

EASTERN INSTITUTE OF TECHNOLOGY

STUDENT HANDBOOK

2021



THE EXPERIENCE YOU NEED
& THE SUPPORT TO SUCCEED



EIT



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Bachelor of Teaching (Primary)

TĒNĀ KOUTOU AND WELCOME!

Tēnā koutou katoa

Nau mai ki te rākau taumatua o te mātauranga!

We would like to welcome you to the Eastern Institute of Technology (EIT), Te Aho a Māui.

We are delighted that you have chosen to take this step in your career with us. You are joining an institute that is widely regarded as one of New Zealand's leading institutes of technology and is now part of the national network of NZIST.

This handbook provides helpful information and guidance on how to enrol, the facilities, services, health and safety, and policies of EIT that you can access and use while studying.

Whether this is your first year with us, or you're returning for a further period of study, it is our hope that your time at EIT will be both enjoyable and successful. Our goal is that this study will strengthen your options and choices for the future and will provide you with new skills and knowledge to pursue the great opportunities here in New Zealand and the wider world.

Our commitment here at EIT is to help you achieve - indeed it's why we are here, and to provide you with a supportive and attractive environment in which you can succeed.

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

The bird that eats of the miro tree owns the forest.
The bird that feasts on knowledge owns the world.



A handwritten signature in blue ink that reads "Chris Collins".

Chris Collins
Chief Executive

THE EXPERIENCE YOU NEED
& THE SUPPORT TO SUCCEED

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Campus maps can be found at the end of this publication or at eit.ac.nz/contact

Disclaimer: All information contained in this publication pertains to New Zealand Citizens or Permanent Residents, and is correct at the time of printing but is subject to change. EIT reserves the right to amend/withdraw programmes or courses. Fees for 2021 will be set by EIT Board by November 2020 and are subject to change. For the latest information, or for full programme entry requirements visit eit.ac.nz

HOW TO ENROL - DOMESTIC STUDENTS ONLY

STEP 1

Check out eit.ac.nz to enrol online. The fastest to apply is using your RealMe verified identity. You can also request a printed application pack. Complete and submit or return the enrolment form and supply all required supporting documents.

Both our website and application packs include detailed programme information including entry requirements.

Apply to StudyLink if applicable, even if you haven't been accepted on to your programme yet. Visit studylink.govt.nz

STEP 2

If you applied online without using your RealMe verified identity, you will get a form sent to you to check, sign and return to EIT. Please return this promptly. You need to provide any requested documents.

You will receive an acceptance letter with programme information including your start date.

You may also receive course selection forms. You need to complete these and return them to us.

STEP 3

You will receive an invoice with payment details.

Arrangements for full payment of enrolment fees must be made before the start of your programme.

If you are eligible for any Fees-Free study EIT will apply this to your fees for you.

eit.ac.nz | info@eit.ac.nz | 0800 22 55 348

HOW TO PAY

Government Fees-Free

Fees-free tertiary study or training is now available for eligible learners. Check out feesfree.govt.nz to check if you are eligible. You will need to know your National Student number (NSN) to check if you are eligible. You can get this one of the following ways:

- If you are at high school, you can ask your school for your NSN
- If you have already studied at EIT, the Registry Team or your Programme Secretary can provide you with your NSN
- You can call NZQA on 0800 697 296 (between 8am and 5pm Monday to Friday)
- You can email NZQA through the NZQA website nzqa.govt.nz

StudyLink

StudyLink may be able to help pay for your study through allowances and loans.

Student loan:

- A student loan helps to pay for your compulsory course fees, study materials (course-related costs) and living costs, but you have to pay it back.
- You should apply online for your loan as soon as possible at studylink.govt.nz. You also need to tell us when you enrol that you will be paying by Student Loan.
- If you can get Fees-Free study you may not need a student loan for course fees. Check out feesfree.govt.nz for more information. You still need to apply for a loan if you want help with your living costs or course-related costs.

Student allowance:

- A student allowance is a weekly payment that can help with your living expenses while you're studying.
- The student allowance is similar to the student loan living costs but you don't have to pay it back.

Supporting documents you need to show StudyLink the first time you apply for support:

- Birth certificate or passport.
- Marriage certificate or deed poll if your name has changed.
- Personal bank account information - must be in your name.
- Evidence of your IRD number.

Support for StudyLink

- You can get support for StudyLink from any of the student advisers support staff on our campuses and Regional Learning Centres
- Alternatively you can contact StudyLink on 0800 88 99 00 or visit studylink.govt.nz

Internet banking

You can pay for your study by internet banking. This the preferred method of payment to EIT.

- EIT Westpac account: 03 0631 0007233 00
- Particulars: Student's name or Student ID number if known
- Code: 4232
- Reference: FEES

Payment in person - at an EIT enrolment counter

- Complete your payment by EFTPOS. EIT does accept payment by cash but prefers EFTPOS or online banking.

FEES

Refund of Fees

Domestic Students

Application for a refund must be made in writing on the appropriate form. Where students have been required to enrol in the programme rather than individual courses, no refund will be given after 10% or one month (whichever is the lesser) from the start of the programme. In all cases any refund will be reduced by the amount of any non-refundable deposit, the cost of any textbooks or other course materials that have been provided to the student. Under exceptional circumstances the Executive Dean may authorise variations from the rules set out above.

International Students

Regulations for the withdrawal from courses and refund of fees to international students will be as approved by the Executive Dean.

Please refer to the full refund policy at eit.ac.nz/students/international-students/policies

Transfer Of Fees

New Zealand Citizens/Permanent Residents

Fees cannot be transferred to another institute or tertiary institution. Fees cannot be carried over from one year to another year. Sometimes fees can be transferred to another faculty/school or course, where this meets the requirements of the faculty(ies) involved.

International Students

Regulations for international students wishing to transfer to another institute and the associated refund of fees will be approved by the Executive Dean. Please refer to the full refund policy at eit.ac.nz/student/international-student/policies

Student Services Levy

This is a compulsory non-tuition fee that helps to fund quality student support services that support learning, such as counselling (including chaplaincy services), health services, financial support and advice, career guidance, student advocacy, sport, recreation and cultural events, and student representation. Students have a say on what the fee covers, and its value. Some programmes are exempt from the levy.

Enrolments at Two Institutions

If a student transfers from one institution to another, they will normally have to pay fees charged by each institution. Some students may receive a refund if they meet EIT's refund policy requirements.

RIGHTS AND RESPONSIBILITIES

EIT has policies and systems designed to ensure all staff and students experience a positive and productive learning environment. EIT provides and maintains an environment free from harassment, discrimination and objectionable behaviour. Students are expected to behave respectfully and considerately towards all other students, staff, employers and co-workers with whom they engage.

The Academic Regulatory Framework for Quality Assurance sets out the rules, procedures, and systems by which the EIT staff and students operate. The Framework is an important document for all students and works with EIT's policies, procedures and guidelines in our quality management systems. It outlines the rights and responsibilities of staff and students as well as processes to ensure students are treated fairly in all aspects of their EIT experience. There are specific sections and policies related to:

- Assessment
- Complaints and Concerns
- Appeals, Refunds and Withdrawals
- Academic Integrity
- Unacceptable behaviour

EIT expects that all students and staff will act with academic integrity. EIT wants our programmes of study to be respected and valued, and we want to be sure that all those who gain an EIT qualification have personally reached the standards expected of that qualification. Breaches of academic integrity which include copying, misinterpretation of identity, cheating and plagiarism will be treated as serious.

Active participation in classes and/or online activities is directly linked to learning success. Students will gain most value from their learning experience if they take responsibility for their learning. EIT operates a secure computer system to support student learning. Username and passwords to this system must never be shared with others.

EIT values the student perspective and looks for opportunities to encourage student feedback. Informal feedback is welcomed through Have Your Say on the student portal at MyEIT.myeit.eit.ac.nz. Policies and procedures for lodging a formal complaint are also available on this site. You can also access information through the EIT App.

When enrolling at EIT, students agree to comply with the Academic Regulations and all EIT policies on conduct and behaviour. It is the responsibility of each student to make themselves familiar with the Academic Regulatory Framework. There are several ways to learn more about the Academic Regulatory Framework and the processes it describes. You can access it on the EIT Website, the student

portal or from the EIT App - MyEIT. Staff at the Library and Learning Centres are happy to assist you.

SUPPORT SERVICES

Academic Learning Services

Academic Learning Services are here to assist you on your journey towards the successful completion of your studies at EIT. Our aim is for you to become confident, competent and independent learners. Learning advisors support learners to develop their learning, numeracy, and academic skills as well as their language proficiency.

The advisors for the Hawke's Bay and Tairāwhiti campuses are located in the libraries. The Learning Advisor for Auckland is located on level five. Learning support is available in the Hastings, Central Hawke's Bay, Wairoa and Ruatoria Regional Learning Centres. Appointments can be made for groups studying the same course, or individually. Study Skills workshops are held regularly throughout the year.

Hawke's Bay Learning Advisors

06 830 1045 | twist@eit.ac.nz

Tairāwhiti Learning Advisor

06 869 0835 | Library1@eit.ac.nz

Hastings Learning Advisor

06 830 1878 | twist@eit.ac.nz

Auckland Learning Advisor

09 979 9411 | studysupportak@eit.ac.nz

Careers Counselling

Careers counselling is available to prospective and current students and alumni. This confidential service is an opportunity for individuals to review their unique skills, values and interests, including a review of learning and work experiences and work opportunities. This process will assist individuals to make informed decisions regarding their career development, including CV and interview related issues.

Hawke's Bay Campus

Eddie Carson

Careers Counsellor

06 830 1838 | ecarson@eit.ac.nz

Auckland Campus

Brendon Hickey

Industry Partnerships Manager

09 979 9416 | bhickey@eit.ac.nz

Chaplaincy Service/Prayer Room

Chaplaincy Service covers nondenominational, ecumenical, Christian and interfaith perspectives. EIT affirms the value of the spiritual dimension within growing and learning.

Hawke's Bay Campus

Prayer space is available in A402

Room K136 | 06 830 1637 | Chaplain@eit.ac.nz

Tairāwhiti Campus

Paula Levy | 021 410 4667

Jane Overbye | 027 686 2563

Pare Noble | 027 448 2456

Available in room PR114 every Tuesday during term time, between 11.30am & 1.30pm.

Email: TC_Chaplain@eit.ac.nz

Disability and Wellbeing Support

Support is available to all learners with permanent or temporary disabilities or health conditions, including when recovering from surgery and accidents where this impacts upon study.

We provide support across all EIT campuses and Learning Centres and are committed to providing an environment that gives you opportunities to achieve your maximum academic and personal potential. According to your learning needs this may include information and advice, in-class support, learning support, and alternative arrangements for tests and exams.

Disability and Wellbeing staff can also support learners and whānau when meeting with teaching staff, community organisations and health professionals.

Hawke's Bay Campus

Barbara West

Student Disability and Wellbeing Advisor

06 830 1558 | disabilityhb@eit.ac.nz

Tairāwhiti Campus

Karen Albert

Student Support Advisor 06 869 3193 | kalbert@eit.ac.nz

Auckland Campus

Monica Shire

International Student Support and Accommodation Officer

09 979 9443 | AKstudentsupport@eit.ac.nz

Health Services

A Health Centre is onsite at the EIT Hawke's Bay campus with a doctor, nurse and confidential counselling service. This service is supplied under contract by The Doctors (Napier) Ltd. EIT students who register at the Health Centre as their regular practice benefit from significant fee discounts, and are also eligible to attend The Doctors in Napier or Greenmeadows. The Health Centre is at the front of the Student Amenities Building (K Block). For more information phone 06 830 1919 or go to greencrosshealth.co.nz

At the Tairāwhiti campus, students can go to Turanga Health Services on 145 Derby Street, 06 869 0457.

At the Auckland campus, students are recommended to contact one of the medical practitioners outlined in their orientation handbooks, or contact the International Student Support and Accommodation Officers, Monica Shirer 09 979 9443 or Jonathan Wang 09 979 9427.

International Student Support Officer

The International Student Support Officer is part of the EIT International team and is the main support person for all international students once they are on campus and living in New Zealand. The International Student Support Officer is available for all questions, concerns, or troubles, providing confidential and non-judgmental support, and is the student advocacy representative regarding the Code of Practice. Additionally, this Officer is the 24/7 emergency contact person.

The International Student Support Officer also works closely with faculty and the International Student Mentor to support international students' academic success.

Hawke's Bay Campus

Song Sim
06 830 1113 or 027 446 9840 (24/7)
hbstudentsupport@eit.ac.nz

Auckland Campus

Monica Shirer
09 979 9443 or 027 405 5170 (24/7)
akstudentsupport@eit.ac.nz

International Student Academic Mentor

Hawke's Bay Campus

Heather Brown
06 830 1034 | hbrown@eit.ac.nz

Auckland Campus

Glen Shadbolt
09 979 9448 | studysupportak@eit.ac.nz

Library Services

The EIT Libraries at both the Hawke's Bay and Tairāwhiti campuses provide a range of facilities for student use. This includes individual and quiet study areas, and group and social spaces in a relaxed and friendly environment. Our librarians are available to assist students access an extensive range of print and online resources. Computers, laptops and audio visual equipment are available for student use and you can purchase printing top up cards from the library. Support with using EIT Online and other course related technologies is available. A wide range of electronic resources and online study and computer guides can be accessed both on and off-campus via the student portal: myeit.eit.ac.nz

Hawke's Bay Library

06 830 1045 | twist@eit.ac.nz

Tairāwhiti Library

06 869 0835 | Library1@eit.ac.nz

Library Services - Auckland

EIT Auckland students may borrow books and access all EIT electronic resources via the Auckland MyEIT student portal: myeit.eit.ac.nz/Auckland.html

Auckland Campus - Information and Research Librarian

Rida Malik
Level 5 | AQ507 09 979 9413 | studysupportak@eit.ac.nz

Māori and Pasifika Student Support

Māori and Pasifika support staff provide on-campus support for Māori and Pasifika students studying at EIT. Students can discuss their educational, pastoral and cultural support needs in a confidential setting.

Services include support with scholarship and grants, iwi and hapū registrations, te reo Māori me ōna tikanga, access to course related texts, academic support, filling out forms and StudyLink assistance for student loans and allowances.

Support staff are based on the Hawke's Bay and Tairāwhiti campuses, and work closely with other mentors and support services across both campuses.

Cultural Support Officer

Moana Hakiwai
06 830 1428 | mhakiwai@eit.ac.nz

Learning Facilitator - School of Primary Industries

Robyn Barker
06 869 3058 | rbarker@eit.ac.nz

Pasifika Student Support Coordinator

Sharon Malaitai
06 830 1141 | smalaitai@eit.ac.nz

Pouwhirinaki

Kaihoe Apiata
06 830 1831 | kapiata@eit.ac.nz

Tairāwhiti Student Support Advisors

Tuterangi Nepe-Apatu
06 869 3083 | tnepe-apatu2@eit.ac.nz

Phillipa Harrison
06 869 0831 | pharrison@eit.ac.nz

Karen Albert
06 869 3193 | kalbert@eit.ac.nz

Nikki Keepa
06 869 3146 | nkeepa@eit.ac.nz

Regional Learning Centres

In addition to the support provided in the Regional Learning Centres, students from Central Hawke's Bay, Hastings and Maraenui Regional Learning Centres, are able to access support from support staff at the Hawke's Bay Campus.

Students from the Ruatoria and Wairoa Regional Learning Centres are able to access support from support staff at the Tairāwhiti Campus.

GENERAL INFORMATION

Accommodation

Hawke's Bay Campus

The Student Village has 12 individual villas, each housing up to six people. It is situated across the road from the campus. For more Information contact Rachel Lockyer, Student Village Manager, 06 830 1949. For private boarding contact the Younited Students' Association 06 974 8946.

Auckland Campus

A range of accommodation options can be arranged for international students. Please contact the International Student Support and Accommodation Officer for details, Monica Shirer, 09 979 944.

Animals

Only service animals and those involved with the Animal Care Centre are allowed on campus.

Bicycles

Cycle racks are provided at various points around campus. Bicycles must not be taken into buildings or be left where they create a nuisance or hazard. You are not allowed to ride on the footpaths.

Bookshop

The Ōtātara bookshop is located at the front of K block at the Hawke's Bay campus. Tairāwhiti students are required to email orders to otatarabookshop@eit.ac.nz

Breastfeeding

Breastfeeding is supported across all campuses and Regional Learning Centres. Private breastfeeding and breast milk storage facilities are available at the Pouwhirinaki Office at the Hawke's Bay campus in L140.

Cafeterias/Restaurants

Hawke's Bay Campus

Café Connect is situated in the Student Amenities complex. This café provides a range of espresso coffee, cold beverages, sandwiches, cakes and slices, salad selection and hot meal options are also offered daily.

Bean There Café is situated between the library and health services, N Block. This café offers a delicious selection of gourmet items which are prepared daily on campus and also offer a selection of cold beverages and espresso coffee.

Scholars Restaurant, located in P Block, is run by the hospitality students and open to everyone at various times throughout the year. Bookings may be necessary.

Tairāwhiti Campus

The Hub café is situated in the Hub Student Centre, S block and serves freshly brewed espresso coffee, healthy cabinet food, slices and a selection of hot gourmet food items. The Hub is conveniently located close to the Younited Students' Association.

Toru Restaurant is run by the hospitality students and is open to everyone at various times throughout the year. Bookings may be necessary.

Auckland Campus

There is an International Food Court across the road on Elliot Street as well as a range of other options on Queen Street.

Car Parking

EIT provides a limited number of car parks for staff and students at the Hawke's Bay and Tairāwhiti Campuses. Vehicles parked on EIT Campuses must park only in areas designated for parking. Parking is not permitted in any other areas. Parking charges may apply.

Loading/Unloading

Loading zones are clearly marked. Persons loading or unloading equipment or other goods may park as close as permitted to the concerned location with vehicle emergency four-way lights activated while loading or unloading. The vehicles must be moved immediately after loading or unloading is completed.

Mobility Car Parks

CCS mobility parking permits can be used on campus. If you have a temporary illness or injury you can obtain an EIT mobility parking permit from Disability and Wellbeing Support. All vehicles parked in the mobility car parks must display either a CCS permit or EIT mobility parking permit on the front dashboard.

Motorcycles

Motorcycles may park free of charge in designated motorcycle parking spaces.

Limitation of Liability

Any motor vehicles parked, operated or driven on an EIT campus are at the risk of the owner and the operator. EIT will not be liable for damage to any such motor vehicle, the contents, the owner or operator.

Withdrawal of Parking

Corporate Services may withdraw areas normally used for parking if the area is required for construction or other purposes. "No Parking" areas will be strictly enforced.

Car Parking at Hawke's Bay Campus

Staff, students and visitors are required to pay for parking at the Hawke's Bay Campus during specified times. All vehicles parked on campus must display a valid EIT parking permit, Pay and Display ticket or have paid via the

ParkMate app. Paid parking is also available in designated areas of the Pettigrew Green Arena. Leased car parks are available in the car parks in front of the arena and free all day parking in the designated car parks behind the arena.

Times of Operation

Charges for parking apply 8am to 4pm, Monday to Friday, from 1 February to 30 November, including term and semester breaks.

Permits

A limited number of permits are available for staff and students. Students may obtain a permit application from the Younited Students' Association office on campus.

Pay and Display

Pay and display parking dispensers are available at various locations on campus. A ticket can be purchased from any one of these dispensing machines. This ticket must be clearly displayed on the front dash board of the vehicle.

You can also pay for your parking using ParkMate. ParkMate is an App based payment system. The charges on ParkMate are the same cost as paying at a meter.

Information about the app can be found at www.parkmate.co.nz. Search for the App on your App Store or Google Play. It's free to download and register.

Visitor Parking

Visitor parking areas are intended for short term parking only. Maximum time in a visitor car park is one hour. Those parking in the visitor parking areas must purchase a ticket from the dispensing machine in the visitor parking area or pay by selecting the EIT Visitor car park on the ParkMate app. The Pay and Display ticket must be clearly displayed on the front dash board of the vehicle.

Infringing Vehicles

Any vehicle infringing EIT parking requirements will be issued with a Parking Enforcement Services Parking Breach Notice.

The issue of this breach notice will incur a \$60 fee payable by the vehicle owner/operator to Car Park Enforcement Ltd. Re-offending vehicles or vehicles blocking access will be towed at the owner's expense.

Any disputes regarding the issuing of Parking Breach Notices must be lodged directly with Parking Enforcement Services 0800 727 536 | ebreach.co.nz

Car Parking at Tairāwhiti Campus

EIT Tairāwhiti provides free car parking to staff and students. There are a number of 'No Parking' areas which are strictly enforced.

Car Parking at Auckland Campus

There are lots of parking buildings near and around Queen Street run by Wilson and Tournament Parking.

Childcare

Ōtātara Children's Centre at the Hawke's Bay campus offers full and part-time places for children from 10 months until

they transition to school. The operating hours are Monday to Friday 7.45am to 5.15pm. Please contact the centre on 06 974 8908 or just call in to have a look around and discuss their service.

Manaaki Tamariki Childcare and Education Centre at the Tairāwhiti campus reflects the diverse cultures of the community and values the partnership with parents/caregivers and whānau. They provide quality care and education in a nurturing and secure environment where children are affirmed as individuals and given opportunities to grow together as confident learners and communicators. It offers 30 free hours for all 3 and 4 year old tamariki and is open Monday to Friday 7.45am to 4.15pm. Please contact the centre for more details 06 867 6232.

EIT App

Information is also available on the EIT App - MyEIT. It is free to download from Apple and Google app stores. Students need to sign in with their EIT login to access personalised information, but anyone can login as a guest to access public information including campus maps and events. The App has the same functionality on both Apple and Google platforms and also works on tablets and computers.

Features include:

- Personalised information targeted by students' campus (Hawke's Bay, Tairāwhiti, Auckland and Regional Learning Centres)
- Timetables
- Email
- Student services
- Campus maps
- News and events

Equal Opportunities Policy

EIT has a policy of equal opportunity both in providing education and in employment. The aim is for people to be able to develop their studies and their careers without being affected by matters that are not relevant: gender, marital status, religion, age, disability, ethnicity, or national origin, disability, political opinion, employment status, family status or sexual orientation.

Field Trips

When your programme of study includes field trips, one copy of the Field Trip Student Contract must be completed and given to the Programme Secretary, at least two weeks before the start of the first field trip in the programme. If the contract is not completed and sent to the Secretary, the student will not be allowed to attend any field trips in the programme.

A high standard of dress and behaviour is required of all students while on a field trip. Failure to observe these standards may have serious consequences, including failing the course or exclusion from the programme.

Health, Safety and Wellbeing

Students of EIT are expected to:

- Take reasonable care of your own health and safety.
- Take reasonable care that your acts do not adversely affect the health and safety of others.
- Report any incident, risk or hazard as soon as possible to your tutor and via the online reporting forms at eit.ac.nz/working-at-EIT/health-safety-wellbeing
- Co-operate with notified policies and procedures given by the Institute and any other organisation you are visiting.
- Inform others on any known risks or hazards.

Marae

The Hawke's Bay campus has a dedicated marae, Te Ara o Tāwhaki. The marae facilities are used for a number of events throughout the year.

Personal Property of Students

EIT and its staff are not responsible for any loss or damage to student property. This applies whether or not students were using equipment, machinery or buildings, and whether students were, or were not, wearing protective clothing.

Skateboards

You are not allowed to ride a skateboard on campus.

Smokefree

All EIT facilities and grounds, including those leased by EIT, are smokefree. This includes the Regional Learning Centres and the Student Village.

Smoke free means free from exposure to any smoke or vapour produced by smoking or using any electronic nicotine delivery system (ENDS), including e-cigarettes, e-hookah and any other vaporisers (whether delivering nicotine or not).

Timetables

Timetables are available online or at the school or faculty office where you are enrolled. Access is available from off-campus by using the portal on eit.ac.nz. On-campus you can access timetables through MyEIT page, or by entering myeit.eit.ac.nz. Timetables can change and should be checked regularly.

Training Incentive Allowance

Students who have applied through the Ministry of Social Development for a Training Incentive Allowance must make sure their fees are paid before the programme starts. Please supply EIT with a letter from the Ministry of Social Development agreeing to pay fees.

Younited Students' Association

Younited serves all students by acting as the voice of the student body, promoting the social, cultural, recreational and educational interests of students on all EIT campuses. Younited creates a student environment that empowers and supports all students to achieve their training, and educational goals. Younited also runs a variety of events throughout the year catering for the wide range of cultures, age groups and interests. These activities help to grow campus life and create an atmosphere where students can get to know one another. You'll find the Younited office on campus in Hawke's Bay and Tairāwhiti representing your region. Check out younited.ac.nz

When Students Leave

There are specific forms to be completed if a student withdraws from a course(s) before it is completed. The Programme Secretary will assist with this process. International students should consult with the International Centre prior to leaving part way through a programme due to student visa obligations.

Withdrawal From Courses

A student may withdraw from a course(s) within a programme at any time during the first 10% or one month (whichever is the lesser) of the course delivery period with no academic penalty by notifying the Institute of their intention to withdraw. The student will have no academic record for the course(s).

A student who is enrolled, but does not participate in any of the scheduled learning activities of a course during the first 10% or one month (whichever is the lesser) of the course delivery period may be withdrawn from the course by the Institute. The student will have no academic record for the course(s).

A student who has enrolled in a course and begun to participate in scheduled learning activities and then ceases participation, but does not initiate a formal withdrawal process or respond to communications from the Institute, including one formal letter to confirm their enrolment status, may be withdrawn from the course by the Institute.

EMERGENCY PROCEDURES

EIT campuses are divided into self-managed areas or zones during emergency conditions. Coloured maps of these zones are displayed in every building and classroom with their associated evacuation assembly areas. It is your responsibility while you are on campus to familiarise yourself with these areas and know what to do and where to go if an evacuation is necessary.

The zones are managed by staff specially appointed as building and floor wardens who are authorised to take control during emergencies. The wardens are identified by bright fluoro vests for easy recognition.

Evacuation Procedure

- Proceed in an orderly manner to the nearest exit - walk, don't run
- Follow Building and Floor Wardens' instructions
- Do not use lifts
- Go to your designated assembly areas
- Do not re-enter the buildings until the all clear is given

Smoke-Stop Doors

All self-closing doors to stairs and corridors are smoke-stop doors. They must not be held open objects and must be left to close freely at all times. These doors are strategically located so that smoke and fumes in one area will be largely contained there, thus providing a relatively smoke free means of exit via the stairs on the opposite side.

Disabled Students

During an emergency or fire drill, students in multi-storey buildings who cannot evacuate independently will be placed with a 'buddy' or care giver in a safe location, usually near a stairway landing. The Fire Service will be notified immediately and will carry out a safe evacuation.

On your first day please inform your school/ lecturer if you require emergency evacuation assistance.

Emergency Lighting

The stairs, corridors and toilets are equipped with battery operated emergency lights that switch on at the time of an electrical power failure. This emergency lighting is effective for approximately 30 minutes. Wherever the electrical power supply is cut, staff members will direct you to vacate the building. Do not enter the building or proceed to the upper levels when emergency lighting conditions prevail.

Lifts

Lifts are installed in various buildings across our campuses for student and staff convenience. If you become trapped in a lift it is equipped with an emergency phone. Instructions on how to operate this phone are posted in the compartment. Do not attempt to use the lift during an emergency evacuation. When the fire alarms are triggered it automatically travels to the ground floor.

All staff are familiar with our emergency procedures. However, it is important that if you are the first person confronted by an emergency, that you initiate the first actions. These are summarised as follows:

Accident

Isolate the victim and others from harm

Ring the Ambulance - 111

Ring the Emergency Switchboard - 06 974 8000 ext 77 77

Apply first aid to the victim

Report an incident to your tutor

Armed Offender - Lock Down

Move to a safe location - do not put yourself at risk

Ring the Police - 111

Notify - EIT Telephonist

(Internal 77 77, or external 06 974 8000 ext 77 77)

Follow lock down checklist signposted in **RED** on walls

Earthquake

Drop - Cover - Hold

Evacuate the building once it is safe to do so, stay out, expect

aftershocks, move away from high rise buildings

Ring Emergency Services to notify of fires or injuries - 111

Listen to the radio for advice and information

Fire

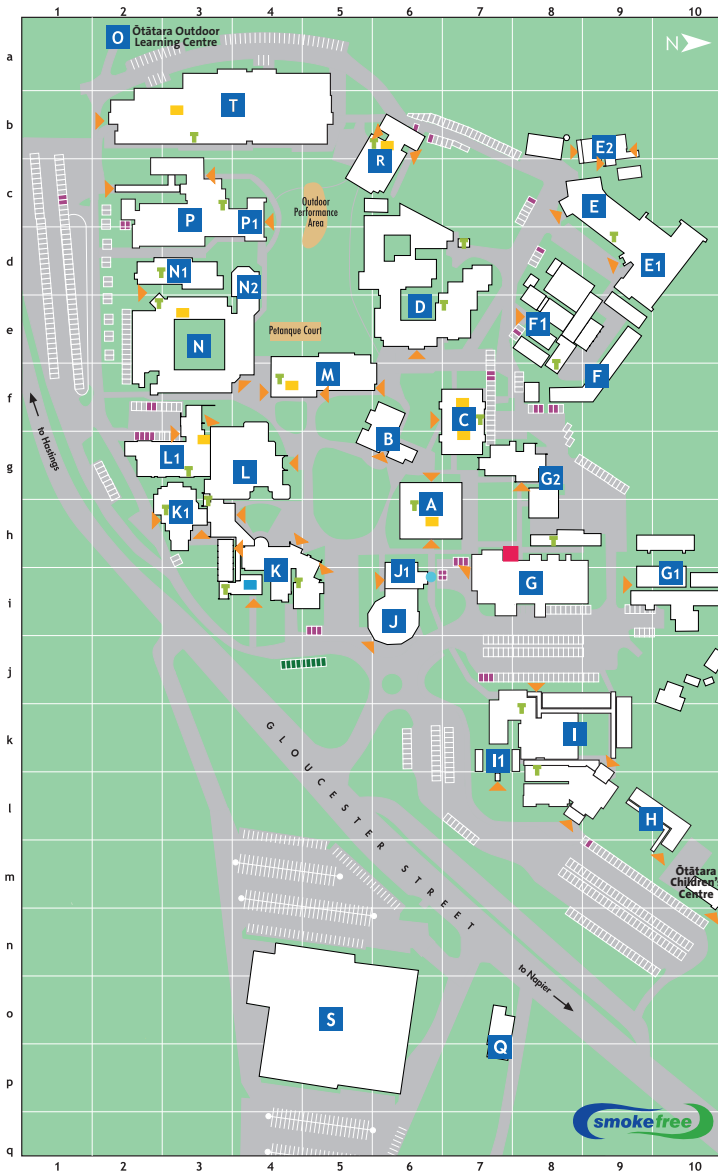
Activate fire alarm then evacuate the building

Ring the Fire Service - 111

Ring the Emergency Switchboard - 06 974 8000 ext 77 77

Hawke's Bay Campus Map

-  Main entry point
-  Lifts
-  Visitor parking
-  Mobility parking
-  Accessible toilets
-  Telephone
-  Health Centre
-  Guide dog compound



GRID REF.	BUILDINGS AND SERVICES
h6	A Hetley Building English Language Centre International Office
g6	B Office of Chief Executive
f7	C Computing IT Help Desk
e6	D ideaschool
c9	E Winery
d10	E1 Science Laboratories
b9	E2 Veterinary Nursing Clinic
f9	F ideaschool Studios
d8	F1 Music Classhouses
i8	G Trades Academy Allied Trades
i10	G1 Fashion
j10	G2 Facilities Management (Maintenance and Fleet Car Park) Community House Chaplains
g8	G2 Pasifika Liaison John Harré Building Screen Production Studios
m10	I Otātara Children's Centre
k8	I Te Urunga Waka Whare Matoro
k7	I1 Te Ara o Tāwhaki
i6	J Information Centre Careers Counselling Enrolments and Payments (Domestic and International)
j1	J1 Academic Administration Business Liaison Educational Development Finance Human Resources Student Amenities Atrium Café and Coffee Connect
i4	K Health Centre Otātara Bookshop Reprographic (Print Services) Student Association Office
h3	K1 Lecture Theatres 1 and 2
g4	L Twist Library Learning Hub
g3	L1 Bruce Martin Building Bean There Café Centre for Veterinary Nursing Teaching and Social Work
f5	M John Rose Building Business
e3	N Office of Education, Humanities and Health Science Nursing Sport and Health Science
d3	N1 Refresh Beauty and Body Clinic Salon Elite Hairdressing Stroke Rehabilitation @ Hawke's Bay
d4	N2 Otātara Children's Centre
a2	O Otātara Outdoor Learning Centre Stockyards and Woolshed
c3	P Office of Commerce and Technology
c4	P1 Scholars Restaurant Hospitality Tourism
p7	Q Student Village Office
c6	R Primary Industries (Agriculture, Forestry, Horticulture) Viticulture and Wine Science
o5	S Pettigrew Green Arena Sport Science Laboratories Revive Massage Clinic
b3	T Trades and Technology

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Tairāwhiti Campus Map



Key

- A** Block
- Classrooms
- B** Block
- Classrooms
- C** Block
- Classroom
- D** Block
D1 - Classrooms
D2 - Tutors Offices
D3 - Staffroom
- F** Block
F1 - Classrooms & Offices
F2 - Campus Directors Office
- G** Block
- Classrooms
- H** Block
H1 - Hawkswood Catering
H2 - Toru Restaurant
H3 - Palmerston Kitchen
- K** Block
- Trades Offices
- L** Block
- Administration, Information & Enrolments
- Reception
- Library
- M** Block (Middleton)
- Nursing Lab
- Classrooms
- Counselling Clinics
- Computer Rooms
- N** Block
- Te Whatukura
- Classrooms
- Offices
- R** Block
R1 - Classrooms
R2 - Student Services
- S** Block
- The Hub
- Hub Café
- Lecture Room
- Youngsters Students Association
- T** Block (Toihoukura)
T1 - Maia Gallery
T2 - Offices and Te Pito
T3 - Workshops
T4 - Studios
- U** Block
U1 - Classrooms
U2 - Offices
U3 - Manaaki Tamariki Childcare Centre
U4 - Kahutia Office
- W** Block (Trades)
W1 - Classrooms
W2 - Workshops
-  Disability Parks
-  Toilets

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International Centre

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F 0064 6 974 8905
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Central Hawke's Bay Learning Centre

53 Russell Street, Waipukurau 4200

P 06 858 7009
F 06 858 7018

Hastings Learning Centre

416 Heretaunga Street West
Hastings 4122

Postal Address
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Hawke's Bay Mail Centre
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Maraenui Learning Centre

18–20 Bledisloe Road
Maraenui, Napier 4110

P 06 842 0591

Wairoa Learning Centre

Cnr of Paul & Queen Streets
Wairoa 4018

P 06 838 7349

EIT Tairāwhiti

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Ruatoria Learning Centre

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