



SOUTHERN
INSTITUTE OF TECHNOLOGY
TE WHARE WANANGA O MŪRĪHĪKŪ

International Prospectus 2011
Invercargill, New Zealand



**The John Wright
Scholarship @ SIT**

Live Learn Work



A New Zealand Government Tertiary Institute
A member of the International Association of Universities



Welcome to Southern Institute of Technology

The Southern Institute of Technology (SIT) is one of 20 government polytechnics and institutes of technology offering tertiary education programmes throughout New Zealand. SIT is located in Invercargill, New Zealand, with smaller campuses in Queenstown, Christchurch and Gore. SIT programmes are accredited and approved by the New Zealand Qualifications Authority up to postgraduate level.

SIT has a proud history of vocational education and training. For over 30 years SIT has been providing students with quality education across a range of subject areas and at a variety of levels including postgraduate study. This variety enables you to enter your training at the level that suits you and to progress as you are ready. Many of our programmes link

to higher level qualifications at SIT and other institutions in New Zealand and throughout the world. We are constantly developing these relationships to ensure that our graduates have maximum mobility.

SIT has around 13,000 full and part-time students. It is big enough to offer variety and a student culture, yet small enough to retain a friendly atmosphere. However, our real draw card is our southern hospitality and unique outdoors, full of adventure and recreational opportunities through to extreme sports challenges.

Southern Institute of Technology is at the heart of the innovative South and we look forward to seeing you soon.



Penny Simmonds, CEO



Message from the Mayor

On behalf of the City of Invercargill, I would like to welcome you to the Southern Institute of Technology.

The Southern Institute of Technology is the pride of Southland. It is a Government Tertiary Institution committed to quality education, and I encourage you to make SIT your choice for higher education. The Institute provides a dynamic, innovative and friendly environment. The southern hospitality however does not end with just SIT, Invercargill is a safe community that welcomes students and migrants from all over the world.

Invercargill is a great place if you are considering living and working in New Zealand. Southland's unemployment rate is one of the lowest in the country. The region has abundant resources – coal, gas, silicon, wood and dairy.

We actively seek skilled migrants to come join our community.

I look forward to meeting you in Invercargill.

*Tim Shadbolt
Mayor
Invercargill City*



Programmes Offered	3
Postgraduate Diploma in Business Enterprise	5
The John Wright Scholarship @ SIT	7
Popular Course Profiles	8
International Student Profiles	11
Accommodation Options	12
About Queenstown Campus	13
Entry Guidelines	14
Important Information and Refund Policy.....	18



Invercargill and Southland

Southland – a genuine Kiwi experience! Southland is New Zealand's southern most province and is a region of rich natural contrasts, beauty and wildlife, boasting quality tourist destinations.

The population of Southland numbers around 100,000 people, who have an international reputation for being incredibly hospitable to visitors coming to the region. Primarily an agricultural economy, Southland has gained a top reputation nationwide as a region for producing innovative, high quality, tertiary education programmes.

Invercargill, the capital city of Southland, has a population of 55,000. It is big enough to cater for your lifestyle needs, yet small enough to provide a stable and friendly atmosphere in which to focus on your study.

Invercargill is situated on the southern coast of New Zealand. The commercial heart of Southland, it is a flat, spacious place, where it is easy to find your way around and enjoy a variety of shops, restaurants and cafes. Accommodation and living costs are considerably lower than in other major cities in New Zealand. There is a progressive increase in the number of students and tourists coming from China, India, Nepal and Sri Lanka.

Invercargill is the gateway to popular tourist destinations, such as Queenstown, Stewart Island and Catlins, which are all within driving distance for a good day out and a return trip before evening. Few regions in New Zealand can better the diversity of mountains, lakes and fiords, historic gold mining towns and lush countryside that Southland has to offer.

Message from the International Department

We are delighted that you are considering joining us for your studies. SIT is a dynamic, innovative and above all friendly place.

The International Department at SIT is committed to providing a greater diversity of cultures on our campus and our faculty staff are eager to make you welcome. We realise you will be travelling far from your home country and despite the excitement of living in a new environment, adjusting to a new culture, and studying on a new campus, you could at times use some help. The International Department at SIT will be there to ensure that you are adjusting well in your new environment and your time at SIT and Invercargill is spent wisely.

Class sizes at SIT average around 20 students and international students enrolments make up around 2-3% of the full-time student body so

you can expect your lecturers and classmates to take a more personal interest in you. The small size of Invercargill city also encourages a friendly community spirit.

Invercargill is also one of the most affordable places in New Zealand to study and live. Many of our students stay on in the region long after they have completed their course of study.

SIT offers over 130 programmes, all designed to provide students with both the academic and practical skills required, and then undertake a job in their desired profession with confidence.

SIT is the leading provider of tertiary education in the province of Southland and it is our pleasure to welcome you and make you as comfortable as possible.



Bharat Guha
General Manager, International

Postgraduate Diploma Programmes	NZQA Level	Duration	Intakes	English Requirement
Postgraduate Diploma in Business Enterprise	8	1½ years	Jan, Mar, May, Jul, Aug & Oct	IELTS 6.0, minimum 5.5 in all bands

Postgraduate Diploma Programmes	NZQA Level	Duration	Intakes	English Requirement
Graduate Diploma in Applied Media Arts (Dramatic Arts)	7	1 year	Feb	IELTS 6.0, minimum 5.5 in all bands
Graduate Diploma in Audio Production	7	1 year	Feb & Jul	IELTS 6.0, minimum 5.5 in all bands
Graduate Diploma in Contemporary Music	7	1 year	Feb & Jul	IELTS 6.0, minimum 5.5 in all bands
Graduate Diploma in Environmental Management	7	1 year	Feb	IELTS 6.0, minimum 5.5 in all bands
Graduate Diploma in Sport and Recreation	7	1 year	Feb	IELTS 6.0, minimum 5.5 in all bands
Graduate Diploma in Information Technology	7	1 year	Feb	IELTS 6.0 in all bands

Postgraduate Certificate Programmes	NZQA Level	Duration	Intakes	English Requirement
Graduate Certificate in Environmental Management	7	20 weeks	Feb	IELTS 6.0, minimum 5.5 in all bands
Graduate Certificate in Contemporary Music	7	21 weeks	Feb & Jul	IELTS 6.0, minimum 5.5 in all bands
Graduate Certificate in Information Technology	7	18 weeks	Feb	IELTS 6.0, minimum 5.5 in all bands

Bachelor Programmes	NZQA Level	Duration	Intakes	English Requirement
Bachelor of Applied Media Arts (Dramatic Arts)	7	3 years	Feb	IELTS 6.0, minimum 5.5 in all bands
Bachelor of Applied Media Arts (Visual Media)	7	3 years	Feb	IELTS 6.0, minimum 5.5 in all bands
Bachelor of Audio Production	7	3 years	Feb	IELTS 6.0, minimum 5.5 in all bands
Bachelor of Contemporary Music	7	3 years	Feb	IELTS 6.0, minimum 5.5 in all bands
Bachelor of Digital Media	7	3 years	Feb	IELTS 6.0, minimum 5.5 in all bands
Bachelor of Environmental Management	7	3 years	Feb & Jul	IELTS 6.0, minimum 5.5 in all bands
Bachelor of Hotel Management	7	3 years	Feb & Jul	IELTS 6.0, minimum 5.5 in all bands
Bachelor of Information Technology	7	3 years	Feb (Year 1 also Jul)	IELTS 6.0, minimum 5.5 in all bands
Bachelor of Nursing	7	3 years	Feb	IELTS 6.5 in all bands
Bachelor of Sport and Recreation	7	3 years	Feb	IELTS 6.0, minimum 6.0 in all bands
Bachelor of Therapeutic and Sports Massage	7	3 years	Feb	IELTS 6.0 in all bands
Bachelor of Fashion (Design & Technology)	7	3 years	Feb	IELTS 6.0, minimum 5.5 in all bands

National Diploma Programmes	NZQA Level	Duration	Intakes	English Requirement
National Diploma in Architectural Technology	6	2 years	Feb	IELTS 5.5 in all bands
National Diploma in Business	6	1 year	Aug, Sep, Oct & Nov	IELTS 6.0, minimum 5.5 in all bands
National Diploma in Business	5	1 year	Jan, Mar, Apr, May, Jun, Aug, Sep, Oct & Nov	IELTS 5.5, minimum 5.0 in all bands
National Diploma in Journalism	5	1 year	Feb	IELTS 7.0 in all bands
National Diploma in Veterinary Nursing	5	1 year	Feb & Jul	IELTS 6.0, minimum 5.5 in all bands

For fuller and further programme information please refer to our website for programme entry guidelines.

The above information is subject to change without prior notice.

Diploma Programmes	NZQA Level	Duration	Intakes	English Requirement
Diploma in Animation	6	2 years	Feb	IELTS 6.0, minimum 5.5 in all bands
Diploma in Beauty Therapy	5	1 year	Feb & Jul	IELTS 6.0, minimum 5.5 in all bands
New Zealand Diploma in Business	6	2 years	Feb & Jul	IELTS 6.0, minimum 5.5 in all bands
Diploma in Commerce/Bachelor of Commerce	6 & 7	2+ 1 years	Coming 2013	IELTS 6.0 in all bands
Diploma in Computer Game Development	5	1 year	Feb	IELTS 6.0, minimum 5.5 in all bands
Diploma in Digital Media	6	2 years	Feb	IELTS 6.0, minimum 5.5 in all bands
Diploma in Hotel and Tourism Management	5	2 years	Feb & Jul	IELTS 6.0, minimum 5.5 in all bands
Diploma in Human Resource Management	5	1 year	Feb & Jul	IELTS 6.0 in all bands
Diploma in Information Technology (Level 6)	6	1 year	Feb & Jul	IELTS 6.0, minimum 5.5 in all bands
Diploma in Information Technology (Level 5)	5	1 year	Feb & Jul	IELTS 6.0, minimum 5.5 in all bands
NZIM Diploma in Management	5 & 6	1 year	Feb	IELTS 6.0 in all bands
NZIM Diploma in Management/Human Resources	5 & 6	1½ years	Jul	IELTS 6.0 in all bands
Diploma in Sports and Exercise Science (Level 6)	6	1 year	Feb	IELTS 6.0, minimum 5.5 in all bands
Diploma in Sports and Exercise Science (Level 5)	5	1 year	Feb	IELTS 6.0, minimum 5.5 in all bands
Diploma in Sport and Recreation	5	2 years	Feb	IELTS 6.0, minimum 5.5 in all bands
Diploma in Quantity Surveying	5	2 years	Feb	IELTS 5.5, minimum 5.5 in all bands
NZ Diploma in Business - Accounting Technician	6	2 years	Feb & Jul	IELTS 6.0 in all bands

Certificate Programmes	NZQA Level	Duration	Intakes	English Requirement
National Certificate in Hospitality (Cookery)	3, 4	2 years	Feb	IELTS 5.5 in all bands
NZ Certificate in Nanny Education	5	1 year	Feb & Jul	IELTS 5.5 in all bands
Certificate in Veterinary Nursing	5	1 year	Feb	IELTS 6.0, minimum 5.5 in all bands

Queenstown Campus

Queenstown Programmes	NZQA Level	Duration	Intakes	English Requirement
NZ Diploma in Business	5	1 year	Feb & Jul	IELTS 6.0, minimum 5.5 in all bands
NZIM Diploma in Management	5	1 year	Feb	IELTS 6.0, minimum 5.5 in all bands
Diploma in Hotel and Tourism Management	5	2 years	4 intakes, to be advised	IELTS 6.0, minimum 5.5 in all bands
Diploma in Beauty Therapy	5	1 year	Feb & Jul	IELTS 6.0, minimum 5.5 in all bands
Diploma in Information Technology (Level 5)	5	1 year	Feb, Jul, Sep, Nov	IELTS 5.5, minimum 5.0 in all bands
Diploma in Sports and Exercise Science (Level 5)	5	1 year	Feb	IELTS 5.5, minimum 5.0 in all bands
Certificate in Personal Training	4	1 year	Mar	IELTS 5.5, minimum 5.5 in all bands
Certificate in High Performance (Golf/Tennis)	4	1 year	Mar	IELTS 5.5 in all bands

For fuller and further programme information please refer to our website for programme entry guidelines.

The above information is subject to change without prior notice.

Postgraduate Diploma in Business Enterprise

The Postgraduate Diploma in Business Enterprise (PGDipBE) is an 18 month programme, comprising of coursework and a research dissertation. The programme is designed for graduates who hold a degree – or qualification/experience deemed equivalent – in any discipline, and who have an active interest in studying innovation, entrepreneurship and business enterprise management.

The PGDipBE provides a strong focus on the design and development of new, entrepreneurial business ventures from theoretical, applied, technology driven and research based perspectives. We expect graduates from PGDipBE will have acquired an enhanced ability to work collaboratively and constructively with a range of people and situations. Graduates will also bring a highly-focused approach to independent investigation and research, and to innovative ideologies and practices. Both these skill areas encapsulate the essence of the study methodology of the programme. The student will work alongside a variety of lecturers, mentors and professional practitioners, as well as develop the discipline of self-reliance. Graduates from the PGDipBE programme will be equipped with advanced analytical skills, enabling them to identify opportunities for future employment and self employment, based on the creation of new, innovative and economically viable business enterprises. Graduates from the programme will be able to work as self-employed practitioners, or pursue national and international professional careers with commercial bodies and agencies.

Programme Content

The coursework component is conducted on campus in Invercargill and students are expected to study the following six business papers plus a paper on Research Methodology.

Courses	Overview
Research Methodology	Introduces students to research techniques that are commonly applied within a business environment.
Business Enterprise Management	Covers the principles, theory and practice of innovation and new venture development.
Entrepreneurship and Innovation	Provide students with a detailed understanding of the principles, theory and practice of enterprise and new venture development, an awareness of and the opportunity to develop entrepreneurial skills, attitudes and attributes.
Enterprise ICT	Provide students with an understanding of the forms and methods of information communications technology (ICT).
Business Enterprise Operations: Marketing	This paper develops the theoretical and practical constructs that define business enterprise management, by providing students with a detailed, practically based, understanding of the operational aspects of a new business enterprise.
Human Resource Management in Innovation	Provide students with high level skills in assessing human resource performance and management issues in the operational aspects of a new business enterprise.
Financing Enterprise	Provide students with a sound grasp of the theory, principles and practice of financial management of business enterprises, including those that are owner operated and controlled.

The Research Dissertation

PGDipBE students, including international students, are free to carry out the research dissertation from anywhere in New Zealand or overseas and are required to be in regular communication with the designated dissertation supervisor to ensure that the student is progressing with the research dissertation. The research dissertation allows students to select a topic of choice centered on an innovative, knowledge based business venture, for which they formulate an initial research proposal and feasibility study (including marketing and financial plans), with a view to developing a full research based business strategic plan which forms the major part of the dissertation proper. The topic of choice must have a sound academic base from which the business or strategic plan is developed.



Postgraduate Diploma in Business Enterprise

Entry requirements for the PGDipBE

A Bachelor Degree is preferred, though candidates who can provide evidence of relevant work experience and can demonstrate knowledge and skills equivalent to Bachelor level will be considered. Applicants who come from a country where the language of instruction in schools is not English, must provide evidence of academic IELTS 6.0 or having passed such tests of English language competence as have been approved by the Academic Board.

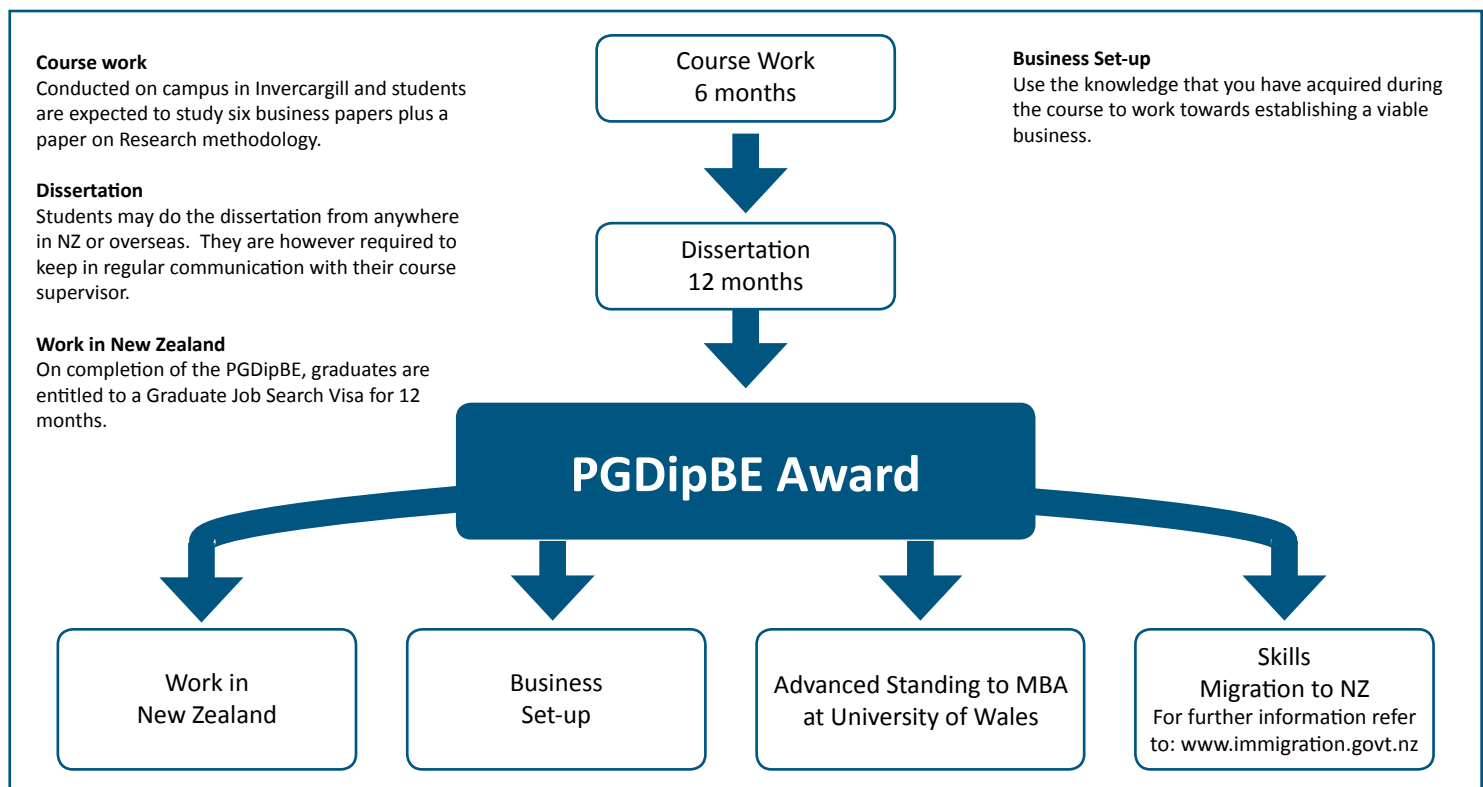
PGDipBE Satisfactory Completion

Every candidate for the Postgraduate Diploma in Business Enterprise is required to follow the programme of study to the satisfaction of the Board of Studies.

The overall programme of study for every candidate requires 186 credits. Every candidate is required to: pass six papers totalling 60 credits, attend the research methodology classes (6 credits) and have an approved research proposal, pass the research dissertation of 120 credits.

Programme Structure and Pathways

The PGDipBE programme is designed to offer integrated study and independent research in six key areas of business operation. These core studies are advanced further through a paper in research methodology leading to a one-year research dissertation in business enterprise.



The John Wright Scholarship @ SIT



GUIDELINES

Guidelines for The John Wright Scholarship @ SIT:

1. Open to Men and Women.
2. Must have competed at High School/University level. Must show evidence e.g. State Certificates, Verified Awards, Verified newspaper clippings.
3. Must be available for Marketing purposes for SIT.
4. Must be available to represent Southland teams during the playing season.
5. Must exhibit exemplary behaviour at all times.
6. The Partial Scholarship is only for the Academic Programme. A savings of \$14,000 to \$18,000 depending on the programme chosen.
7. Accommodation, living expenses and travel expenses must be paid by the recipient.
8. Assistance will be given to secure a part-time job.
9. Scholarship for the following year (if any) will be dependent on the academic performance of the recipient for the current year.

Southern Institute of Technology would like to offer FIVE scholarships for India.

The partial scholarship will only be for the Academic Portion which means the recipients will be saving between NZ\$14,000 and NZ\$18,000. The recipient will have to cover their living expenses, accommodation and travel. We will assist the students in securing part-time jobs if they so desire.

The scholarship offered will be for the following programmes:

- Postgraduate Diploma in Business Enterprise - 18 months, level 8 programme
- Graduate Diploma in Sport and Recreation - One year, level 7 programme
- Graduate Diploma in Environmental Management - One year, level 7 programme
- Diploma in Sport & Exercise Science - One year, level 5 & 6 programme
- National Diploma in Business - Level 5
- Diploma in Information Technology - One year, level 5 programme

Please note that the first two programmes require a first degree as a prerequisite.



Sakun Jindal (left)
Harshita Brijendra Singh (right)
*Recipients of the John Wright
Scholarship@SIT*

Popular Course Profiles

Diploma in Digital Media - Level 5 & 6

Bring your creative ideas to life with digital filmmaking, screenwriting, sound design and animation! You choose what you want to create for your assignments and our tutors will show you how to get there!

This programme provides the broad range of skills necessary for an industry that increasingly asks for people with a multidisciplinary approach. Depending on the specialisation chosen, you will be able to look for work in areas as diverse as video editing, screenwriting, directing, as well as other film/television production roles or numerous roles within the 3D animation, 2D animation and motion graphics industries. The real strength of the programme is that graduates will have had some experience in many of these areas, a quality that will become increasingly important as technologies converge.

A very high percentage of our graduates are now employed in the industry, both in New Zealand and overseas. SIT's Digital Media students get access to top-of-the-line cameras and computers, all equipped with the best industry-standard software (not just educational packages). iMAC machines (with Adobe Master Suite, Pro Tools and Final Cut Pro software) have been custom built for SIT by HP computers. The main PC Lab has high powered machines with Autodesk Entertainment suite, Adobe Master Collection and Toon Booms software. All camera and editing equipment are high definition. Classrooms have Blu-ray players/burners and high definition projectors.

For more detail on this course go to www.sit.ac.nz

Graduate Diploma in Digital Media (Digital Film Making) - Level 7

This one year Level 7 specialist programme is designed for degree graduates with relevant educational or practical experience in a related discipline. The course will be producing dedicated and analytical professionals of creative media and digital film. This graduate diploma programme will encourage creative thinking to the next level in accordance with the Film Industry requirements, through a video project, elective studies, audio, screenwriting and video editing. You will enhance your present skills and build on your creativity for further study or employment.

For more detail on this course go to www.sit.ac.nz

Graduate Diploma in Digital Media (3D Animation) - Level 7

This one year Level 7 programme is designed for degree graduates with relevant educational or practical experience in a related discipline. The course stimulates students with the desire to constantly update their skills within a changing work environment. It works as a catalyst for students to develop an analytical approach to problems and encourage creative thinking.

Graduates can use industry standard animation software to create an animated film project. They can apply knowledge and skills associated with character animation and depending on the elective choice made, motion graphics and compositing, animation and interaction and audio techniques. This course leads graduates to further study or employment in the digital media sector.

For more detail on this course go to www.sit.ac.nz

Certificate in Hospitality (Cookery) (Level 3 & 4)

This nationally recognised programme offers a professional level of training for those who aspire to become chefs within the hospitality industry. This two year programme is designed to develop your knowledge and culinary skills. As well as training in our well equipped classrooms and the Bungalow Restaurant, you will also spend three weeks on work placement during your first year of study.

In addition to the certificate, each trainee will have the opportunity to gain the internationally recognised City and Guilds International qualifications (additional fee charged).

This training will help develop flair and creativity in the culinary arts deemed necessary to gain employment in this exciting and dynamic industry.

On successful completion of the first year (Level 2 and 3), each trainee will have the opportunity for selection into the final year (Cookery level 4) which allows the enhancement and further development of their culinary and managerial skills. Both years are full-time Monday to Friday.

For more detail on this course go to www.sit.ac.nz





Diploma in Sports and Exercise Science - Level 5

A one year new course aimed to allow students:

- To gain skills and knowledge relevant to working or training in the sport, exercise science and recreation sector.
- Demonstrate knowledge and skills to standards recognized by the industry sector as appropriate.
- Develop work habits and practice appropriate for further training and employment.

Students will learn to provide advice and educate the public on healthy eating habits and exercise, while performing fitness assessments and developing fitness programmes. This course allows learning how to plan, manage and evaluate leisure and recreational events as well as coaching the most common sports.

Employment options may be in sport and fitness centres as training coaches, small businesses or as outdoor recreation leadership assistants.

For more detail on this course go to www.sit.ac.nz

Diploma in Sports and Exercise Science - Level 6

This one year advanced course not only allows students to gain skills and knowledge that are directly relevant to working or training in the sport, exercise science and recreation sector, but also teaches management of sport and recreation services, and design and implementation of physical activity for special population groups, like cardiac rehabilitation, back conditions and pregnancy. A diploma holder of this particular course will be able to provide dietary and physical conditioning and analysis and advice to athletes. It allows students to provide coaching and sports counselling to athletes to enhance their optimum performance, and lead and instruct outdoor activities.

Graduates can work in management roles in sports and fitness centres, in sport and recreation related retail businesses, as a fitness trainer, as a coach in the leadership or assistant leadership role in outdoor recreation businesses.

For more detail on this course go to www.sit.ac.nz



Diploma in Hotel and Tourism Management

Can you see yourself as a manager of your own successful tourism business? This business diploma will help you get there by providing you with the skills and knowledge for the hotel and tourism industry, and prepares graduates for employment in positions within New Zealand and internationally.

The programme has a strong focus on business management practices that applies to the hotel and tourism industries and on the practical skills needed in a changing global business environment. It aims to develop dedicated professionals and to equip them with a qualification that is highly regarded by business and hospitality employers in the community.

Course Content

- Understand the language required to successfully interact in this long lasting dynamic occupation
- Management principles and organisational strategic practices that apply to marketing, finances, legalities, human resourcing
- Service management techniques - Understanding, interpreting and using management accounting and other financial information
- Legal environment and employee relations
- Accounting practices - Business activities and financial management issues
- Research process - Planning, control, evaluation and decision making
- Patterns and trends - Marketing and promotions
- Food and beverage facilities - Human resource management
- Entrepreneurial process

Career Opportunities

Graduates will be suited for employment in a management capacity within the hospitality and tourism sector, hotels, resorts, restaurants, events and convention centres. Students successfully completing the Diploma in Hotel and Tourism Management will receive, upon application, the equivalent of two years towards the Bachelor of Hotel Management at SIT.



National Diploma in Business Level 5

This is one of the most popular programmes in New Zealand. Aiming to provide students with a broad base of technical business competence and skills necessary for those aspiring to middle management, supervisory positions or other business related roles.

Gaining this qualification gives you the skills, knowledge and competence to work in a broad range of business activities, and to carry out a mix of specialised operations involving a degree of self directed work, and the supervision of processes or people.

Course Content

- Business Finance and Accounting
- Operations and Development
- Human Resource
- Marketing Management
- Quality Management
- Small Business Management
- Communication Skills

Career Opportunities

People who have achieved this qualification have demonstrated the skills, knowledge, and competence to undertake a range of business activities, and to carry out specific roles within any business in New Zealand or overseas.

At the completion of this programme you will be able to seek employment in business related roles, or continue with further studies.



International Student Profiles



Vikramjit Kaushal (India): *Postgraduate Diploma in Business Enterprise (Level 8)*

Vikram graduated from PGDipBE late 2010. He believes he made the right career move; to come to New Zealand for studies which complimented his earlier experience in hospitality. Working part time while studying in one of the best hotels in Invercargill, he finished his qualification as he gained experience. This led to an offer to work for 4 star + hotel in Queenstown, considered as the tourism capital of New Zealand, just two and a half hours drive from Invercargill.



Rahul Chaudhary (India) - *National Diploma in Business (Level 5)*

Rahul came to New Zealand to study Business. Rahul says that the year of study was one of the best of his life, in becoming part of Invercargill's small but very helpful, friendly and well mannered community.

After finishing his course he was granted a one year Graduate Job Search Visa. During this time he got a full time job at the retail store he had been working in part-time during his studies. Now he has obtained a two year work permit as a "Customer Service Representative". He is planning to apply for his Permanent Residency in the near future.



Sukhjinder Singh (India) - *National Diploma in Business (Level 5)*

Sukhjinder has finished his course. He liked doing his education at SIT as all the staff are very helpful and always there when students require any help. He has been working in one of the major grocery retail chains in New Zealand and was recently promoted to the position of Duty Manager.



Rubina Bogati (Nepal) - *Bachelor of Nursing (Level 7)*

Rubina is enjoying her studies in this part of the world, called "Invercargill". She likes the different ethnicities of people in a small but very friendly community. She believes studying in New Zealand not only gives you an internationally recognised qualification, but it involves lots of practical work which helps you in getting a good job later, after finishing the course.

She likes SIT as the staff are very caring and helpful. She really enjoyed the orientation in the first week of starting her studies as she got all the important information she needed for later on.



Chami Harindra Abeysinghe (Sri Lanka) - *Postgraduate Diploma in Business Enterprise (Level 8)*

Coming to New Zealand was one of the best decisions Chami made in her life. She loves the open minded country. Chami has enjoyed her time here, participating in different sports and activities, like cricket, squash and the Hokonui Fashion Awards in Southland.

With her good academic performance in the course, she is working part-time at SIT as a peer tutor to help other students who need some assistance with their studies.



Daniel Reynolds - *Certificate in Hospitality (Cookery) (Level 4)*

Daniel studied SIT's Certificate in Hospitality (Cookery) in 2006-07 and has gone on to great success. In his second year of study, at only 18 years of age, he won gold in the kitchen at the Nestle Toque d'Or (Golden Hat) competition.

When a position came up at Blanket Bay Lodge (Glenorchy) New Zealand last year, Daniel jumped at the prospect of working under 2006 NZ Chef of the Year Mark Sycamore, and with 2007 NZ Junior Chef of the Year Joseph Clarke, who had been an inspiration as he trained at SIT the year ahead of Daniel. "It's all about learning from the chef you're under. That's more important than any awards. From the tutors at SIT through to now, I've had the best and I'm really lucky."

He has recently been promoted from Commis Chef to Demi Chef de Partie. Blanket Bay have also helped him to continue participating in competitions; in 2009 he won the 2009 NZ Commis of the Year, and he recently won silver in the individual class at the NZ Junior Culinary Team competitions, where he was representing Otago-Southland.

Additional Benefits of Studying at SIT Invercargill

- Airport pick up
- Two weeks accommodation with meals
- We provide part-time and full-time job assistance
- CV assistance
- First aid kit
- SIT jacket
- SIT book carry bag
- International calling card
- During winter, fortnightly trips available to Queenstown



Accommodation Options

Invercargill has different types of accommodation available for you. The Halls of Residence, all home stays, Karon Court and Dan Davin have all been assessed by SIT and meet the SIT approved standards of accommodation for International students which include being comfortable and safe.

The Grand Hall of Residence

The Grand Hall of Residence is the former Grand Hotel, now SIT's Hall of Residence. You will have breakfast and an evening meal provided seven days per week in a communal dining room, and lunch may be made from provisions in the refrigerator. You will also receive cleaning services, laundry facilities and security, as well as brilliant opportunities to meet new people and make some great friends. You will have your own room, and each room comes fully equipped with its own ensuite... that means no communal bathrooms! Cleaning services are provided, but you will be expected to care for your own room. The hall is located near to the campuses.

Cost:

Single person on twin share basis NZ \$120 per week
Single person per room basis @ NZ \$150 per week
Married couple sharing one room @ NZ \$ 200 per week

Special Note: First two weeks accommodation for all eligible International students is provided at The Grand Hall of Residence.

Flats and House Rentals

In 'flatting' or renting, you rent a house or apartment. In New Zealand, we can call any building where people live together, who are not a family or couple, a flat. You are either on your own, with spouse or with others. Flats are usually unfurnished. You will have your own room, or may share with another. The rent is usually worked out according to the size of the room. All other expenses like electricity are divided and cooking meals and duties of cleaning are usually shared. Prices vary from \$85 to \$200 for one room in Invercargill.

Accommodation workshop for International students

At the start of every major intake, SIT organises a Free Accommodation Workshop for the international students at Invercargill Campus. The workshop includes all the major Real Estate Agents of Invercargill who present the properties available with them. A bus trip is organised and properties are visited.

International Student Homestay

Homestays are available, though have to be booked in advance. Further information is available at www.sit.ac.nz

There are some other furnished accommodation options in Invercargill like LivingSpace apartments, Southern Skies, Dan Davin Village and Karen Court for which you can get more information from SIT if and when you require.

**For any further information on
accommodation you may email
applications@sit.ac.nz**



About Queenstown Campus

The newest SIT campus is located at Frankton, Queenstown - one of the best tourist destinations. Known as the adventure capital of New Zealand, it is nestled by Lake Wakatipu and surrounded by mountain ranges. The campus is within a shopping area with easy access to public transport facilities. Out of class, Queenstown is as exciting or relaxed as you want it to be. With lots of cafes, restaurants, nightclubs, sports groups, art and culture - all your needs are met in this wonderful part of the world. Tourism jobs are more common in Queenstown.

Additional Benefits of Studying at Queenstown

- Airport pick up
- First two weeks accommodation
- Welcome pack (includes book bag)
- International calling card
- Two weeks bus pass



Proposed accommodation block beside campus

This small but rapidly expanding campus allows great promise for those interested in the hotel and tourism industry. Programmes being presented here include: business, tourism, beauty therapy, information technology, personal training, and high performance sport (tennis and golf).

Queenstown Programme Profile

Diploma in Tourism Management (Level 5)

Travel and tourism is the largest industry in the world and creates more job opportunities than any other industry. In New Zealand it requires people with an excellent knowledge of tourism and business skills.

The one year Diploma in Tourism Management qualification from SIT will provide you with some of the more important managerial skills required within the tourism industry in New Zealand.

Graduate Outcomes

Graduates of the programme will have learnt a range of specialised and technical skills and competencies related to tourism, and also management skills related to the industry. They will be held in high regard as people who possess industry specific knowledge and an awareness of tourism principles and practices, as well as an ability to manage tourism businesses and the demands of the industry as a whole.

Forthcoming Intakes: February, May, August and October



Entry Guidelines

The academic entry guidelines stated below are only a guide for applicants. Please check the SIT website for any programme specific requirements.

Country	Diploma programmes Equivalent to New Zealand year 12 (6th form) or equivalent	Bachelor programmes Equivalent to New Zealand year 13 (Bursary) or equivalent
India	Certificate and/or Diploma level -60% average across 4 academic subjects (excluding Hindi or local language). English mark should be a minimum of 60%	Bachelor Degree level -75% average across 4 academic subjects (excluding Hindi or local language).
Nepal	Higher Secondary Certificate in 1st Division	Successful completion of one year tertiary study in 1st Division from a recognised university
Sri Lanka	Sri Lankan GCE O level with a minimum C grade pass in four subjects	Sri Lankan GCE A level with passes in three subjects with minimum grade C
Malaysia	SPM or CUE	STPM or MICSS

The English language criteria for the programmes are set out in the tables on pages 3 to 4. Applicants should also check the SIT website for any programme specific English language requirements.

International Fees and Other Costs

As of 1st January 2011, Southern Institute of Technology's International Fees will be as follows:

Programmes	Fees	Resource Fee	Insurance	Total Fee
Postgraduate programmes	NZ\$18,000	NZ\$1800	Included	NZ\$19,800
Graduate Diplomas	NZ\$15,000 per year	NZ\$1800	Included	NZ\$16,800
Graduate Certificates	NZ\$7,500	NZ\$900	Included	NZ\$8,400
Bachelor programmes	NZ\$16,000 per year	NZ\$1800	Included	NZ\$17,800
Diploma programmes	NZ\$14,000 per year	NZ\$1800	Included	NZ\$15,800
Certificate programmes	34 weeks NZ\$14,000	NZ\$1800	Included	NZ\$15,800

All fees are inclusive of GST

Medical and travel insurance is also a compulsory requirement to be enrolled in a SIT programme.

In addition the following costs apply:

Registration fee	NZ\$150 (Waived for 2011)
Homestay placement fee (where applicable)	NZ\$200 (Waived for 2011)
Homestay fee (where applicable)	NZ\$210 per week



Enrolment Procedure

To enrol on our programme

1. Check the website www.sit.ac.nz for an updated and fuller programme and admission criteria information or alternatively request for more information.
2. Read the International Student handbook (available also at www.sit.ac.nz).
3. Read the application form and conditions carefully.
4. Complete the application form.
5. Include with your application, the following:
 - a. A copy of a recent IELTS, TOEFL or equivalent English proficiency test result;
 - b. A certified English transcript of your academic records;
 - c. Details of relevant work experience;
 - d. A letter in English telling us why you wish to study your chosen programme;
 - e. A portfolio of work (if required)
6. Submit your application to SIT's approved student recruitment agent if you are working through an approved agent. Alternatively email your enrolment form documents to applications@sit.ac.nz
7. If your enrolment is successful, we will send you an Offer of Place and an invoice for the programme.
8. You can make payment to Southern Institute of Technology by telegraphic transfer.
9. As soon as your fees are received, we will email a receipt back to you. You will require this receipt, along with the Offer of Place, to obtain your Student Visa.
10. Applications for a Student Visa should be sent to your nearest New Zealand Immigration office.



Student Services

SIT provides a warm and friendly campus environment and students are supported in their study through the following:

Facilities

On campus SIT offers all the modern facilities you would expect for an institution of its size:

- Library
- Computer labs with 24 hour access
- Cafeteria
- Gym
- Massage centre
- International kitchen and common room

Guidance and Support

All SIT students have access to the following services while studying at SIT:

- Pastoral Care
- International Team is available on campus to discuss and assist with life issues,

accommodation, student visa, and academic concerns. After hours the International Team Member can be contacted on a 24 hour free to call number.

- Native Speaker Support – SIT provides native speaker support for Chinese, Japanese, Korean, Nepalese and Thai speakers. This service would need to be requested through our International Team.
- Airport Pick up: When you arrive at Invercargill, our staff or your host family will meet you and take you to your accommodation.

Accommodation

Kiwi Homestays – homestays can be arranged by the International Office. Students should identify their preferences on the application form. Information on the types of accommodation available can be provided and recommended by the International Office or viewed at www.sit.ac.nz

Health and Counselling

Our Health Centre provides free and confidential services to all students, with a registered nurse on duty daily to help students with any health-related issues. If you have issues that are troubling you, and you want to talk to someone about them, a counsellor is also available. Counselling can help you look at the issues and make changes if you want to. The nurse and counsellor are located in the Student Centre of the Tay Street campus.

Academic Support

The Learning Assistance Unit provides workshops and individual assistance in almost anything that might help students improve their study habits, along with other problem areas. All services provided at the Learning Assistance Unit are completely confidential.

INSTRUCTIONS

Applicants please note:

1. It is important that you read and understand the terms and conditions of application which can be found on our website: www.sit.ac.nz
2. Please complete this form fully and include with your application, verified copies of your academic records, copy of passport and recent IELTS results and if relevant, details of work experience a portfolio of your work.

Please Print Clearly

Personal Details

Name	Family name	Title
First name		
Preferred name	Email <i>(Required)</i>	
Male <input type="checkbox"/> Female <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/>		
Date of Birth <input type="text"/> <small>dd</small> <input type="text"/> <small>nth</small> <input type="text"/> <small>year</small>	Passport Number <input type="text"/>	
Physical mailing address. P.O. Box Not accepted		
Mailing address		
<input type="text"/>		
<input type="text"/>		
City <input type="text"/>	Post Code <input type="text"/>	Country <input type="text"/>
Phone (<input type="text"/>) <input type="text"/>	Mobile <input type="text"/>	Fax <input type="text"/>
Email <input type="text"/>	<i>(Required)</i>	
Name of family member or contact in case of emergency		
Name		Relationship to Student
Home Address		
<input type="text"/>		
Phone <input type="text"/>	Fax <input type="text"/>	
Mobile <input type="text"/>	Email <input type="text"/>	

Educational Achievement

English Proficiency	Tick <input checked="" type="checkbox"/> all that apply:		
	<input type="checkbox"/> English is my first language <input type="checkbox"/> I have completed.....years of previous study in English <input type="checkbox"/> I sat for an English proficiency test and my score was as follows:		
IELTS score <input type="text"/>	or TOEFL score <input type="text"/>	Date <input type="text"/>	
Secondary			
Year	Country	Name of School	Qualification
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Qualifications (A verified copy of the results is required)			
Dates	Institution	Qualification Gained	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Your Study

Proposed study at Southern Institute of Technology
Name of qualification
Proposed start date

Medical Insurance

Do you require SIT to provide insurance

Yes

☐

No

☐

Travel and medical insurance is compulsory for students studying at Southern Institute of Technology. Full details of the insurance premiums may be obtained from www.sit.ac.nz. If you purchase your own insurance please provide evidence of the policy in English at the same time as this application. Insurance must cover the duration of your NZ study from departure until returning to your home and meet the Code of Practice guidelines. Signing of this application form is agreement that you accept the requirement for travel and medical insurance to be able to study at SIT. Where a student is not in possession of an appropriate and current medical and travel insurance policy SIT undertakes to: advise the student of the medical and travel insurance requirements; provide the student with a default policy which meets the requirements of the Code of Practice Guidelines; the cost of the insurance will be met by the student.

Accommodation

Do you require SIT to provide accommodation

Yes

☐

No

☐

If you ticked "Yes" please complete the following:

☐ I would like accommodation at SIT's Grand Hall of Residence, Invercargill☐ 2 weeks☐ 4 weeks☐ weeks☐ Please arrange an approved Homestay (see notes)☐ Please email me further information on accommodation options**Note on Homestay:**

Prearranged Homestay is available, accredited and approved by Southern Institute of Technology or an Accommodation provider. Homestay accommodation must be arranged for a minimum period of 6 weeks. If you require Homestay accommodation please complete the following:

Homestay required from to (minimum 6 weeks)

Do you smoke?

Yes ☐No ☐

Do you mind members in your homestay smoking?

Yes ☐No ☐

Do you mind Homestays with pets/animals?

Yes ☐No ☐

Do you mind Homestays with young children?

Yes ☐No ☐

Please list any special cultural or spiritual/religious requirements, foods you cannot eat, medical problems or anything else your Homestay host should be aware of.

Conditions of Acceptance

If your application is accepted you will receive from Southern Institute of Technology a letter offering a place on the course. You are then required to accept this offer by signing the Enrolment Contract and returning it by fax or email and paying the course fee and the additional funds as outlined in the letter of offer and invoice. The payments should be made in NZ dollars by telegraphic transfer or credit card, to Southern Institute of Technology's bank account. If the information you give in this application is incorrect in any significant way, SIT reserves the right to terminate your place on the programme.

Declaration by Applicant

"I have read and understood the above and I confirm that the facts stated are true and correct. I hereby authorise Southern Institute of Technology to release academic records or information related to my health and safety to my parents or my educational placement agency should Southern Institute of Technology consider that it is necessary to do so for my well being or educational benefit".

"I have read (or have had explained to me) the information contained on the Southern Institute of Technology's web page, under International"

"I fully understand Southern Institute of Technology's Refund Policy in particular the section related to any refund available once I have arrived in New Zealand" (Refund policy is available on the Southern Institute of Technology web site and student handbook.

"I am aware of the geographical location of Southern Institute of Technology's Campus that I am to study at in New Zealand."

Signature of Student Applicant

Date

Agent Details

To be completed by the SIT approved agent (if applicable).

Name of Agent

Signature Date

The Southern Institute of Technology (SIT) has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students as published by the New Zealand Ministry of Education. Copies are available upon request from SIT or may be viewed or downloaded at <http://www.minedu.govt.nz>.

Important Information

Immigration

Full details of visa and permit requirements and advice on rights to employment in New Zealand while studying are available through Immigration New Zealand, and can be viewed on their website at www.immigration.govt.nz. You can download forms from the website.

Code of Practice for the Pastoral Care of International Students

SIT has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students, published by the Ministry of Education. Copies of the code are available on the Ministry of Education's website at www.minedu.govt.nz/goto/international

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 cost of the treatment. Full details on entitlements to publicly-funded health services are available through the Ministry of Health,

and can be viewed on their website at www.moh.govt.nz

Medical and Travel Insurance

SIT requires all international students to have comprehensive medical and travel insurance. We will arrange insurance for the period of your enrolment. To be exempted from this insurance you must provide us with proof (translated to English) that your medical and travel insurance adequately covers you during your enrolment at SIT. SIT's preferred insurance provider is Unicare, who have specifically tailored their policy to meet the needs of SIT students. The policy can be viewed at www.uni-care.org

Accident Insurance

The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand. You may still be liable for all other medical and related costs. Further information can be viewed on the ACC website at www.acc.co.nz



Refunds for International Students

The formula for calculating a refund is as follows:

Student Visa denied- Full fee refund

14 days or more prior to commencement of study - Full refund of tuition fees and resource fee less 10% administration fee. No refund of registration fees.

Less than 14 days prior to commencement of study - Full refund of tuition fees less 10%

administration fee. No refund of registration fees, homestay placement and 1 weeks accommodation fees (if applicable).

No fees are refundable for students, withdrawing after commencement of their programme.

For further information to this policy please refer to www.sit.ac.nz for latest refund policy.



Ken McDonald
*International Marketing Manager
& Pastoral Care*



Vinay Sood
International Marketing Manager



Karthikeyan Thamilselvam
International Marketing Manager