



UNIVERSITY OF OTAGO  
ENGLISH LANGUAGE CENTRE AGREEMENT  
WITH  
OTARU UNIVERSITY OF COMMERCE  
2025



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## The University of Otago English Language Centre will:

The University of Otago English Language Centre (ELC) will provide an English-language programme and services for students from Otago University of Commerce in 2025, in accordance with its policies and *The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021* (the *Code of Practice*). The policies can be found on the website:

<http://www.otago.ac.nz/uolcfy>

The *Code of Practice* can be found on the following website:

<https://www.nzqa.govt.nz/providers-partners/tertiary-and-international-learners-code/>

The programme and services will be made up of:

1. English-language tuition
2. Student support services
3. Homestay accommodation
4. Transfer between Dunedin airport and the University of Otago English Language Centre

## Otago University of Commerce will:

1. Ensure enrolment and homestay applications are completed through the student portal (<https://www.otago.ac.nz/uolcfy/apply/index.html>) by Friday 31<sup>st</sup> Jan 2025.
2. Pay all fees as soon as possible after an offer of place is received, and at the latest at least 20 working days before arrival. (Note that homestay placements will not be made until fees have been paid.)
3. Ensure that its students are informed of ELC policies.
4. Advise the ELC if they are aware of any matters that may affect the health, safety and learning of any of their students.
5. Advise their students that they will need to pay the following costs while in New Zealand:
  - Daily transport between the ELC and the homestay
  - Personal expenses
  - Costs for any excursions or activities they choose to take part in (see appendix).
  - Costs for snacks or any additional food requirements over and above three meals each day that will be provided
6. Gain permission from students for academic reports produced and academic information gathered by the English Language Centre about the students to be shared with Otago University of Commerce for academic purposes.

## Programme Dates for Otaru University of Commerce

The programme will consist of 23 hours per week of English-language tuition and optional Friday afternoon activities and will:

- Raise students' confidence and ability to communicate in English.
- Provide exposure to the culture and natural life of New Zealand, including visits to local attractions.

### Suggested Thirty-One-Week Programme:

Sun 27 April 2025	Students arrive at Dunedin Airport, meet host families
Mon 28 April	Orientation and Classes begin
Fri 19 Dec	Classes finish and farewell ceremony
Sat 20 Dec	Depart from Dunedin

## Programme Fees for Otaru University of Commerce

The fees are **PER STUDENT** and are in NZ dollars. The New Zealand Government's 15% goods and services tax (GST) is included where applicable. Fees are payable in advance.

	Full Fees for 2025
Full-time Tuition	\$468 per week
Orientation (2 days where applicable)	-
Student Services Fee	\$26.5 per week (TBC)
Homestay Placement Fee	\$399
Homestay	\$13,746 (237 nights at \$58 per night)  Homestay Rates: \$58 per night / \$63 per night for special dietary needs / \$67 for students on sports training programmes
Insurance	\$500 (TBC)
Airport Pick up (Non-refundable)	\$72.8
<b>Total</b>	<b>\$30,098.3</b>

## Notes to Fees

### **Exclusions**

The following are not included in the fees schedule:

- Personal spending; possibly allow \$80 per week for extra spending
- Daily transport between the ELC and the homestay; allow \$30 per week
- Optional activities and excursions and trips
- International examination fees such as IELTS.

### **Payment of Fees**

The final date for payment of fees is 20 working days before enrolment. However, students will only be placed in a homestay once payment is received. If a receipt is needed for visa purposes, payment needs to be received at least 14 days before arrival.

### **Airport Transfer Surcharge**

A one-off airport transfer fee applies to all group students. This fee covers the transfer by shuttle from/to Dunedin airport to the city for both the arrival and the departure. Please note: Bookings for arrivals and departures into/from Dunedin airport should be made to arrive/depart after 9am and excluding New Zealand public holidays as this incurs additional surcharge fees by the shuttle company.

### **Health and Travel Insurance Requirements**

The New Zealand Government requires that international students have appropriate and current medical and travel insurance while studying in New Zealand. Insurance policies must meet the requirements of the *Code of Practice*.

It is the University of Otago's responsibility under the *Code of Practice* to ensure all enrolled international students have compliant medical and travel insurance that meets the *Code of Practice's* minimum requirements.

[Studentsafe Inbound University](#) is the recommended insurance policy. This is a comprehensive insurance policy designed for inbound international students and administered by all the universities in New Zealand. Studentsafe offers direct billing for users of the University of Otago Student Health Service, and support from our staff for claims and urgent assistance.

NOTE: All students under this agreement will be charged for Studentsafe and may only opt out of Studentsafe by prior agreement with the University of Otago and presentation of an alternative Code compliant insurance policy.

More information about insurance can be found on our website

<https://www.otago.ac.nz/international/support-services/healthcare.html>

Information on the Studentsafe insurance policy can be found on the following website:

<https://www.insurancesafenz.com/studentsafe/student-safe-inbound-university>

### **Insurance Rates**

1 months \$62.5	4 months \$250	7 months \$437.5	10 months \$625
2 months \$125	5 months \$312.5	8 months \$500	11 months \$687.5
3 months \$187.5	6 months \$375	9 months \$562.5	12 months \$750

Note these fees are current at the time of issue of this agreement, but any increases are beyond the control of the ELC and will be passed on directly to students. Immigration NZ now requires students to be insured for the length of a student visa, and therefore insurance charges are calculated accordingly.

### ***Cancellations***

Full details are available in our fees policy here:

<http://www.otago.ac.nz/uolcfy/about/policies/index.html#Fees>

Please check the homestay policy at this link below:

<https://www.otago.ac.nz/uolcfy/about/policies/index.html#Fees>



## UNIVERSITY OF OTAGO ENGLISH LANGUAGE CENTRE

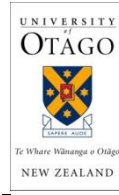
### Agreement Signed for Otaru University of Commerce

Name	Position/Title	Signature	Date
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### Agreement Signed for The University of Otago English Language Centre

Name	Position/Title	Signature	Date
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<b>Date of Issue</b>	04/09/2024
<b>Currency of the Agreement</b>	2024
<b>Prepared By</b>	Jasmine Chu – Business Development Manager
<b>Approved By</b>	Prof. Stuart Brock – DVC Academic
<b>Provided To</b>	Otaru University of Commerce



# APPENDIX ONE

## 1. Resources and Facilities

The University of Otago English Language Centre provides the following:

### Modern Teaching Facilities

The facilities include large, well-equipped student break-out areas, a multimedia language laboratory, a modern computer suite, and an Independent Learning Centre.



### Student Support

Our Student Support team provides non-academic orientation, pastoral care, co-curricular activities and cultural settling support on campus to all ELC students. The Student Support team can also help students access other University and community support services, including Student Health.

24-hour contact and support for all University of Otago and ELC students is provided by the University of Otago Proctor's Office and Campus Watch team. The Proctor's Office will liaise with the Student Support team as required for any after-hours student incidents.

### Full Access to University Facilities

Students receive a University of Otago student ID card, which provides full access to the University's facilities, including Student Health, the UniPol sports, gym and recreation centre, ITS information technology services, libraries and cafeterias on campus.



### Internet Access

Students have free WIFI internet access throughout the University campus and in homestay.

### High-Quality Homestay Programme

Unless otherwise agreed, students will live in a local homestay in a welcoming and supportive family-based environment.

Living with a homestay family is an excellent opportunity for students to experience New Zealand culture and practise using their English in a home environment. Students may have



an opportunity to join their host family's recreational, sporting or cultural activities, and will be able to experience a local way of life.

The student's bedroom is private and is fully furnished and includes a study desk and a heater. Students are given a key to the host's home so they may be as independent as they wish.

All homestays have been personally assessed by the University of Otago, and homestay hosts are police-vetted and reference-checked in alignment with the Code requirements to ensure a safe and supportive living environment.

With over 200 host families on our database, we can offer a variety of homestay families to suit most students' needs and preferences (based on availability at the time of application). This includes families with or without children, older couples, and single person homes. Each home is individual and unique. Hosts have a vast amount of knowledge and experience to offer students. Students are provided with 3 meals each day and a variety of meal options can be offered, for example, vegetarian, gluten-free, and any specific dietary requirements the student has will be taken into account. It is important to enter all dietary requirements on the application form, including medical conditions, allergies or dislikes of specific foods.



### **Small Class Sizes**

Students are integrated into existing classes that have an average of 14 students, and a maximum of 18 students. They are given an online placement test prior to the start of the course, to ensure that students are in a class with others of similar proficiency.

### **Highly Qualified and Experienced Teachers**

All permanent teachers have university degrees and specialised qualifications in teaching English to Speakers of Other Languages.

### **Modern Teaching Methods**

The communicative method of teaching is used. Skills are taught in an integrated way, using the students' living and learning environments while in Dunedin. The students are encouraged to use English as part of their daily life. Lessons are learner-centred and students are expected to participate in the class by:

- Speaking English in the classroom
- Asking and answering questions
- Giving opinions and comments

- Working in pairs and groups
- Taking part in discussions and conversations
- Listening to guest speakers who are native English speakers.

Materials and resources employed reflect language-use within a New Zealand context. Classroom activities are selected to provide maximum opportunity for students to practise and use English.

**The focus is on developing fluency and accuracy in the use of English.**

## 2. The Programme

The University of Otago English Language Centre provides the following programme:

### Orientation

Our Orientation Programme is designed to support students' academic and non-academic transition to study and life in New Zealand, and includes the following:

- Important information about studying at the University of Otago and ELC, including academic and student support services, medical and insurance information, and where students can go for assistance for specific issues during their stay in New Zealand
- Academic procedures and expectations at ELC
- Homestay life and daily living in New Zealand
- Familiarisation with the University campus and Dunedin, including campus/city tours

### Academic Programme

#### *Curriculum*

Students are integrated into classes with students from other cultures:

- Tuition from Monday to Friday, 4 or 5 hours per day plus individual study and homework
- 23 hours per week of direct teaching time for the number of weeks required;
- Individual study in the Independent Learning Centre (recommended 2 hours per week)
- Homework set by the teacher (usually 5 hours per week)

Students at the Elementary and Pre-intermediate levels have General English for 23 hours per week.

For other students at higher levels there are 15 hours of General English and 8 hours chosen from one of the options below.

#### At the Intermediate level and above

The options are:

- IELTS preparation
- New Zealand Studies

#### *General English*

General English is taught as integrated skills: reading, writing, listening, speaking, grammar and vocabulary. Each level has a set of proficiency statements and objectives, which are based on the Common European Framework:

([http://www.coe.int/t/dg4/linguistic/Source/Framework\\_EN.pdf](http://www.coe.int/t/dg4/linguistic/Source/Framework_EN.pdf)).

Students are assessed against these objectives for their formal academic reports.

### Options

#### *New Zealand Studies*

This supplements the General English programme by providing further English-language study with a focus on New Zealand topics including history, geography, wildlife and Tikanga Māori (Māori culture).

#### *IELTS*

Students will develop the skills relevant to the examination.

#### *Independent Study*

Students will work in the Independent Learning Centre at a time of their choice. This facility is run by a trained teacher and has excellent resources. Students will work on their area of special need.

#### *Homework*

Regular homework will be assigned including:

- Journal writing
- Vocabulary learning
- Interviewing the host family or other native speakers
- Practising skills learnt in class.

### Sample Timetable

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00am	General English	General English	General English		
10:00am					
11:00am				General English	General English
12:00pm	LUNCH BREAK				
1:00pm	IELTS / NZ Studies	IELTS / EIC	IELTS / NZ Studies	LUNCH BREAK	
2:00pm		Individual study time in the ILC		Individual study time in the ILC	IELTS / NZ Studies
3:00pm	Individual study time in the ILC		Individual study time or out of class activity		
4:00pm	Individual study time in the ILC		Individual study time in the ILC	Individual study time in the ILC	Individual study time or out of class activity

### Certificate

A certificate of attendance will be presented to each student at a function at the end of the course.

## Course Evaluation

At the end of the course, students will be asked to complete short evaluations in order to provide valuable feedback for teachers and course planners.

## Out-of-class Activities and Excursions (optional)

The Student Support team arranges on-campus activities and other events on Friday afternoons, and students are welcome to join these throughout the programme.

On-campus activities are free to join, and where there is an off-campus event arranged, there may be a small fee for transport/entry costs.

### *Examples of Out-of-Class Activities and Events*

- Games and sports
- Cultural activities such as art gallery or local museum tours
- Visits to local beaches and parks

A number of optional weekend excursions may also be available throughout the programme for students to join at an additional cost. Students will be given information about weekend excursion dates and costs on arrival at ELC.

### *Examples of Weekend Excursions and Activities*

Note: Examples are indicative of possible excursions only. Not all excursions will be offered in a single semester/programme.



#### ***Taieri Gorge Railway Train Trip***

Travel by historic train through scenic farmland, steep gorges and hills on this four-hour excursion with various stops along the way. The trip is reminiscent of the days of steam trains.



#### ***Larnach Castle***

Visit New Zealand's only castle built in 1871 situated on the picturesque Otago Peninsula. Enjoy the spectacular views from the tower, the beautiful gardens and soak up the history of the castle on a guided tour.



#### ***Otago Peninsula Trip***

Take a bus trip down the Otago Peninsula, which includes an opportunity to view yellow-eyed penguins, seals and the Royal Albatross. The trip also includes a two-hour boat ride on the harbour.



#### ***Queenstown Weekend (conditions apply)***

Visit Queenstown, the adventure capital of New Zealand, situated on beautiful Lake Wakatipu. Ride the Skyline Gondola for breath-taking views of Queenstown and to experience "lugging", a thrilling, gravity fuelled downhill cart ride. Trip includes transportation and accommodation in Queenstown.