

PATHWAYS LINK PROGRAMME





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Head of College –
PLP
UPIC (FC, AUT, VUW)



Mr Julian Latimer
Head of College –
UoAIC

UP International College Heads of College

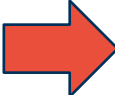
Pathways Link Programme

The objective of the Pathways Link Programme (PLP) is to offer a specialised and English- immersive curriculum tailored for younger international students. This programme aims to equip students with essential foundation knowledge, skills, and the confidence necessary to excel in their future Foundation studies.

The one-year programme will offer successful students entry into the AUT / Victoria University of Wellington / University of Auckland International College Foundation Studies programmes.



Student Benefits

- Guaranteed enhanced pathway to Top university in New Zealand (Auckland University of Technology / Victoria University of Wellington / University of Auckland)
- A package offer and visa, 1 year less than normal High School 
- Upskill in academic English and gain essential subject knowledge, critical study skills, computer proficiency and research techniques.
- Students are better prepared and positioned for success as they progress to the Foundation level of their studies.
- Students will also be able to access the services of the University of Auckland for support if needed.
- Every student will have a weekly meeting with their pastoral care tutor, to talk about progress, and listen to the student's personal experience of studying and living in New Zealand, which can be shared with parents.



The package offers will be issued to students including:

1. Pathways Link
2. University Certificate in Foundation Studies
3. University Bachelor

A pathway student visa can be applied subject to Immigration New Zealand requirements.

Entry Requirements

- Student must:
- Be aged from 14 to 17 years old
- Have English level: IELTS (Academic) score of 4.5 with no band lower than 4.0, or equivalents including UP English Language Test (UPELT)
- Have completed:
 - China: Completion of the last year of Junior High School
 - Rest of World: Completed the equivalent of New Zealand Year 10



Progression Requirements

- The Pathway Link to Foundation programme sets a higher-grade requirement than a basic pass, ensuring that students admitted to the program have displayed a higher level of academic achievement.

Progression requirements to
Foundation Studies

- English 60%
- Minimum score in all subjects 55%
- Maths and two other subjects 65%

- Students who successfully complete the programme but do not meet the required grades to progress to Foundation Studies will have the opportunity to enrol in Foundation Connect.
- This option allows them to bridge the gap between the programme and Foundation Studies, providing additional support and resources to help them meet the necessary academic requirements to succeed.



Sample course progression

	2024												2025												2026												
Intake /Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct			
Feb Intake		Pathways Link													Foundation Studies													>Degree									
Jul Intake							Pathways Link												Foundation Studies													>Degree					

Curriculum

Programme	Curriculum
PLP1A	English, Maths, Sciences, Business, Humanities, speech & drama
PLP1B	English, Maths, Environmental Studies and Sustainability, Media Studies, Drawing & Design, Health

Sports

There will be regular opportunities for individual and team games and sports, using different locations across Auckland.

Students should bring physical education clothing and shoes

Accommodation

Service introduction by Giovana:

https://www.youtube.com/watch?v=xyR9M9_MooM

Family testimonial from Host Families:

- Bella: <https://www.youtube.com/watch?v=hzNjiURvLww>
- Rosemary and Victor: <https://www.youtube.com/watch?v=KO3md-EctCM>
- Rebecca: <https://www.youtube.com/watch?v=na-bmCRcFFg>

UP student testimonial: <https://www.youtube.com/watch?v=na-bmCRcFFg>

Fall in love with New Zealand families:

<https://www.youtube.com/watch?v=dpbZjbAfSWY>

For more information, please visit <https://www.hostfamilies.co.nz/>

Homestay	
Homestay Placement fee (one-off)	\$350.00
Homestay replacement fee (one-off)	\$250.00
Standard Homestay - Half board (Not available for U18) / per week	\$360.00
Standard Homestay - Full board / per week	\$390.00
Designated Caregiver (DCG) U18 only	
DCG assessment fee	\$350.00
DCG reassessment fee (change DCG)	\$250.00
Under 18 accommodation guarantee and service Fees	
Per year	\$1,000.00
Per term	\$250.00
Additional Fees	
Urgent Booking fee = One extra week's accommodation fee	
Short-stay (less than 1 week) / Emergency homestay - Full board/per night	\$130.00
Homestay Retainer / per week	\$250.00
Airport Pickup	
Airport Transfer (pickup/dropoff) (one way per person)	\$130.00
Transfer of additional passenger	\$90.00
Airport check-in assistant and transfer for U18 learners	\$85.00

Summary

Pathways Link Programme (Registration name: Pathways Link - L1A and L1B (Level 1)(Training Scheme)	
Campus location	345 Queen Street, Auckland City
Duration	12months
2024 Start dates (including On Campus Orientation)	5 February and 16 July
Visa requirement	Pathway Student visas or individual student visa
English language requirement	IELTS (Academic) score of 4.5 with no band score lower than 4.0, or agreed equivalents including UP English Language Test (UPELT)
Tuition fee (NZD)	\$32,000
Resource fee (NZD)	\$2,000
Enrolment fee (NZD)	\$400
Scholarship (February intake of 2024)	\$5,000



ROE MARTINEZ-SEGA

Administrator UPIC

(General enquires)



KATIE GAO

**International Student
Support Team Leader**

*(VISA, Insurance, Travel to
NZ)*



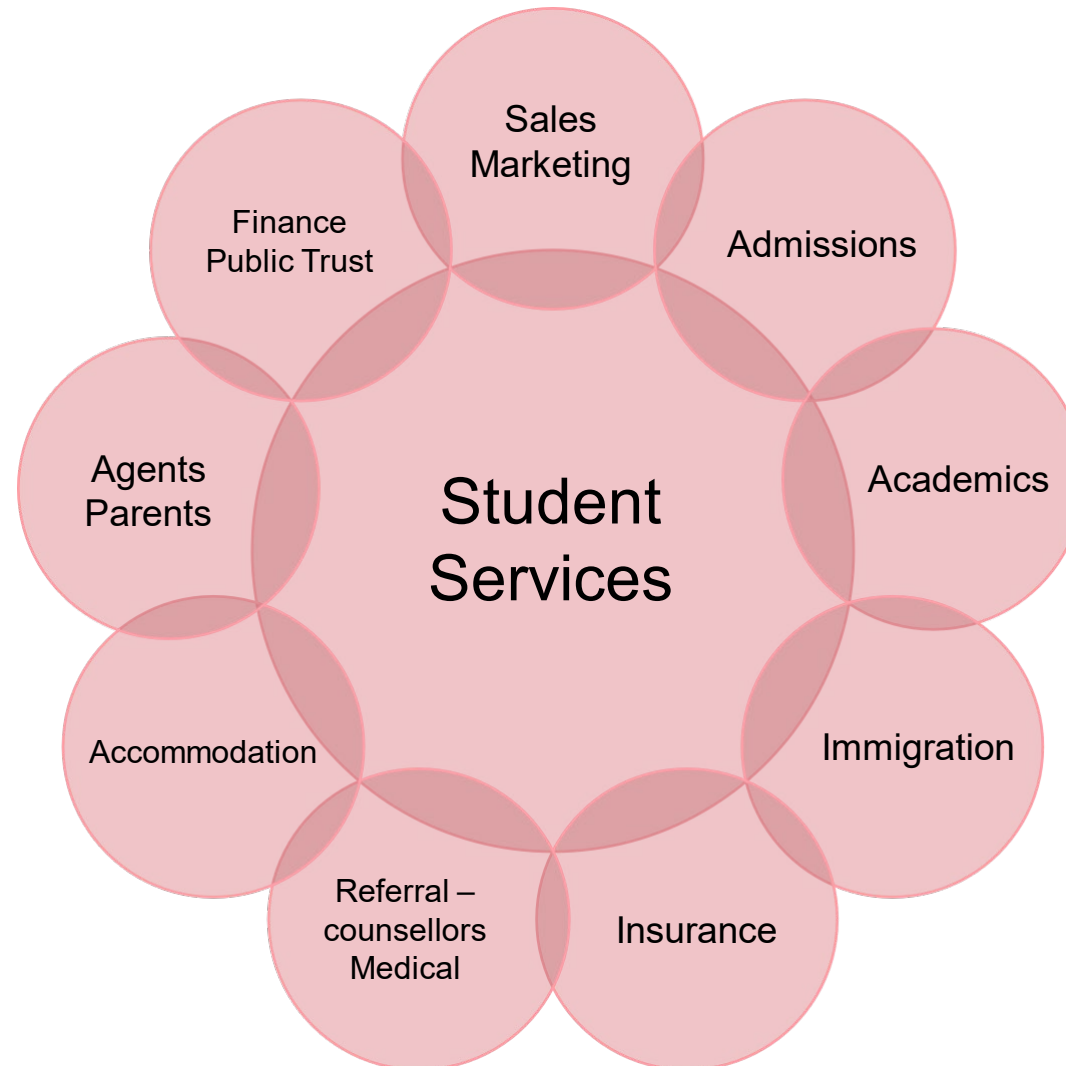
LINA NGUYEN

Education Counsellor

*(Applications and Transfer
to University)*

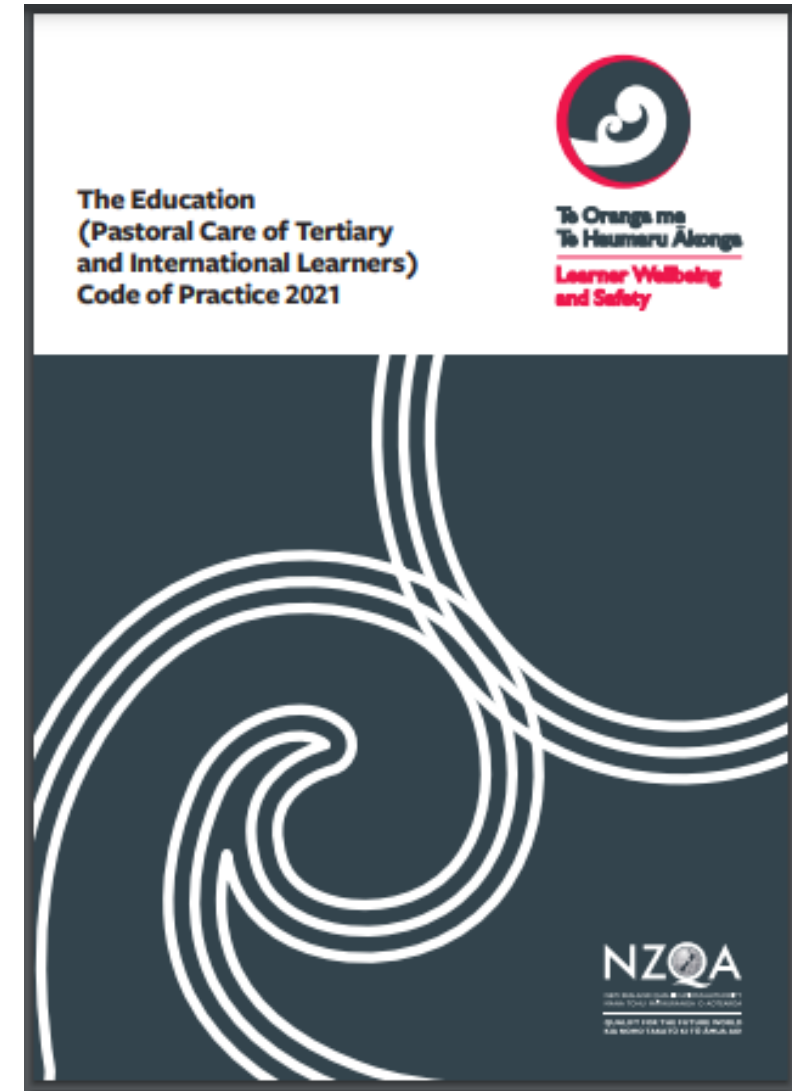
UPIC Support Team

What does the International Student Services Team do?



Caring for International Students – Code of Practice

- When you come to New Zealand to study as an international student, education providers have a responsibility to ensure that you are well informed, safe and properly cared for.
- In New Zealand we call this 'pastoral care'. You are entitled to be treated well, at all ages and at all levels of education.
- To support this, the New Zealand government has developed the Education (Pastoral Care of International Students) Code of Practice 2021.



Contract of Enrolment

The contract between the College and the student in accordance with the Education (Pastoral Care of International Students) Code of Practice 2016.

- Refund policies
- Course withdrawal
- Complaint procedure



Enrolment is subject to availability of places within the College (UP International College New Zealand Limited). If the College reserves a place for a student and offers enrolment then, subject to payment, this Contract of Enrolment is binding as a contract on the College and the student. This Contract of Enrolment will incorporate the "International Student Policy" (the IS Policy) available at www.partnerships.up.edu.nz/education/ application and the statutory terms summarised in this application form under the heading "Summary of terms implied by statute" (Statutory Terms). This Contract of Enrolment is the "contract of enrolment" entered into between the College and the student in accordance with the Education (Pastoral Care of International Students) Code of Practice 2016 (the Code) and shall be governed by and construed in accordance with the Code and all other applicable laws of New Zealand.

Payment of Fees

- All fees must be paid in full prior to course commencement.
- Places are not guaranteed until the tuition fees have been paid in full.
- No student shall continue to be enrolled unless the appropriate tuition fees have been paid.
- Payments may be made using Flywire where a range of payment options are available. To make your payment, please go to www.upc.flywire.com. Please ensure the student's name and identification number are included when making payment on Flywire.
- Upon receipt of the student fees in Flywire, the funds will be transferred to a separate bank account in the name of New Zealand (Hedco 2018) Limited (NZHL), the College's parent company. Fees will be transferred from that account to the School/College operating accounts after commencement. In stages as the course is being completed. To further ensure compliance with the Code, NZHL has entered into a guarantee for the benefit of the College's students, pursuant to which NZHL guarantees the payment of all refunds payable to students in accordance with the applicable law.
- A request to pay the course fees in instalments may be approved by the Principal/College Executive (in his or her sole discretion). This will attract an additional payment equivalent to 6 percent of the course fee. Applicants should be aware this may impact on the length of the student visa granted by Immigration New Zealand.
- The annual tuition fee is quoted on all documentation, the minimum fee for full time students is equivalent to one term fee (25.0 percent of the annual fee).

Refund Policies

Tuition fees

- Up to 25% of tuition fees relate to costs incurred through pre-arrival services, such as interpreting and translation, assistance with formalities relating to immigration procedures, travel to, and accommodation in New Zealand and marketing recruitment costs. These fees may be retained by the College. When students are eligible for a refund of tuition fees the following fee payments may not be refundable:
 - Administration Fee
 - Insurance costs (when already purchased)
 - Accommodation placement fee
 - Fees relating to Homestay accommodation used by the student
 - Fees relating to tuition already delivered
 - Portion of Unused Tuition Fees - the College may retain a portion of unused tuition fees. Amounts retained will relate to costs that have been incurred or committed by the College and may vary depending on the time of year the request is received
 - Export Education Levy
- Subject to the exclusions and retentions described above and the provisions of the Education Act 1989, a full or partial refund of fees may be payable by UP Education (on application by the student) in the following circumstances:
- the repayment of access prepaid fees, either:
 - at the end of their final course; or
 - before the end of the course, if the student is in their final programme; all tuition fees have been paid, the student is over 18 and all College guaranteed accommodation has been prepaid.
 - If the College withdraws an Offer of Place because it is unable to provide the course (including if the College ceases to be a signatory or provider) (as those terms are defined in the Education Act 1989), all tuition fees are fully refundable.
 - If a Conditional Offer of Place is made and the academic condition is not met, tuition fees are refundable less any costs incurred by the College prior to the College becoming aware of the academic condition not being met.
 - where an Offer of Place was made and the visa application declined by Immigration New Zealand, tuition fees are refundable less any costs incurred by the College prior to the College becoming aware of the visa not being granted.
 - a notice of withdrawal due to exceptional circumstances may, at the sole discretion of the Principal/College Executive, be accepted as grounds for a refund of tuition fees. The Principal/College Executive may require documentary evidence in support of the application for the refund, and a refund may not be made if the written notice of withdrawal is unreasonably delayed. Exceptional circumstances may include: inability to obtain a student visa; serious illness or disability of the student; death of a student or close family member (parent, sibling, spouse or child); and, political, civil or natural event that prevents arrival of the student. In the event of a withdrawal from a course 10 or more working days after course commencement, the College will deduct any fees which have been paid or incurred by the College or other representatives (including the student's representative agent fees). The cost of any additional services that were completed prior to withdrawal will also be retained.
 - If a notice of cancellation/withdrawal is made in writing to the Principal/College Executive, the percentage of fees payable as a refund will be calculated in accordance with the table below:

Full refund of all fees	College to retain 20% of tuition and course-related fees paid	College to retain 30% of tuition and course-related fees paid	No refund	Notes
Notice received by the College 5 months or more prior to the course commencement	Notice received by the College between 2 and 5 months prior to course commencement	Notice received by the College between 1 and 2 months prior to course commencement	Notice received by the College less than 1 month prior to course commencement	<ul style="list-style-type: none"> • Courses are inclusive of Orientation days (attendance required). • For Colleges and programmes other than UP International College English, the published course fee is used when determining the cancellation fee to be imposed.

- International Students who obtain Permanent Residence Status
 - A student enrolled in a College Programme as an international student who subsequently obtains permanent residency (and qualifies as a domestic student) may be eligible for a refund of any annual tuition fees deposited in advance if the student provides their passport to the Principal/College Executive as evidence of their new status prior to the Ministry of Education Risk Return being completed on the 1st March return. The refund will be calculated for Terms 2 to 4. For applications received after the 1st March, the student's status will be changed to domestic but fees will not be able to be adjusted as the College funding from the Ministry of Education will not change until the next calendar year.

Other Fees

- Accommodation fee refunds will be made after a student ceases homestay accommodation following deduction of any fees or expenses owing in respect of accommodation and on release of UP Education from any guarantee it has given to Immigration New Zealand.
- No Refunds**
- The College will not refund the tuition fees of any student whose Offer of Place is withdrawn as a result of:
 - the student obtaining entry to the College through the supplying of incorrect and / or fraudulent documentation; or
 - the student breaching the College Rules, Accommodation Rules, residential caregiver agreement or this Contract of Enrolment.
 - The College will not refund the tuition fees of any student who is stood down, suspended or excluded from the College in accordance with this Contract of Enrolment and the IS Policy.
 - Any excess fees or other funds that remain unclaimed for a period of one year or more from the end of a student's final programme will be forfeited.

Special Refund Terms for students who enrolled in our Online Foundation Programme

Trial Period

- The College offers a 14 day period (Trial Period) for a student to trial the Online Foundation Programme. The Trial Period starts on the first day of the Course (Start Date). The Trial Period ends 14 calendar days after the Start Date (End Date).

Special Refund Terms

- If on or prior to the End Date, the student gives the College written notice of their decision to withdraw from the Online Foundation Programme:
 - The student will forfeit to the College a NZ\$1,000 administrative fee out of the course fees paid; and
 - The College will refund the full remainder of the student's Online Foundation Programme fees that have been paid.
- If a student notified the College in writing of their decision to withdraw from the Online Foundation Programme after the End Date (Expiry Time):
 - the student may seek a deferral in the Online Foundation Programme in accordance with the Deferral Terms set out below; and
 - the student will not be entitled to any refund of course fees for the Online Foundation Programme.
- The College will handle course fee refunds in all other circumstances in accordance with the general refund terms set out above.

Deferral Terms

- A student may give the College written notice to defer the completion of the Foundation Programme (Deferral Notice).
- A student may defer their studies of the Online Foundation Programme for a period up to 12 months after the Deferral Notice is given (Maximum Deferral).
- Upon receipt of a Deferral Notice within the Maximum Deferral Period, the College will credit the student's account with a fee credit for the unused portion of the Online Foundation Programme course fee paid which can be applied towards another program offered by the UP Education Group.
- After the Maximum Deferral Period expires and the student has not resumed studies at the College, the student will forfeit all unused and remaining credit for the Online Foundation Programme fees paid to the College.
- The College will handle the deferral of studies in all other circumstances in accordance with the terms of the contract of Enrolment set out above.

Payment of Refunds

- Refunds will be made by telegraphic transfer in New Zealand Dollars or foreign currency equivalent at the time of the refund.
- The telegraphic transfer will be made out to the student and sent to the student's home country address, unless other arrangements have been approved by the Principal/College Executive. This is usually within 10 working days of an application for a refund being received and the correct bank account information being provided.

Infringement

Disciplinary action

- The College may take appropriate disciplinary action in response to the conduct or behaviour of a student including standing down, suspending or excluding the student and terminating the Contract of Enrolment. Such action may be taken whether or not the conduct or behaviour occurred while the student was under the supervision or control of the College if the College is satisfied on reasonable grounds that:
- the student's gross misconduct or continual disobedience is a harmful or dangerous example to other students at the College;
 - because of the student's conduct or behaviour, it is likely that the student, or other students at the College, will be seriously harmed if the student is not stood-down or suspended or excluded as the case may require;
 - the student's conduct is in breach of the College Rules;



Internal and External Complaint Procedure

- **Raise your concerns with the organisation**
 - ComplaintsUPIC@up.education
- **Raise your concerns with NZQA**
 - If you want to enquire about making a formal complaint or receive advice about the options available to you, please complete the submit an online enquiry form
<https://www.nzqa.govt.nz/about-us/make-a-complaint/make-a-complaint-about-a-provider/complaint-enquiry-form/>
- **Raise your concerns with a different agency**
 - An internal student's financial or contractual dispute with their provider – iStudent Complaints
 - Discrimination – Human Rights Commission
 - How information about you has been stored or used – Privacy Commissioner

StudentSafe Medical & Travel Insurance

How to claim?

- Complete a claim form and send it to:
 - claims@insurancesafenz.co.nz
- Online claim portal
 - www.insurancesafenz.com/claimsportal/

You will need:

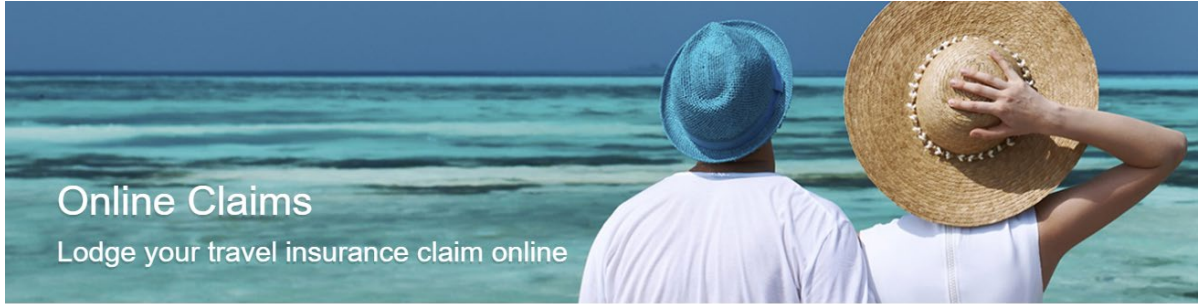
- Your student ID No or Policy No.
- Your bank account details
- All documentation to support your claim

Other information

- 0800 486 004 (free call) (within NZ)
- +64 9 4884638 (Outside NZ)

Chinese Language Service

- 0800 728 721 (free call)
- 8.30am – 5.00pm, Monday to Friday



Online Claims
Lodge your travel insurance claim online

Your details Trip details Claim details Supporting docs Account details Submit claim

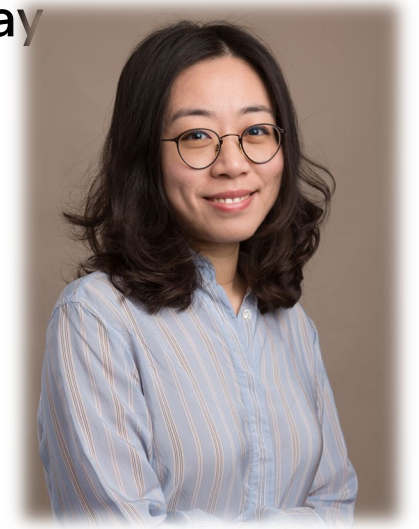
Let's get started

To begin, we need your insurance information.
What type of insurance are you claiming with?

A policy I purchased Credit Card Insurance ?

If a student is absent for a session, we follow up the absence on the same day

- Email from attendanceakl@up.education
- Call their mobile from 09 213 5753
- Call using Microsoft Teams- megsy.zhang@up.education
- Send a message through Microsoft Teams – megsy.zhang@up.education



A students attendance rate must be 95% - 100% to maintain their Visa

Student Code of Conduct

All students are expected to:

- Attend all classes.
- Always be in class on time and ready to learn.
- Follow the given guidelines for good learning.
- Ensure that all work submitted for assessment is their own work.
- Only use electronic devices in class time for work directed by the teacher.
- Act in a way that does not disrupt the learning of others.
- Respect the personal property of others.
- Respect the personal rights of others.
- Respect College Property and learning environment.
- Abide by all College regulations and requirements.
- Behave in ways that do not create health and safety hazards, impede operational activities, or bring the College into disrepute.
- Comply with all reasonable directions/instructions given by a staff member.
- Dress in an appropriate manner that respects the values of a multi-cultural campus.
- Wear appropriate footwear at all times. This is a health and safety requirement.
- Comply with the non-smoking/vaping regulations and not smoke/vape in any area of the premises, except those designated as smoking/vaping areas.
- Refrain from accessing, altering or removing items from the records of any present or past student or staff member, in either printed or electronic form. No information pertaining to present or past students or staff members may be provided to any other party.
- Comply with New Zealand laws and regulations.



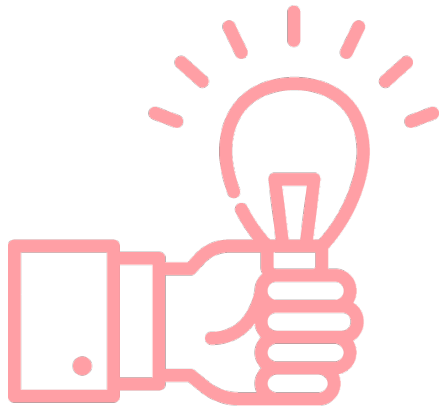


Emergency

UPIC 24/7 Emergency Contact Numbers:

- 021 597 135 : Auckland campus
- 021 597 135 : for Homestay issues or email accommodation@up.education - Accommodation Emergency

Academic Integrity



Plagiarism is a serious offence.

“Plagiarism is using some else’s language, thoughts, ideas or expressions as your own original work”

If plagiarism is detected in your work, you are likely to be given a mark of 0% for the assignment or assessment.

Sample timetable PLP 1A

Period	Monday	Tuesday	Wednesday	Thursday	Friday
9:30-11:00*	Includes individual conferences	Includes individual conferences	Includes individual conferences	Includes individual conferences	Includes individual conferences
	9:30-10:00	9:30-10:00	9:30-10:00	9:30-10:00	9:30-10:00
	Maths	Maths	Maths	Maths	Maths
11:00-11:10	Break	Break	Break	Break	Break
11:10-12:30	Reading groups	Reading groups (can include library trips***)	Science (Biology)	Science (Biology)	Science (Biology)
12:30-1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:30-3:30**	Includes Circle Time	Includes Circle Time	Includes Circle Time	Includes Circle Time	Includes Circle Time
	1:30-2:00	1:30-2:00	1:30-2:00	1:30-2:00	1:30-2:00
	English with Business topics including speech & drama	English with Business topics including speech & drama	English with Humanities topics including speech & drama	English with Humanities topics including speech & drama	Physical Education at YMCA 2-3pm
	Includes break	Includes break	Includes break	Includes break	Includes break

Assessment in PLP

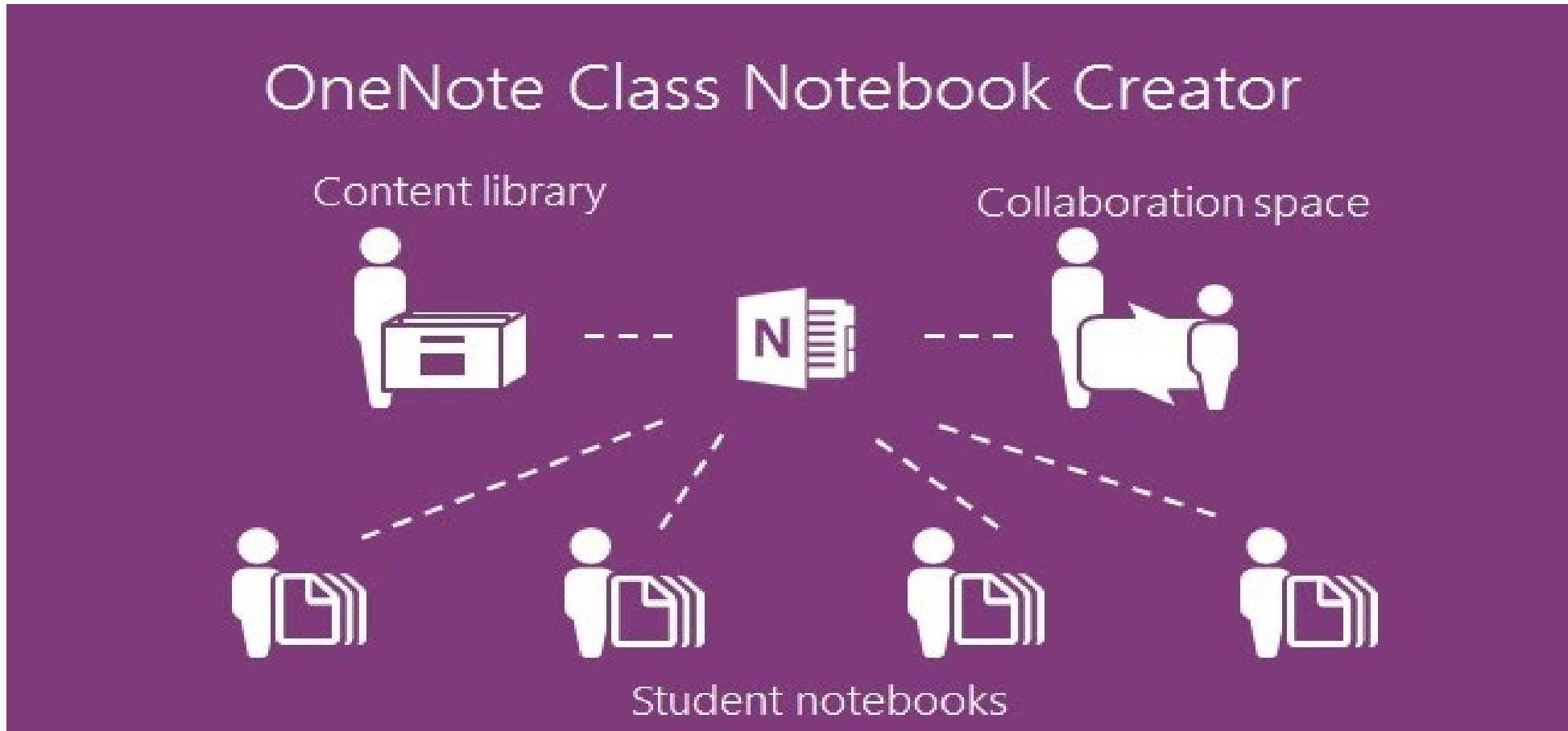
For example, here are the Learning Outcomes for PLP1A Humanities: Global Studies

Explain the characteristics of the framework and competencies of a Global Citizen.
Apply the concept of sustainability and examine why it is a global issue.
Critically examine local, national, and global actions to promote sustainability.
Reflect on their own values, those of others, and explain implications of these for a sustainable future.
Compare and contrast case studies of sustainability in different contexts.
Undertake a personal action that contributes to sustainability in the local environment.
Evaluate the effectiveness of their own personal action.

Individual Student Conferences in PLP



OneNote : home – school communication



Pastoral care: Circle Time

Circle time can be used to help solve problems or celebrate successes which have been identified by either the teacher or students.

Issues and ideas can be brainstormed or by rounds such as, "the best thing today is..." and "the worst thing today is...".

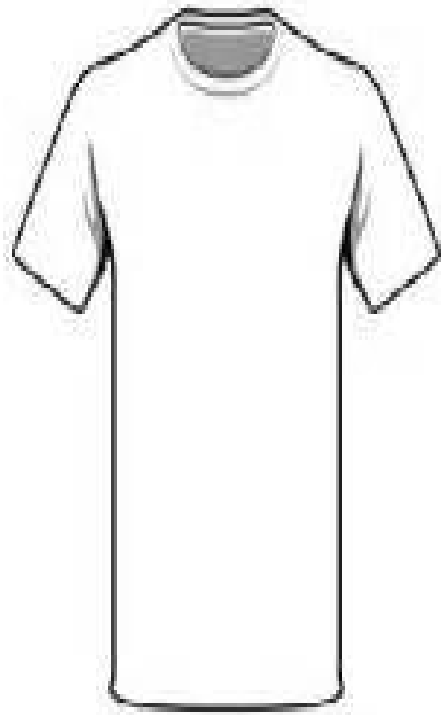
Positive suggestions are agreed on, before the session ends.



Physical Education: team games



Physical Education: gear



Student events: sports

We have bookings for events at these clubs:

- Royal Akarana Yacht Club
- Eden & Epsom Squash and Tennis club
- Remuera Golf Club

All events are taken by youth coaches and trained instructors.



Student events: culture

We are planning events linked to the curriculum, in the neighbourhood

- Private screenings at the Academy Cinema
- Auckland Art Gallery
- All students will be a member of the Auckland Central Library





Introducing our PLP class teacher

Elena Bernardo is a NZ registered teacher, with a background in both primary & secondary class teaching.

She currently works in a school in Auckland and is specialising in accelerated learning.

She is an ex HoD for PE and was a teacher training tutor. She also has qualifications in digital learning, tutoring adult literacy, and Positive Behaviour for Learning.

Pencil Case



IT requirements

We strongly recommend the following:

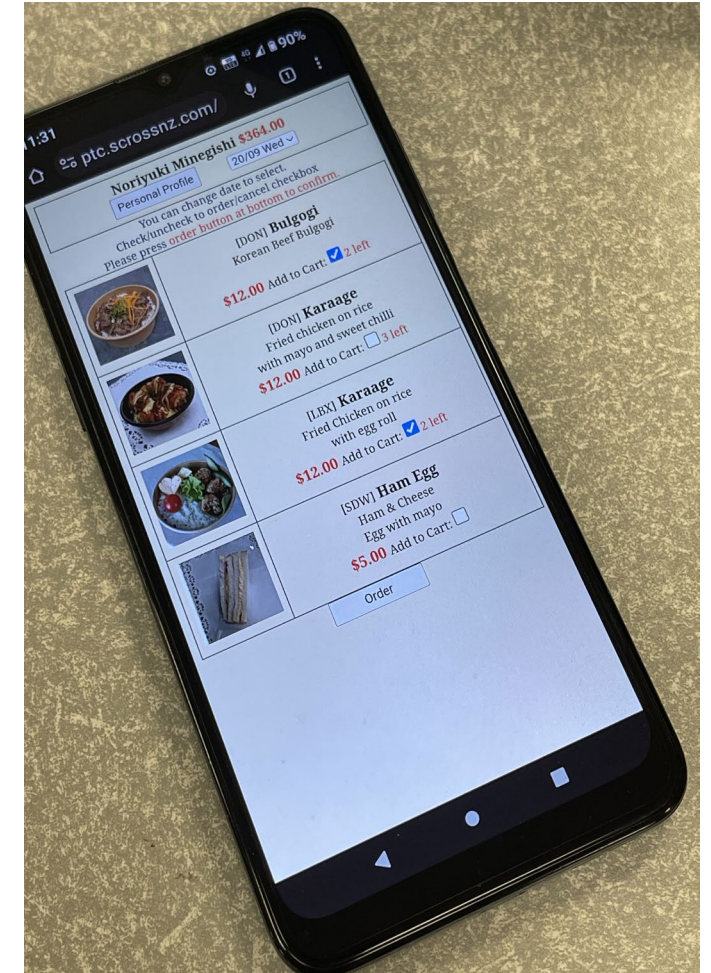
- Microsoft compatible laptop and charger
- Google Chrome and / or Mozilla Firefox web browsers
- Smart pen for touchscreen laptops
- Earphones / headphones
- Scientific calculator

We strongly advise against:

- Doing school work on an iPad or phone



Lunch at school



Arriving in New Zealand 2024

First day of school : Monday 12 February

Recommendation to families:

- Plan to arrive in New Zealand before February 2, as Visa and flights permit
- That is one week before school starts and time to settle into HomeStay
- Open day to meet the teachers and other students : Friday 9 February

Q&A



Exponential Potential

We engage people to achieve their
potential and beyond.