clinical Medicine 3	15 Credits
<b>CMK 2</b> Chinese Medical Theory 2	15 Credits	<b>BMS 3</b> Clinical Science 1	15 Credits	<b>BMS 5</b> Clinical Science 3	15 Credits
<b>BMS 1 AP</b> Biomedical Science Part B	15 Credits	<b>CCM 1</b> Chinese Clinical Medicine 1	15 Credits	<b>ACP 3</b> Acupuncture Clinic 3	30 Credits
<b>CMK 3</b> Chinese Health Preservation and Enhancement	15 Credits	<b>ACP 1</b> Acupuncture Clinic 1	15 Credits		

## DIPLOMA IN TUINA (LEVEL 7)

- Level 7, 240 credits
- Full-time for 2 years
- 72 weeks
- Part time within 4 consecutive academic years

The Diploma in Tuina (Chinese medicine massage therapy) follows a two-year pathway and comprises a minimum of 240 credits spread between Levels 5, 6 and 7 of the NQF Framework.

This diploma course is designed for students who wish to become practitioners of traditional Chinese medicine massage therapy.

The purpose of this qualification is to provide communities in New Zealand and internationally with qualified individuals who have attained sufficient knowledge, practical skills and

behavioural attributes for the general maintenance of health and life style using traditional Chinese medicine therapies, practices and philosophies of Tuina.

The contents of the subjects for first year of this programme are same as the first year of the NZCCM Bachelor of Health Science. Therefore, students enrolled this programme after successful completion of first year study are eligible to transfer to the second year of Bachelor of Health Science (Chinese Medicine) study.

## GRADUATE PROFILE

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A graduate of this qualification will be able to:

- Apply knowledge of the human musculoskeletal system that gives humans the ability to move using muscle and skeletal systems and provides form, support, stability, and movement to the body in professional clinical contexts relevant to the practice of Chinese Medicine.
- Apply knowledge of the biological, physical and chemical principles that govern the homeostatic functioning of the human body that they can apply in the clinical and professional contexts relevant to the practice of Chinese Medicine.
- Communicate and integrate knowledge of the historical development of Chinese Medicine (CM) and its philosophy, its concepts of function and dysfunction, prevention and its therapeutic principles that underpin the process of a CM practitioner in the New Zealand healthcare context.
- Communicate and provide patients with knowledge, skills and values from CM philosophies and techniques required to support preserving and enhancing their health and well-being through managing their lifestyle, diet, physical and mental exercise in relation to the New Zealand healthcare context.
- Apply accurate location of points and channel function in safe and effective practice of therapeutic techniques of classical manual massage therapy of Tuina.
- Apply knowledge of systemic dysfunction and related patient presentations of disease processes common in contemporary New Zealand.
- Apply knowledge of western examination procedures and diagnostic tests, including the interpretation of common laboratory tests and imaging procedures, mainstream pharmacologically active agents or mainstream physical interventions to treat or suppress symptoms or pathophysiologic processes of diseases or conditions into clinical thought processes and patient examination routines.
- Apply knowledge of physical examination into the routine of diagnosing traumatic disorders; apply theoretical and practical skills for the diagnosis, differentiation and clinical management of common traumatic disorders using Tuina-manipulation.
- Apply knowledge of common traumatic and internal disorders necessary for the diagnosis, differentiation and clinical management of common New Zealand health disorders using Tuina manipulation.
- Engage and communicate professionally and ethically within the New Zealand healthcare environment and various sectors, including obtaining informed consent prior to treatment and in the course of referrals to other healthcare services.
- Describe the steps involved in Tuina research within an ethical framework; review research publications critically where relevant to Tuina; disseminate or communicate research

findings to peers and others; remain informed about Tuina advances in knowledge and apply these in clinical practice as appropriate.

- Collect clinical data with the four diagnostic methods of TCM, record and analyse clinical information and to differentiate syndromes in the New Zealand context.
- Make and maintain appropriate patient health records.
- Master and employ appropriate manipulation of Tuina through judicious selection from a variety of appropriate Tuina strategies and techniques to effectively treat a patient's condition; based on an understanding of their indications and contraindications.
- Review and monitor the health status of patients and modify treatment plans accordingly using an understanding of the indications and contraindications of Tuina techniques.
- Take responsibility for patient care in clinical practice and practice within the legislative framework that applies to healthcare in New Zealand, ensuring that the rights of patients and their families are respected.
- Contribute to improving both the quality of life of patients and the wellbeing of the community and the environment.
- Practise within regulatory, ethical and safety frameworks; run a financially viable business as a practitioner of Tuina

### Diploma in Tuina (Level 7) Qualification Structure

Year 1 Level 5				Year 2 Level 6 and 7			
Semester 1		Semester 2		Semester 3		Semester 4	
<b>TCMK1</b> Chinese Medicine Theory 1	15 Credits	<b>TCMK2</b> Chinese Medicine Theory 2	15 Credits	<b>TCM1</b> Tuina Clinical Medicine 2 (Physical Examinations and Trauma)	15 Credits	<b>TCM2</b> Tuina Clinical Medicine 2 (Internal Medicine)	15 Credits
<b>TBMS1 - MS</b> Biomedical Science 1 (Muscular - Skeletal)	15 Credits	<b>TBMS1 - AP</b> Biomedical Science 2 (Anatomical Physiology)	15 Credits	<b>TBMS2</b> Integrated Medicine 1 (Pathophysiology and Infectious transmissions)	15 Credits	<b>TCM3</b> Tuina Clinical Medicine 3 (Natural Care, Paediatrics, and conditions specifically related to female conditions)	15 Credits
<b>TPMP1</b> NZ Healthcare 1	15 Credits	<b>TCMK3</b> Chinese Health Preservation and Enhancement	15 Credits	<b>TPMP2</b> NZ Healthcare 2	15 Credits	<b>TCP</b> Tuina Clinical Practice	30 Credits
<b>TCMS1 Part A</b> Points & Meridian Location 1	15 Credits	<b>TCMS1 Part B</b> Points & Meridian Location 2	15 Credits	<b>PCP</b> Pre-Clinical Practice in Tuina (Techniques & Manipulations)	15 Credits		

## NEW ZEALAND CERTIFICATE IN ENGLISH LANGUAGE (LEVEL 4)

- Level 4, 60 credits
- Full-time only
- 20 weeks

This qualification is intended for learners of English as an additional language, attending NZQA approved programmes delivered in Aotearoa New Zealand or off-shore.

Graduates will have the language skills required to communicate independently and effectively in familiar and some less familiar situations with fluency and flexibility in everyday/social/community, workplace and/or academic English language contexts. This qualification is at a level comparable to the Common European Framework of Reference (CEFR) B2.

This qualification allows Aotearoa New Zealand community, employers and educational institutions to recognise the level at which the graduate can use English for academic purposes.

**Successful completion of this NZCEL Level 4 qualification enables the student to meet the English Language entry requirements for both diploma and degree courses at New Zealand Tertiary Institutions up to and including NZQF level 7.**

### New Zealand Certificate in English Language (Level 4) - Qualification Content

Reading		Writing		Speaking		Listening	
<b>R4-101</b> Understanding academic texts	5 Credits	<b>W4-101</b> Understanding and applying academic writing	5 Credits	<b>S4-101</b> Features of academic spoken English	5 Credits	<b>L4-101</b> Listening comprehension for note taking	5 Credits
<b>R4-102</b> Apply academic research skills	5 Credits	<b>US 22749</b> Write texts under test conditions in English for academic purposes	5 Credits	<b>S4-102</b> Structured academic speaking, controlling, leading and participating	5 Credits	<b>L4-102</b> Listening for lecture structure and comprehension	5 Credits
<b>US 22751</b> Read and process information in English for Academic purposes	5 Credits	<b>US 22750</b> Write a crafted text using researched material in English for an academic purpose	5 Credits	<b>US 22891</b> Deliver an oral presentation in English for an academic purpose	5 Credits	<b>US 22892</b> Demonstrate understanding of spoken texts and process information in English for Academic purpose	5 Credits



## POSTGRADUATE STUDY PATHWAYS

The Bachelor's degree is a pathway to further studies such as a Masters degree and PhD courses at Zhejiang Chinese Medical University.

Graduates and current students of the NZCCM Bachelor of Health Science will be able to transfer credits and transition into international Bachelor and Masters Programmes with confidence. This is because New Zealand belongs to the Lisbon Convention which recognises best practice in tertiary qualifications amongst 50-member countries.

NZCCM students have the unique opportunity to gain qualifications from Zhejiang Chinese Medical University (ZCMU) and other universities that NZCCM is associated with which confer university degrees recognized by the Chinese Ministry of Education. A graduate of NZCCM's Bachelor programme can receive recognition for all Chinese medicine foundation tuition required for the Chinese Universities Bachelor's Degree Programme. Graduates may enrol into the Masters Degree programme at ZCMU without an entry exam and have an opportunity to apply for a full scholarship. Post-graduate Masters and Doctorate programmes at ZCMU and other universities offer outstanding teaching and research opportunities, as well as academic qualifications of high international standing. Further details can be provided by the College Principal.

## OVERSEAS CLINICAL PRACTICE IN ACUPUNCTURE OR CHINESE HERBAL MEDICINE

NZCCM is able to organise a visit for senior students (who have completed the clinical practicum) to further practice at the hospital attached to Zhejiang Chinese Medical University. This will be a four-week practical programme. Please ask for more details from the support staff. There is an additional cost.

## ENTRY CRITERIA

NZCCM undertakes to train practitioners to a high international standard of Acupuncture and Chinese Medicine. Applicants to NZCCM courses should possess the personal and professional qualities appropriate to be a competent and ethical health care provider. All potential students will complete an interview process to ensure that there is a match between the learner, the learners' employment and future goals and the programme. Applicants must also complete a health declaration.

## BACHELOR OF HEALTH SCIENCE - LEVEL 7 & DIPLOMA IN TUINA - LEVEL 7

Candidates must demonstrate they meet NZ University Entrance requirements through completion of an equivalent international secondary school qualification or by demonstrating previous tertiary study. Candidates must also:

- Be aged 18 years or older
- English Language Requirements:

According to the requirements of Rule 18, candidates must provide evidence of **one** of the following:

- a) have achieved NCEA level 3 and have met New Zealand university entrance requirements; or
- b) have been awarded a Bachelor's Degree, Graduate Certificate, Graduate Diploma, Bachelor Honours Degree, Postgraduate Certificate, Postgraduate Diploma, Master's

Degree or Doctoral Degree with English as the language of instruction, from tertiary education providers from New Zealand, Australia, Canada, the Republic of Ireland, South Africa, the United Kingdom or the United States; or

- c) been awarded the Cambridge Certificate in English Language Teaching to Adults (CELTA)<sup>1</sup>.

**OR:** show evidence of achievement, within the two years preceding the proposed date of enrolment, a minimum of 6.0 overall (with no band lower than 5.5) on the IELTS Academic scale or equivalent (Equivalent means TOEFL or other NZQA recognised international testing and includes the applicant has successfully completed the NZ Certificate in English Language – Level 4).

**OR:** Show evidence of either of the following kinds of previous primary and secondary study in English by the student:

- a) completion of all primary education (being the equivalent of New Zealand primary school years 1 to 8) and at least three years of secondary education (being the equivalent of three years from New Zealand secondary school years 9 to 13) at schools where the student was taught using English as the language of instruction; or
- b) completion of at least five years of secondary education (being the equivalent of New Zealand secondary school years 9 to 13) at schools where the student was taught using English as the language of instruction.
- Completion of all immigration requirements (before enrolment can be accepted).
  - Evidence of appropriate medical and travel insurance.

## SPECIAL ADMISSION AND MATURE ENTRY

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Applicants who are over 20 years of age and who do not meet all the entry requirements should contact NZCCM to explore their options. Subject to the NZCCM Academic Board's statutory powers to decline enrolment, a person may enrol for the first year of the Bachelor of Health Science programme if the Programme Management Committee is of the opinion that the applicant could undertake the programme with reasonable prospects of success, provided that the applicant meets the English entry requirements of Rule 18.

## ADDITIONAL ADMISSION REQUIREMENTS

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NZCCM welcomes those who intend to graduate as practitioners of Chinese medicine, and our support services are intended to assist students with any health issues or disability on a path towards confident, independent professional practice. Any such issues must be stated clearly in the Enrolment Form/Health Declaration and will be discussed during the interview, allowing NZCCM to consider whether appropriate support can be provided, and the likelihood of the applicant's ability to meet professional requirements and practice independently on completion of the programme.

Applicants are required to declare all criminal or pending criminal convictions with their enrolment.

## ASSESSMENT OF PRIOR LEARNING

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At the time of enrolment, applicants who believe they already have the experience or knowledge to achieve the learning outcomes of a course or courses may seek Assessment of Prior Learning (APL) by completing the application form and paying the \$100.00 application fee. If the application is successful, this may reduce the number of courses necessary to gain the qualification. Applicants with a minimum of a Level 7 Degree equivalent from an overseas recognised university or TEO and a minimum of four years' full-time study are eligible to apply for APL/RPL credit recognition up to a maximum of 2/3 of the degree credit total, this being 240 credits for the three-year Bachelor of Health Science (Acupuncture) and 320 credits for the four-year Bachelor of Health Science (Chinese medicine). All candidates must complete the following courses as a minimum requirement: PMP 1; PMP 2; PMP 3; BMS4; BMS5: ACP 3 (for Acu major) and CMP 5 (for CM major).

#### APPEAL AGAINST NON-SELECTION

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Any applicant who is refused permission to enrol or who objects to any condition of enrolment imposed can within 10 working days of being notified of the decision, appeal in writing to the Chief Executive Officer.

### NEW ZEALAND CERTIFICATE IN ENGLISH LANGUAGE (LEVEL 4)

#### ENTRY REQUIREMENTS

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Intending students must produce evidence of proficiency in English equivalent to a Common European Framework of Reference (CEFR) Intermediate level. This may be demonstrated via a recognised English language testing system such as IELTS, Cambridge, TOEFL or achievement in the New Zealand Certificate of English Language Level 3. Mature entrance is made on a case by case basis and the application should clearly demonstrate a matched pathway for the intended student and a reasonable degree of success. Applicants must be at least 18 years of age.

### STUDENTS WISHING TO TRANSFER FROM ANOTHER PROVIDER

Any applicant wishing to transfer from another institution must agree to the following documentation being passed directly between the registrars of the institutions involved:

- A certified transcript of qualifications and courses, and any results

The information received in relation to a transferring student will be examined by the Programme Management Committee and a decision made whether to accept or decline the application for admission. The decision of the Programme Management Committee is final and there is no appeal against this decision.

**Note:** For further enrolment information please contact NZCCM support staff.

### ENROLMENT FEE - ON SHORE STUDENTS

The \$200 Enrolment Fee for students must be paid when you lodge your Enrolment application. This fee is only refundable if your application is declined or your course does not take place.

All course fees are determined by the Board of Directors of NZCCM and will be reviewed annually and in line with Tertiary Education Commission guidelines and approval. Students are required to pay tuition fees in full prior to the commencement of courses.

## ENROLMENT PROCEDURES – ON SHORE STUDENTS

On shore international students will be interviewed prior to their enrolment application being accepted.

- Applicants will be assessed for skills relating to their prospective study and to ensure they have a fair chance of success in the study they have selected.
- Any special learning needs will be identified as part of the interview process.
- English language ability is checked. If an applicant is declined due to English language levels, they can be assessed and referred to an appropriate English course or can enrol with NZCCM in an English language programme.
- Applicant's career aspirations will be discussed to determine a match between them and the educational opportunities of the College.

The result of all enrolment applications will be presented to the applicant in writing. The registration fee will be refunded in full to all declined applicants.

## ENROLMENT APPLICATION PROCESS – ON SHORE STUDENTS

### **STEP 1: Application**

Please read all the information provided in this section of this Prospectus. Then fill in the Enrolment Form and compile all the required attachment documents.

### **STEP 2: Enrolment Fee and Interview**

Send us or bring in your completed Enrolment Form and Enrolment Fee of \$200 as soon as you can together with the required documents to avoid missing out on your place of study.

The interview is designed as an opportunity for you to ask any questions and find out the information you require to assess the course meets your personal career and study goals and for NZCCM to see that the intended qualification is suitable for you, any special needs you may have, and your likely ability to complete the study requirements, including English language ability.

### **STEP 3: Conditional Offer of Place**

If you are accepted on to the desired course you will receive a conditional offer of place and an invoice which includes medical and travel insurance, unless evidence of appropriate medical and travel insurance is provided with the Enrolment Form. Once your tuition fees have been paid in full we will send you an unconditional offer of place and a receipt. These can be used to finalise your visa application.

### **STEP 4: Enrolment Completed**

Your enrolment will be complete once you obtain your student visa and show us your passport with the approved student visa.

### **STEP 5: Documentation Completed**

Public Trust documentation must be signed and initialled before any tuition fee is paid to NZCCM. This must be completed within five working days of starting the course - i.e. during the first week. Students who do not complete the fee payment documentation will be suspended from class, unless they have written exemption from NZCCM.

## ENROLMENT PROCEDURES – OFF SHORE STUDENTS

International students currently residing outside of New Zealand – ie OFF SHORE, will be asked to complete a pre-enrolment form prior to commencing the programme.

- Applicants will be assessed in the pre-enrolment form for skills relating to their prospective study and to ensure they have a fair chance of success in the study they have selected.
- Any special learning needs will be identified as part of the application and interview process.
- English language ability is checked. If an applicant is declined due to English language levels, they can be assessed and referred to an appropriate English course or can enrol with NZCCM in an English language programme.
- Applicant's career aspirations will be discussed by email or Skype to determine a match between them and the educational opportunities available at the College.

The result of all enrolment applications will be presented to the applicant in writing. The registration fee will be refunded in full to all declined applicants.

## ENROLMENT APPLICATION PROCESS – OFF SHORE STUDENTS

### **STEP 1: Application**

Please read all the information provided in this section of this Prospectus. Then fill in the Pre-Enrolment Form and compile all the required attachment documents.

### **STEP 2: Enrolment Fee and Interview**

Send us your completed pre-enrolment form as soon as you can together with the required documents to avoid missing out on your place of study.

NZCCM will review the information you provide in your pre – enrolment form and confirm your suitability either directly or through your agent if you are referred through one. Applicants may be asked to attend an interview via Skype.

### **STEP 3: Conditional Offer of Place and Offer of Place Letter**

After your pre-enrolment form is assessed and/or interview, we will send you an enrolment form to complete if you are successful. Once we have received your completed enrolment form and we complete the selection process we write to successful applicants with a conditional offer of place and an invoice which includes medical and travel insurance, unless evidence of appropriate medical and travel insurance is provided with the Enrolment Form. Once your tuition fees have been paid in full we will send you an unconditional offer of place and a receipt. These can be used to finalise your visa application.

### **STEP 4: Enrolment Completed**

Your enrolment will be complete once you obtain your student visa and show us your passport with the approved student visa.

### **STEP 5: Documentation Completed**

Public Trust documentation must be signed and initialled before any tuition fee is paid to NZCCM. This must be completed within five working days of starting the course - i.e. during the first week. Students who do not complete the fee payment documentation will be suspended from class, unless they have written exemption from NZCCM.



## ALTERATIONS OR CANCELLATIONS

The College reserves the right to:

- Alter the course content, provision, or fees for any course or qualification subject to NZQA and TEC approval;
- Cancel a course or qualification due to insufficient enrolment numbers;
- Change subjects delivered in any semester to meet exit qualification requirements;
- Make changes to its policies and procedures as deemed necessary, subject to Board and Senior Management approval.

## 2019 FEES:

### BACHELOR OF HEALTH SCIENCE (ACUPUNCTURE AND CHINESE MEDICINE)

Full-time Tuition Fees for International Students

Year of Study	Tuition Fee per year	Estimated Course Related Costs per year*	Credits
All students	\$22301	\$1,000	120 credits

**NB:** Any student studying more than 120 credits in any one academic year will be charged for the additional credits. Any student who has been granted (APL) will be charged accordingly.

### DIPLOMA IN TUINA

Full-time Tuition Fees for International Students

Year of Study	Tuition Fee per year	Estimated Course Related Costs per year*	Credits
Year 1 students	\$22301	\$1,000	120 credits
Year 2 students	\$17039	\$1,000	120 credits

## NZ CERTIFICATE IN ENGLISH LANGUAGE (LEVEL4)

### Tuition Fees for International Students

Qualification	Tuition fee	Estimated course related costs*	Duration
NZ Certificate in English Language	\$6180	\$250	20 weeks

**NB:** All Fees indicated above are GST- inclusive. Refer to page 26 for details of course related costs.

Methods of fee payment can be found in the Enrolment Form: we prefer you to pay the Public Trust directly (please see Fee Protection, below). Credit card facilities are not currently available. Cash payments will incur the bank's \$25 cash-handling fee.

- **International students who enrol through an agent are not entitled to a discount of the initial course fees.**
- **International students who enrol independently and meet the early payment criteria are entitled to an early payment discount.**
- **A late payment policy may apply: 5% of the tuition fee may be charged if the tuition fee is paid later than 8 days after course start date**
- **Fees may change without notice, subject to Tertiary Education Commission approval**



## EARLY AND VOLUNTARY WITHDRAWALS AND STUDENT FEES REFUND POLICY

All applications for a refund must be in writing. Please collect a Withdrawal Form from Reception and complete it.

***If you withdraw from study we will notify StudyLink and/or Public Trust and/or Immigration NZ, and/or other government agencies. If a refund is given it will be through the Public Trust, and will usually go directly to the original payer, e.g. Your student loan or your parents. If you were recruited and enrolled through a referral agent or representative of NZCCM, refunds will be made directly to you. Commission paid to any referral agent may be refundable from them, by separate application to them. Any refunds will be paid in New Zealand dollars inclusive of gst. Students are responsible for investigating the fee implications of withdrawing from a course and for withdrawing in a timely manner.***

As per Section 235 of the Education Act 1989, students have the Following entitlements:

1. International students enrolled in courses that are three months or longer in duration may withdraw up until the end of the tenth working day and receive a full refund less justifiable costs, of up to 25% of fees paid.
2. If the student withdraws after the refund period, there is no right to receive a refund.
3. When a refund is determined, NZCCM will provide the student with an indication of how the deductions have been calculated.
4. If the student is unhappy with the amount that NZCCM has withheld in the refund, they can lodge a complaint with the NZQA Disputes Resolution Service through iStudent Complaints (<http://www.istudent.org.nz/>).
5. NZCCM reserves the right to cancel any programme or courses for which there are insufficient enrolments, and a full refund of any and all course-related fees paid by students will automatically be given.
6. In the event of a Course Closure Event, NZCCM will refund students on a pro-rata basis according to the proportion of the undelivered services provided by the College to the student.
7. If programme fees have been paid from a student loan, Studylink will be notified and any refund will be sent to the appropriate student loan account management authority.
8. Domestic student withdrawal from a course may affect further access to student loans and allowances. The refund process may take up to 2 weeks, or longer where there are unusual circumstances.
9. When an international student withdraws for study, NZCCM is obliged to inform Immigration New Zealand (INZ) in writing, within 7 days of the withdrawal.

New Zealand College of Chinese Medicine staff will ensure all students are fully aware of the Early and Voluntary Withdrawals and Student Fees Refund Policy. Students should also be notified that processing of refunds may take up to 2 weeks, or longer where unusual circumstances arise.

## FEE PROTECTION

NZCCM ensures that your fees are protected while you study with us; this keeps your fees safe if NZCCM is unable to continue delivering your course for any reason. Your fees are automatically placed into Public Trust's NZCCM account, and we prefer you to deposit them there directly. For example, StudyLink loans are paid directly to the Public Trust. The Public Trust then makes a series of payments to NZCCM during the academic year. NZCCM will provide you with a Fee Protection application form, and assist you to complete it, and will send it to the Public Trust.

This arrangement has been accepted by the New Zealand Qualifications Authority as meeting the requirements of the Education Act 1989 and the Student Fee Protection Rules 2013.

For more information please contact the Public Trust on 0800 494 733 or visit [www.publictrust.co.nz](http://www.publictrust.co.nz)

## ACADEMIC AND PROGRAMME REGULATIONS

Detailed regulations are to be found in the current version of the ***Student Handbook*** which is distributed to enrolled students on the first day at Orientation.

## COURSE-RELATED COSTS

In addition to tuition fees, students need to purchase textbooks and equipment depending on the course and level. Other course costs include, but are not limited to: student ID cards, some photocopied handouts, an acupuncture model, needles, and a clinic jacket. This sum will be around \$1,000 per year including GST. The detail is provided in the table of estimated costs

Should students (in clinical practice) wish to attend additional practicum - i.e. not scheduled on the regular timetable, then an additional fee will apply.

Students are responsible for purchasing their textbooks before the course starts. Please ask at the reception desk for information about textbooks and local supplier options or check with the NZCCM librarian for advice on purchasing books via the internet.

## COURSE-RELATED COSTS ESTIMATIONS – 2019

<b>Bachelor of Health Science – Level 7</b>	
<b>Course related materials (some may be available through the College) Compulsory</b>	<b>Estimated costs – may vary</b>
Textbooks	\$800.00 per year
Acupuncture model (optional)	\$60.00 - \$80.00
Needles	\$5.00 per box of 100
Alcohol swabs	\$17.00 per box of 100
Moxa	\$10.00 per box
Clinical practise equipment starter kit	Cost varies allow \$350
Jacket for clinic-level students (incl. observers)	\$50.00 - \$150.00
<b>Diploma in Tuina – Level 7</b>	
<b>Course related materials (some may be available through the College) Compulsory</b>	<b>Estimated costs – may vary</b>
Textbooks	\$800.00 per year
Massage Table – (optional)	\$249 - \$449 estimate
Jacket for clinic-level students (incl. observers)	\$50.00 - \$150.00
<b>NZ Certificate in English Language (level 4)</b>	
<b>Class based Learning Resources</b>	<b>Estimated costs – may vary</b>
Textbooks	\$250.00

## OTHER FEES –2019

Fees	
Re-sit Application fee	\$20.00 per paper
Re-sit fee for Theory Assessments (Assessment preparation and marking)	20% of the subject tuition fee
Re-sit fee for Practical Assessments	\$100.00 per patient
Assignment Late marking fee	\$80.00 per assignment
Assignment re-marking fee	\$80.00 per assignment
Clinical extension classes	Fees apply and vary for in length of extension
Re submission fees	\$50.00
Individual Learning Agreements	Fees apply and vary on length and detail of agreement.
APL application fee	\$100.00
Transfer of Credits	According to the APL Policy
Enrolment variation fee	\$50.00 1st course; \$25.00 subsequent courses
Enrolment administration fee	\$200.00 Semester 1 or full year; \$135 Semester 2. No fee final semester (Level 7 only).
Other costs	
Photocopier charge – via copy card system	10c per page
Student ID Card – compulsory	\$22.00 per enrolment period
Lockers	\$15 per semester or \$30 per year and \$15 deposit/bond
Locker key replacement fee	\$15.00
Transcript of official learning results	One copy free on graduation or withdrawal
Additional Final Transcripts **	\$50.00 each
Replacement certificate **	\$75.00 plus any postage

\*\* Please request this in writing from the Registrar. Email: [mel.cooper@chinesemedicine.ac.nz](mailto:mel.cooper@chinesemedicine.ac.nz)

**Student Clinic** – the Clinic provides treatment rooms that contain linen, trays, massage tables and computers. Students are required to take the responsibility of maintaining this equipment in good, clean condition as described in the Student Acupuncture and Student Herbal clinic handbooks. If a student causes any loss/damage, the student will be liable to pay compensation.

## STUDENT SERVICES FEE

The College does not charge student service fees, and no governing members of the College have any conflicts of interest. There are no other costs required for students in these programmes provided by the College apart from tuition fees and course related costs as above.

## ORIENTATION

Attendance at Orientation is compulsory. This occurs in the first week of the academic year. NZCCM will provide information about:

- The College's management and operations, and quality management policies and procedures
- Student services available for pastoral and academic support
- Procedures for ensuring your health and safety
- Library, textbooks and computer access
- The College's administrative operations
- NZCCM's complaints procedures
- The Education (Pastoral Care of International Students) Code of Practise 2016
- Additional welfare and support services available
- Transport
- New Zealand road signs
- Using the New Zealand banking system
- New Zealand laws, customs, and culture
- Student work opportunities
- Touring in the Auckland region and around New Zealand
- Accommodation

## ELIGIBILITY FOR HEALTH SERVICES

Most international students are not entitled to publicly-funded health services while in New Zealand. If you receive medical treatment during your visit, you may be liable for the full costs of that treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health and can be viewed on the website [www.moh.govt.nz](http://www.moh.govt.nz)

## MEDICAL AND TRAVEL INSURANCE - INTERNATIONAL STUDENTS

Medical insurance is not covered in your fees and is compulsory for the whole time you are in New Zealand. Evidence of the policy will be taken and kept in your student file.

If you have not secured **appropriate** medical and travel insurance prior to arriving in New Zealand, we will invoice you for this and assist you in taking out a policy. We will keep a copy of the policy in your student file. If you fail to show evidence of medical or travel insurance, you will be unable to commence your course. The fees range from approximately \$300.00 to \$ 650.00 for a full year.

## ACCIDENT INSURANCE

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand. International students need to ensure their Medical and Travel cover includes accident cover.

## STUDENT SUPPORT

In the delivery of its programmes and services, NZCCM undertakes to ensure that students benefit from:

- excellent and effective education in courses leading to recognized qualifications;
- academic freedom, within the framework of college regulations;
- personal freedom from prejudice and harassment of any kind;
- appropriate services and facilities for the provision of healthcare education;
- accurate, clear and not misleading information;
- fair assessment and evaluation of work;
- timely resolution of problems;
- the opportunity to participate as a student representative.

NZCCM is committed to helping students achieve the best outcome from their attendance at the College. To ensure optimal conditions for your academic success and personal well-being, we will provide you with:

- the support and guidance of teachers for academic support.
- support and guidance by the support staff for all non-academic concerns/pastoral support.
- referral to outside support and/or welfare services, if deemed appropriate and necessary for the student's welfare. Refer to section "External Support Services" of our student handbook for more detailed information.
- the opportunity to evaluate the quality of the teaching and learning.
- clear and up-to-date information of all NZCCM services and relevant outside services that are available

Comprehensive details of the student support services offered are detailed in the **Student Handbook** that you will receive at Orientation.

## ACCOMMODATION

Students in Auckland have a range of accommodation options. You may choose to live in a flat, hostel, private boarding house, or board with a family (home-stay).

- Shared flats cost about \$150 - \$200 per week for rental and services
- Rents for flats and apartments range through \$350 – \$450 per week
- Homestays range from \$225 to \$260 per week – all meals

Once you have decided upon your accommodation you must notify NZCCM of your address and contact details. If you change your accommodation you must notify NZCCM immediately.

NZCCM can assist you to arrange Homestay accommodation. The College uses a well-recognised local Homestay agency who can arrange accommodation within a reasonable distance and with easy access to the College.

## ROAD SAFETY

You need a valid international driver's licence if you intend driving in New Zealand and must be familiar with the New Zealand Road Code. A copy of "Road Safety in New Zealand" pamphlet is

available from NZCCM administration. Alternatively visit the Land Transport Safety Authority on: [www.ltsa.govt.nz](http://www.ltsa.govt.nz).

## LIVING EXPENSES IN AUCKLAND

New Zealand is not an expensive country, but it is not a very cheap one either. It is somewhere in the middle. The cost of living is generally a little cheaper here than in Europe, USA or Japan and a little more expensive than in many Asian and South American countries. However, the rate of exchange makes New Zealand a reasonable option for many nationalities. Here are some examples of what you might expect to pay in New Zealand dollars.

- fast food meal \$8.00 - \$10.00
- can of cola/soda \$1.20 - \$2.50
- coffee in a café \$4.00
- postcard bought and mailed home \$2.40
- haircut \$20.00 (men) \$50.00 (women)
- Thai/Chinese meal in a café \$8.00 - \$15.00 (lunch) or \$15.00 - \$25.00 (Dinner)



It is recommended that students allow \$300 - \$350 NZ per week for living expenses.

## STUDY AND WORK OPPORTUNITIES

Graduates with a Bachelor of Health Science degree in Chinese Medicine or Acupuncture can join the professional association in New Zealand and become ACC registered health providers without examination under current regulations. This enables graduates to gain employment as practitioners either opening their own clinic or by joining with other medical practitioners in complementary medical clinics. Students can apply for an open work visa on graduation.

Further information can be obtained from professional association websites or from the Accident Compensation Commission website.

Refer:

- Accident Compensation Commission: [www.acc.co.nz](http://www.acc.co.nz)
- New Zealand Register of Acupuncturists: <http://www.acupuncture.org.nz>
- New Zealand Chinese Medicine and Acupuncture Society: [www.chinesemedicine.org.nz](http://www.chinesemedicine.org.nz).
- New Zealand Acupuncture Standards Authority: [www.nzasa.org](http://www.nzasa.org)
- NZ Immigration: [www.immigration.govt.nz](http://www.immigration.govt.nz)

## GRADUATION

Upon completion of your qualification you will be invited to attend a Graduation Ceremony. This is a time for your family and friends to celebrate and share in your achievement. The ceremony is held at the College and is followed by a shared lunch.

Graduates wishing to graduate in person are required to wear formal academic regalia. Hireage will be arranged by the College on request and the cost from the supplier will be

passed on to you. Graduates need to pay prior to uplifting the regalia. Students may also arrange to hire regalia directly from the approved supplier.

Graduates need to be aware that all outstanding fees and/or charges must be settled and any College property returned before you can receive your final results and academic award. Such fees include library fines for overdue library books and College property includes locker keys and any library books you have on issue. If there are any outstanding debts or any property not returned you may not be able to graduate until these matters are resolved

## GRADUATION CEREMONIES

Graduation for the February intake will be held in the autumn semester vacation and for the July intake will be held during the spring semester vacation.

Graduate certificates are only issued at the graduation ceremony. If you are not attending the ceremony you may pick the certificate up from reception or the certificate will be sent to you by registered courier. A charge to recover the costs of postage will be required and must be paid before the certificate can be delivered.

Graduates may only attend one graduation ceremony.

**Thank you for registering your interest with our College.**

**We look forward to hearing from you!**

**Responsibility:** Quality Assurance Manager

### **Policy Purpose**

To ensure that NZCCM has policies and procedures in place to meet the requirements to enrol International Students in accordance with the Education (Pastoral Care of International Students) Code of Practice 2016.

### **Background**

New Zealand College of Chinese Medicine seeks to enrol International Students in accordance with the policies of NZCCM and the Education (Pastoral Care of International Students) Code of Practice 2016.

### **Statutory Obligations**

- New Zealand College of Chinese Medicine is a signatory to the Code of Practice. The legal basis for the code is Part 18A of the Education Act 1989
- Education Act 1989, section 238F
- And any subsequent amendments

### **Policy**

#### 1. Key Features of the International Student Programme

All programmes offered to International Students must be based on an assessment of the extent to which the proficiencies and career intentions of prospective international students are matched by the educational opportunities offered by New Zealand College of Chinese Medicine.

#### 2. Strategic planning and policy

Programmes offered to International Students must follow the policy and procedures of QMS Goals and Purposes.

#### 3. Target markets and student numbers

Programmes offered to International Students must identify the target markets and evidence that the programme will allow the prospective students to progress on pathway study plans.

Programmes offered to International students must reflect appropriate staffing ratios to the number of prospective students.

#### 4. Impact on Domestic Students

Programmes offered to International Students must have identified any impacts to domestic students.

#### 5. Recruitment Agents

All Recruitment Agents must sign the agreement to act as authorised agents of the College.

#### 6. Accommodation

Accommodation provision for International Students must follow any QMS policies and procedures for accommodation provision.

#### 7. Staffing to Support Pastoral Care Requirements

The number of staff to support pastoral care requirements should be reflected in an appropriate ratio. As the number of International Student enrolments increase there should be additional support staff available to assist in matters of pastoral care. Currently the ratio has been established as 1 student support staff member per 10 students.

This policy should be read in conjunction with any QMS policies for Student Support.

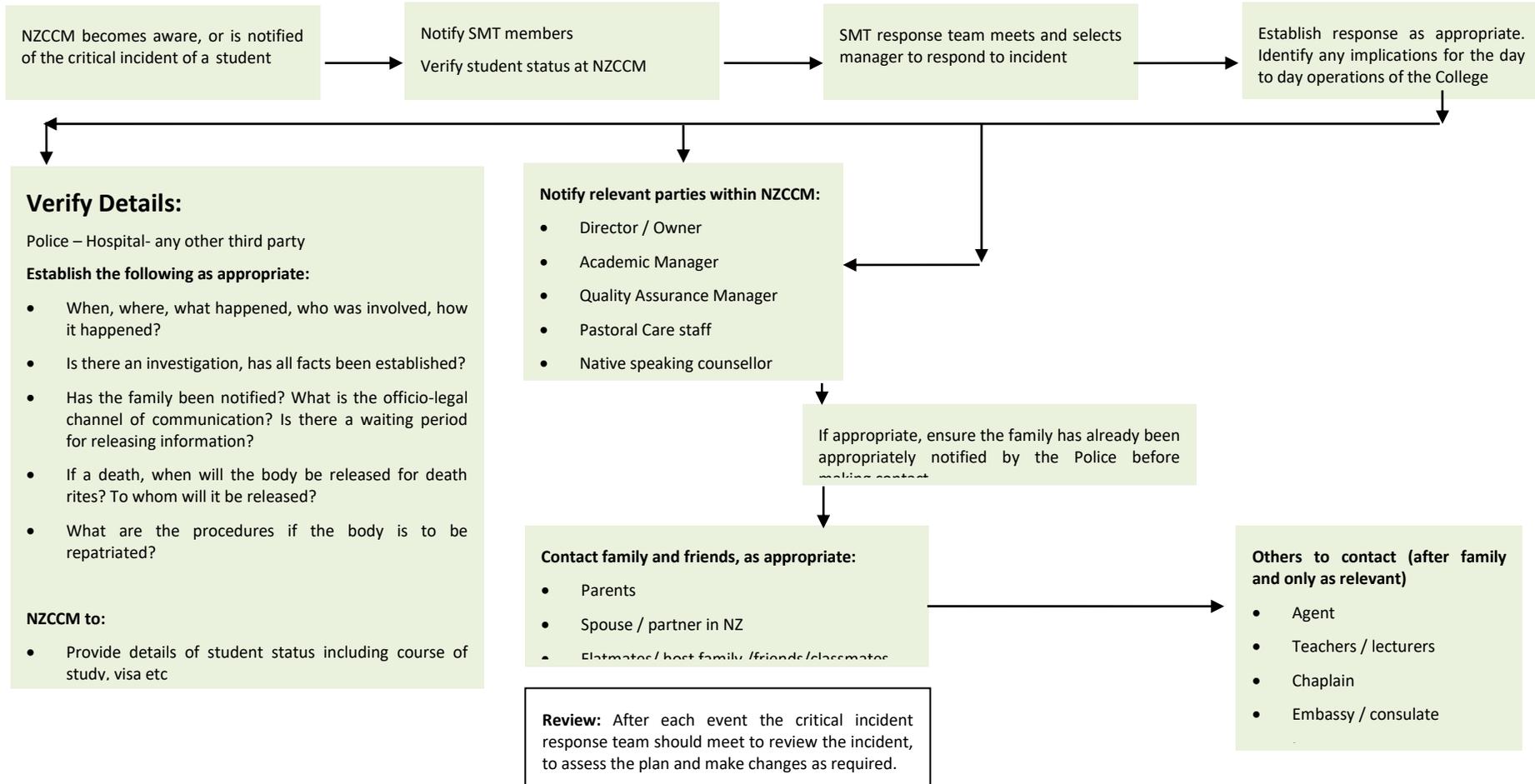
#### 8. Critical incident response plan

The critical incident flow chart included in the policy explains how the College manages these events.

#### **Procedures/Guidelines**

All programmes offered to International Students must explain how this policy has been addressed in programme approval documents.

## PROCEDURE FLOW CHART- CRITICAL INCIDENT OF AN INTERNATIONAL STUDENT





New Zealand College of Chinese Medicine

321 Great South Road, Greenlane

P O Box 17467

Auckland

New Zealand

T +6495802376

E [enrolment@chinesemedicine.ac.nz](mailto:enrolment@chinesemedicine.ac.nz)

W [www.chinesemedicine.ac.nz](http://www.chinesemedicine.ac.nz)