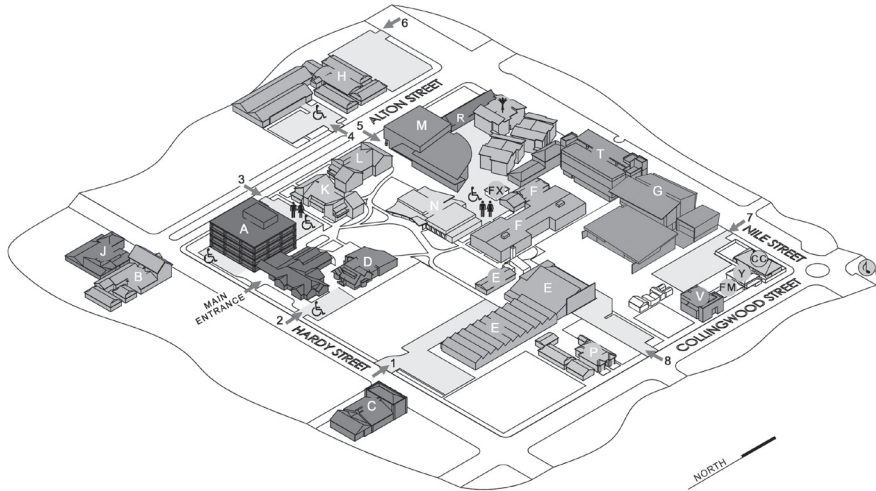


NELSON CAMPUS MAP



KEY

| | | | |
|---|---|--|--|
| A Information & Enrolment Centre Course & Programme Information, Enrolments, Payments, Studylink Information Technology Helpdesk Management Offices Chief Executive & Central Management, Academic Services, Finance, Human Resources, Marketing, Information Technology Services Rooms A211 - A410 | F Health & Social Sciences Health, Nursing, Counselling, Social Work, Nanny, Foundation Studies Administration Office Rooms F101 - F122 | K Business & Computer Technology Administration Office Rooms K104 - K118 | R Supported Training Skills T Tourism, Hospitality & Wellbeing The Restaurant, Production Kitchen, Cafe, Bar, Coffee Lab, Travel Agency, Beauty Salon, Hairdressing Salon Administration Office Rooms T104 - T315 |
| B Rooms B101 - B204 | FM Fresh FM FX Copy Print Centre | L English Language School Administration Office Rooms L108 - L217 | Y Facilities Office Y Student Accommodation - Nikau Apartments |
| C Marine Studies New Zealand School of Fisheries Administration Office Rooms C101 - C223 | G Arts & Media Visual Arts & Design, Creative Writing, Contemporary Music, Graphics & Multimedia, Galleries Administration Office Rooms G101 - G320 | M Library Learning Centre Learning Support Rooms M101 - M308 | CC Childcare - Campus Corner NSM Nelson School of Music + Rainey House |
| D Te Tari Maori Administration Office Rooms D104 - D106 | H Store | N Student Centre Cafe Student Support Services Helpdesk, Student Advisor, Disability Coordinator, International Student Support, Kaitiakiwaka, Pacific Island Liaison | 1 Entrance Gate P Parking BI Building Identification |
| E Technology & Primary Industries Automotive, Carpentry, Engineering, Welding, Marine Engineering, Trainee Ranger Administration Office Rooms E101 - E112 SANITI Student Association Office E111 | J Fitness Training Gym Rooms J107 - J112 | P Aquaculture Rooms P119 - P122 | A Mobility Parking TT Toilets |

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MARLBOROUGH CAMPUS MAP

KEY

A

- A1 Administration Offices, Main Reception, Library and Computer Suite
- A2 Calm Waters Restaurant/kitchen
- A3 Classrooms, Lecture Theatre

B

- B1 Marlborough Wine Research Centre
- B2 NMIT Winery, laboratory
- B3 Joint staffroom, boardroom

C

Artrooms

D

Classrooms/Beauty Salon - Enhance

E

Classrooms/Hair Salon - Hair Savvy

F

Classrooms

G

- G Classroom & Computer Suite
- G1 Computer Suite
- G2 Classroom

H

- H1 Classroom
- H2 Business Centre

J

Student Cafeteria, Student Services

K

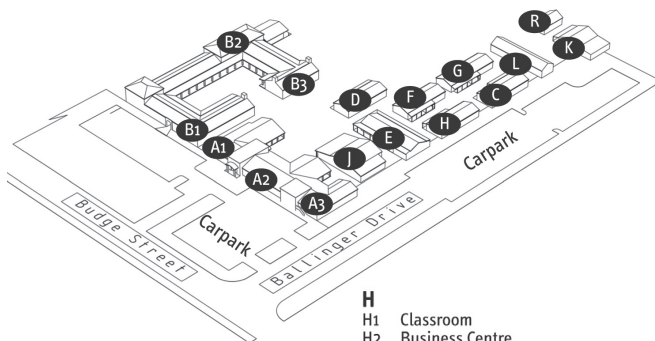
Carpentry Barn

L

Facilities/Storage

R

Hort Research Storage



COURSE FEES

You need to know:

- You're not deemed to be fully enrolled on a course or programme unless full payment of all approved fees has been made or arranged by the time you start your course or programme.
- Fees not paid by the due date may attract a late payment charge, and you may not be allowed to attend classes until your outstanding fees are paid.

Where you have an outstanding debt with NMIT the following may occur:

- You may be denied entry to course activities and resources.
- Your assessment results may not be released.
- Your qualification or other award may be withheld.
- Your academic records may not be issued to you or transferred to other institutions.
- Your library access may be denied.
- Your computer access may be denied.
- Your enrolment in other courses or programmes may be denied.
- Referral to a debt collection agency after 3 months.

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WITHDRAWALS, TRANSFERS AND ATTENDANCE

WITHDRAWALS / TRANSFERS

If you have second thoughts once you're enrolled on a course or programme, even if it hasn't started, **please contact us immediately** to discuss your reasons for wanting to discontinue, and whether we can offer you any help, including finding alternative routes to your study goals.

To **withdraw** from a programme or course, you will need to complete and sign a Withdrawal Application form and return it to the School Administration office, as soon as possible, for consideration.

In all cases the date of the withdrawal from a programme or course will be the date the Withdrawal Application form is received by the School Administration office.

You must notify StudyLink if you are receiving a Student Loan or Student Allowance, because these may be affected if you change your study contract.

A **transfer** to a different course or programme is not normally approved after more than 3 weeks of the course or programme have been completed, except in exceptional circumstances. The transfer must be approved by your Head of School.

Please refer to the following policies on the NMIT website:

Withdrawal from NMIT Programmes and Courses
Domestic Student Fees, Charges and Refunds
International Student Fees, Charges and Refunds

ATTENDANCE

All students: If at any time before 60% of the course or programme is complete you don't engage with that course or programme, then two written warnings will be sent to you. If you haven't responded after 10 working days from the second written warning, either confirming your intention to remain enrolled on the course or programme, or to request withdrawal; then NMIT reserves the right to automatically withdraw you from that course or programme.

For all International Students: For visa regulations you must attend at least 80% of your classes to keep your Student Visa. If you don't comply with this attendance rule, the New Zealand Immigration Service can revoke your Visa and this may affect any future Visa applications and your studies in NZ.

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INFORMATION & ENROLMENT CENTRE

We're usually the first point of contact when you enquire about NMIT programmes and courses. Located in A block on the Nelson Campus we manage the enrolment needs of all students – domestic, international, and wherever you're studying.

Contact us on (03) 546 9175 or info@nmit.ac.nz

**We can help
you with:**

- your enquiries about all NMIT programmes and courses
- processing your enrolment
- student photo identification (ID) cards
- payment of your fees
- student parking permits
- credits for printing/photocopying
- collection of mail and international packages (international students)
- visas and insurance (international students)

The Marlborough Campus Administration Office assists with the above services for Marlborough students. Contact us on (03) 578 0215 or enquiries@nmit.ac.nz

COMPUTER FACILITIES

NMIT provides open access computer rooms as well as specialty teaching labs around its campuses, connected by a Wide Area Network. These facilities enable all students to access computers to support their learning.

Please find all the information you should need in the Student IT Handbook. This can be found by accessing the **Student Portal** on the NMIT website – IT Help at: <http://www.nmit.ac.nz/support/students/>

POLICIES AND PROCEDURES

Visit the NMIT website: www.nmit.ac.nz/aboutnmit/corporateinformation/nmitpoliciesandprocedures.aspx for the policies and procedures that apply to all courses and programmes at NMIT. The following, amongst others, may be of interest to you:

Student Charter, Student Rules, Academic Statute, Student Surveys, Student Academic Appeals

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LEARNING SUPPORT SERVICES

Your Learner Journey is important to us.

Our Learning Support staff are available to advise you about any aspect of your learning so you can become an effective, independent learner and make your study a success.

If you're studying at our Nelson, Marlborough and RNZAF Woodbourne campuses you'll be introduced to our services as part of your induction.

Don't think that learning support is just for a few. Students of all abilities and on all types of programmes and courses, including off-campus students, can make use of our services to enhance their learning and improve their performance.

If you think you need particular help, are returning to learning, or just want to improve your skills, the sooner you get in touch with us the better.

We can help you with:

- computer skills and programmes
- maths and numeracy skills
- learning styles
- time management
- research skills
- writing styles and literacy skills
- referencing
- learning disability assessment
- planning essays and assignments
- exam strategies & revision techniques
- preparing your Curriculum Vitae

As well as a range of materials you can use, we run one to one training, seminars and small group sessions.

Just come and see us, call or email us to discuss your learning needs.

Nelson Campus:
Learning Support Co-ordinator
0800 422 733 ext 672
learning.support@nmit.ac.nz

Marlborough & Woodbourne Campuses:
Study Skills Co-ordinator
Hours 9 am – 1pm Mon - Thurs
(03) 578 0215 Ext. 560

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LIBRARY LEARNING CENTRE

The Library Learning Centre (LLC) on the Nelson campus provides library services, computing, photocopying, audiovisual and study facilities to support the learning and research needs of NMIT students and staff. Students studying at the Marlborough campus or other locations can access resources from the LLC and the Marlborough campus library. For students enrolled on a NMIT distance course we also offer our services.

Lending collection: this consists of books, journals (or magazines), audiovisual resources and CD-ROM's.

Electronic resources: the LLC has an increasing number of resources which can be accessed 24/7 via the internet, both on and off campus.

To access these go to the Library website: <http://library.nmit.ac.nz>

Information: we offer personal research assistance, and individual or group tuition in using databases and web resources, searching the library catalogue and using APA referencing. We also provide an interlibrary loan service, which allows the library to borrow resources from other libraries on your behalf. Library staff can give assistance with logging on and using the computers.

Library hours:

Nelson

Mon – Fri 8am – 6pm
Saturday 9am – 1pm
Sunday 1pm – 4pm

Marlborough

Mon, Wed, Fri 8.30am – 5pm
Tues, Thurs 8.30am – 7pm

Remember when visiting the library: your student ID card is your library card, you need it to borrow books and to do photocopying.

Staff are available to provide assistance – **don't hesitate, just ask!**

Contact details:

Phone: (03) 546 2480 ext. 780 or 0800 422 733 ext. 780

Email: library@nmit.ac.nz

The logo for Nelson Marlborough Institute of Technology (NMIT) features the lowercase letters 'nmit' in a bold, sans-serif font. Above the 'i' is a stylized graphic of three curved lines, suggesting a sun or a signal.

Nelson Marlborough Institute of Technology
Te Whare Wānanga o Te Tau Ihu o Te Waka a Maui

STUDENT SUPPORT SERVICES

Before it all gets too much, talk to us.

Student Support Services are here to help support you during your time as an NMIT student, and ensure you have the best possible chance of success.

We have staff at Nelson Campus (N Block) and at Marlborough Campus (J Block), but we offer **free, friendly** advice and support to **all** NMIT students.

The kinds of issues we can help you with include (but are not limited to):

- adjustment to student life
- scholarships
- balancing workload and family commitments
- isolation and relocation issues
- study commitment troubles / learning support
- study / learning support
- connections to people of your culture
- pastoral care for international students, including accommodation assistance
- Māori and Pasifika support
- health concerns and referral to health professionals
- smoking cessation programme
- advocacy
- referral to community and Government agencies
- access to FREE counselling
- career guidance
- difficulties with other students and/or staff
- financial problems

TIP

It's a good idea to talk to Student Support Services early on if you have any issues or problems that you think may impact on you completing your course or programme successfully.

Many students find themselves under some kind of stress during their study, and there's a team member for you whatever the issue. Come and talk to us whether it's just for a chat or in a crisis. You might be unique but your problem isn't - come and visit us or contact us, our doors are always open.

HOW TO CONTACT US

Nelson

Phone: 0800 422 733 or (03) 546 9175 ext 655

Or email: studentsupporthelp@nmit.ac.nz

For more information go to: www.nmit.ac.nz/support and follow the links.

Marlborough

Phone (03) 578 0215 ext 530

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QUESTIONS & PROBLEMS

WHO TO CONTACT

Here's who can help you if you get stuck or have questions.

**Your tutor, learning coach
(Or contracted training provider)**

- You have issues with your study or tutor.
- You need help understanding course content.
- You're considering withdrawing from your course/programme.

Your learning coach, NMIT programme leader or head of school

- You have issues with your study or tutor that you've been unable to, or are not comfortable to resolve with your tutor.
- You need advice about your study pathway.

Learning Support

- You'd like to improve any aspect of your study and learning.
- You need help on the use of computer applications.
- You need your network password reset.

Library Learning Centre (LLC)

- You need help with research.
- You're unsure about how much you can photocopy.
- You're having problems logging on to the LLC website.

Your school administrator / contracted training provider

- You'll be absent.
- You'll be late for class.
- You're having problems submitting an assignment.

Student Support Services

- You want support to enable you to access NMIT's services and facilities.
- You have health concerns.
- You're having personal problems which are affecting your study.
- You're having difficulties with other students or NMIT staff.
- You want career advice.
- You're having problems with your accommodation.
- You're unhappy for any reason.
- You want to give up smoking.

**Information & Enrolment Centre (Nelson)
Or Marlborough Administration Office**

- You're an International Student and need to renew your medical or health insurance, or you have visa problems.
- You're got a query about your enrolment or your fees.
- You need a student ID Card.

HOW TO VOICE A CONCERN

HOW DO YOU VOICE A CONCERN?

In the first instance you're encouraged to raise your concern directly with the person who has the authority to rectify the situation. In course related matters this might be your tutor or Head of School, your training provider or the NMIT Director of Curriculum and Planning.

It's often helpful to discuss your concern with someone else who can provide initial advice, like the Student Advisors based at Nelson and Marlborough campuses (see Student Support Services), or with the Students' Association (SANITI).

WHAT IF YOU WANT TO MAKE A COMPLAINT?

Complaints may apply to NMIT services, facilities, students, programmes and staff and should be resolved between the parties directly involved wherever possible.

If the complaint is not resolved this way, an NMIT Complaint Form should be submitted which will allow your complaint to be investigated.

Complaint forms are available from the NMIT Student Advisors, Student Support Services, NMIT campus reception desks, NMIT's training providers, School offices, the SANITI office, and on the NMIT website.

See NMIT's **Complaint Procedure** at:

http://www.nmit.ac.nz/aboutnmit/corporateinformation/nmitpoliciesand_procedures.aspx for details of how complaints are dealt with.

CHILDCARE SERVICES

NELSON

Campus Corner Early Learning Centre Inc provides quality care and education for children from six months to five years. Our hours are 7.45am to 5.15pm each weekday. Early booking is essential.

Phone (03) 548 0104

Email campus.corner@xtra.co.nz

MARLBOROUGH

Beavertown Early Learning Centre provides quality care and education for your infant, toddler or preschooler while you study at NMIT. Situated at 47 and 49 Budge Street and close to the Marlborough Campus, we are open 7.30am to 5.30 weekdays.

Phone (03) 587 8984 or 027 BEAVERS

For more information visit www.nmit.ac.nz/childcare

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STUDENT SURVEYS

HAVE YOU GOT 5 MINUTES
TO TELL US WHAT YOU THINK?

STUDENT SURVEYS TAKE PART, WE NEED YOUR VIEWS

AND GO IN THE DRAW TO WIN A
\$100 WHITCOULLS VOUCHER

SURVEYS ARE CONFIDENTIAL

How do you take part?

- You will be contacted by email or by your tutor at different points in your learning journey with NMIT
- You can participate on the online survey or on paper forms depending on your course of study

How will NMIT use the information gathered from the surveys?

- Identifying issues for further investigation
- Generating new ideas
- Future planning

You can also feed back to your class representative at any point during the year.

NMIT ONLINE

Access NMIT Online from the **Student Portal** at: www.nmit.ac.nz/support/students/

It is a valuable web site available to you to enhance your learning experience and offers you opportunities for a flexible learning environment. Your tutor will direct you to the site as appropriate for your course.

Visit the NMIT Online site to login and explore the support materials your tutor has made available.

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