



UNIVERSITY OF OTAGO LANGUAGE CENTRE (UOLC) PROPOSAL FOR PEKING UNIVERSITY 2012

Introduction	2
The City of Dunedin	2
The University of Otago.....	2
The University of Otago Language Centre	2
What the University of Otago Language Centre (UOLC) will do.....	2
What Peking University will do	3
Programme Dates for Peking University.....	3
Four Week Programme	3
Programme Fees for Peking University	4
Notes to Fees.....	5
Proposal Administration	6
1. Resources and Facilities	7
Modern Teaching Facilities	7
Pastoral Care for Students	7
Full Access to University Facilities	7
High Quality Home-Stay Programme	7
Small Class Sizes	8
Highly Qualified and Experienced Teachers	8
Modern Teaching Methods	8
2. The Programme	9
Orientation.....	9
Course Structure	9
Sample Timetable	9

Curriculum.....	10
New Zealand Cultural Studies	10
Proposed Programme in Detail	10
Reports and Certificates.....	12
Course Evaluation.....	12

Introduction

This proposal follows the successful inaugural programme run for Peking University students in 2011. It provides details of a customised course for students which will enable them to improve their English language skills at a high quality language centre in an English-speaking environment. It uses the vitally important role the Chinese people and local Chinese community have had on the development of the Otago region as a context for improving skills in English Language.

The City of Dunedin

Dunedin is a city of education. With a population of 120,000 people, 30,000 undertake some form of tertiary study. This means that Dunedin is unique in providing a student centred experience in a city that welcomes a diversity of international students from over 70 countries. Not only is Dunedin a safe and friendly city, it provides a number of amenities and entertainment options for students and is renowned for the beauty of its natural surroundings, Victorian architecture and rare wildlife reserves.

The University of Otago

The University of Otago is internationally recognised for the quality of its teaching and research, and its diverse international student population. The University of Otago was established in 1869 and is New Zealand's first and oldest University. The University campus is in the central part of the city.

The University of Otago Language Centre

The University of Otago Language Centre is identified as a high quality institution for teaching English. It is located in the heart of the University campus (see the appendix to this document for more information).

What the University of Otago Language Centre (UOLC) will do

The University of Otago Language Centre will provide an English language programme and services for students from Peking University in 2012, in accordance with its policies and the Ministry of Education Code of Practice for the Pastoral Care of International Students. 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:

<http://www.minedu.govt.nz/~media/MinEdu/Files/EducationSectors/InternationalEducation>

The programme and services will be made up of:

1. English language tuition
2. Formal assessments at the end of the course outside of normal class time for those students who require them
3. A weekend excursion to Queenstown (2 nights)
4. Student support services
5. Homestay accommodation
6. Transfer between the UOLC and Dunedin's Momona airport

What Peking University will do

Peking will:

1. Provide the completed application for enrolment and homestay forms at least 15 working days before students arrive
2. Pay all fees as soon as possible after an offer of place is received, and, at the latest, at least 10 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 UOLC policies
4. Advise the UOLC if they are aware of any matters that may affect the health, safety and learning of any of their students
5. Advise the UOLC in advance of which students do not intend to complete formal assessments and will require alternative classes.
6. Advise their students that they will need to pay the following costs while in New Zealand:
 - Lunches on weekdays
 - Daily transport between the UOLC and the homestay
 - Personal expenses.

Programme Dates for Peking University

Four Week Programme

Week One – Sunday 9th January to Sunday 15th January

Sunday

Arrive in Dunedin, collected at the airport and transferred to the city.

Meet home-stay families and go to home-stays

Monday

Welcome

Placement testing and orientation

Tuesday

Classes begin

Weekend

With host families

Week Two – Monday 16th January to Sunday 22nd JanuaryMonday – Friday

Classes

Weekend

With host families

Week Three – Monday 23rd January to Sunday 29th JanuaryMonday – Thursday

Classes

Friday - Sunday

Excursion to Queenstown

Week Four – Monday 30th January to Saturday 4th FebruaryMonday - Friday

Classes and tests

Friday

Official farewell function

Saturday

Depart from Dunedin

Programme Fees for Peking University

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

There must be a minimum of 12 students for this programme.

	Price for four weeks
Tuition and Queenstown excursion	\$2106
Student Services Fee	\$125
Home-stay Placement Fee	\$110
Home-stay	\$918 (27 nights)
Insurance (Depends on the length of stay)	\$89
Airport Transfer	No Charge
TOTAL	\$3348

Notes to Fees

Exclusions

The following are not included in the fees schedule.

- Personal spending; possibly allow \$70 per week for extra spending
- Lunches on weekdays; an estimated cost would be \$9 per day [\$45 per week]
- Daily transport between the UOLC and the home stay; allow \$30 per week
- International examination fees such as IELTS
- Additional activities not covered in this proposal that may be available to students on Fridays or at weekends while they are here

Payment of Fees

Fees are payable in advance and the final date for payment of fees is 10 working days before enrolment. However, students will only be placed in a homestay once payment is received, and if a receipt is needed for visa purposes, payment needs to be received at least 14 days before arrival.

Step One

By Friday 9th December, Peking University will provide the UOLC with application forms for all participants (minimum of 12), and pay the non-refundable deposit (note 9 below).

Step Two

By 16th December the UOLC will:

- Provide Peking University with an invoice for the full fees and an offer of place for the students
- Select home-stay families.

Step Three

At least 10 working days before the study programme commences, Peking University will pay the full fees. (Note that payment may be required before then in order to get a visa.)

Step Four

The UOLC will provide Peking University with a receipt for the fees and confirm home-stay places.

Non-Refundable Deposit

There is a non-refundable deposit for this group of NZ\$2199, which must be paid by Friday 9th December 2011. This is for the reservations that have to be made well in advance, to secure accommodation and places in the busy holiday time. It is also to cover costs of programme preparation and contracts with staff.

Homestay fee

The homestay fee may change depending on the number of nights the group stays in Dunedin.

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 that do not meet the guidelines for the Code of Practice will not be accepted.

The UOLC follows University of Otago policy and accepts policies that meet all the conditions of the Guidelines for the Code of Practice. However, it is recommended that Peking University buy insurance through the UOLC because it meets the Code of Practice standards and is cheaper due to a group discount.

The Code of Practice guidelines can be obtained from the following web site;

<http://www.minedu.govt.nz/NZEducation/EducationPolicies/InternationalEducation/ForProvidersOfInternationalEducation/CodeofPracticeforInternationalStudents/GuidelinesToSupportTheCode.aspx>

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

http://www.studentassist.co.nz/sf_university.asp

Insurance Rates

1 month \$89	5 months \$283	9 months \$439
2 months \$137	6 months \$318	10 months \$488
3 months \$186	7 months \$342	11 months \$536
4 months \$235	8 months \$390	12 months \$585

Note these fees are current at the time of issue of this agreement but any increases are beyond the control of the UOLC and will be passed on directly to students.

Cancellation of the Study Programme by Peking University

If Peking University cancels the study programme after the 10th December 2011, and before the programme commences, all fees with the exception of the deposit will be refunded. Once the programme has commenced there will be no refund of fees.

If the UOLC cancels the study programme, it will refund all fees paid by Peking University.

Withdrawal by a Student

The minimum number of students for the study programme is 12. Refunds can only be given beyond the 12th student. Subject to this, a student who withdraws before the commencement of the study programme will have a refund of their fees, less a refund fee of \$100.

Proposal Administration

Date of Issue	12/09/2011
Currency of the Agreement	2012
Prepared By	Paul Baker – Academic Manager
Approved By	Murray Whitworth - Chief Executive Officer
Provided To	Peking University



APPENDIX ONE

1. Resources and Facilities

The University of Otago Language Centre provides the following:

Modern Teaching Facilities

The facilities include a large and well-equipped student common room, a multi media language laboratory, a modern Mac computer suite, and an Independent Learning Centre.

Pastoral Care for Students

There are two full-time student support officers and 24-hour support available.

Full Access to University Facilities

Students receive University student identity cards, which give them full access to the University's facilities. The facilities include Student Health, sports centres, gymnasium, recreation services, information technology services, libraries and cafeterias on campus.

High Quality Home-Stay Programme

Students are encouraged to 'home-stay' with a NZ family. A home-stay is where students will live with a New Zealand family in their house. Home-stay 'parents' will welcome students into their home as a member of their family, and, where appropriate, involve students in their family's sporting, cultural and recreational activities. Living with a home-stay family is an excellent opportunity for students to experience New Zealand culture and practise using their English with native speakers.

The student's bedroom is private and is furnished with study desk, heater and bedroom furniture. Students are given a key to their host's home so they can be as independent as they wish.

Hosts have a police clearance and are visited by an accommodation coordinator to check on quality. With over 300 hosts on the home-stay database, a variety of host accommodation is available: for example; vegetarian meals, families with children, independent flat-like accommodation, young couples, older couples and farm stays.

Home-stays provide breakfast, an evening meal each weekday and 3 meals a day in the weekend.

Students will be placed in home-stay families where there are no other speakers of the same language. There may be a student from another culture also hosted with the family.

Small Class Sizes

For the General English programme, Peking University students will be integrated into existing classes that have an average of 12 students, and a maximum of 16 students. They will be given a placement test during the orientation programme prior to the start of the course, in order to ensure that students are in a class of similar proficiency.

Highly Qualified and Experienced Teachers

All permanent teachers have university degrees and specialized 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:

- 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;
- Speaking English in the classroom.

Materials and resources used 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

Orientation

The programme has an orientation component. This orientation will include the following aspects:

- Assessment testing and class placement;
- Familiarisation with Dunedin and the University campus (this will include a city sights bus tour and visits to important places);
- Daily living in New Zealand (rules/customs/health/banks/insurance);
- Home-stay support seminar on living with a New Zealand family (homestay life);
- Student support information;
- Academic procedures at the Language Centre.

Course Structure

The course has the following structure each week:

- Tuition from Monday to Friday made up of 15 hours per week of General English, and minimum of 2 hours per week for a New Zealand Cultural Studies
- Individual study in the Independent Learning Centre and the Language Laboratory (recommended 2.5 hours per week)
- Homework set by the teacher (usually 5 hours per week)
- Each week there is an additional *activity* available outside class time. Students are encouraged to take part in these activities.

Sample Timetable

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
From 9.00 Individual study time in the ILC or Language Lab	8.30 -10.00 General English	9.00 – 11.00 New Zealand Cultural Studies	8.30 - 10.00 General English	8.45 -10.15 General English
	10.15 - 11.45 General English		10.15 - 11.45 General English	10.30 -12.00 General English
B	R	E	A	K
12.00 -1.30 General English		12.00 - 1.30 General English		
B	R	E	A	K
2.00 - 3.30 General English	From 2.00 Individual study time in the ILC or Language Lab	2.00 - 3.30 General English	From 2.00 Individual study time in the ILC or Language Lab	
				From 3.00 Individual study time in the ILC or Language Lab or Out of Class Activity

Curriculum

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)

Students are assessed against these objectives for their academic reports.

Independent Study

Students will work in our Independent Learning Centre or Language Laboratory at a time of their choice. These facilities are staffed by trained teachers and have 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 speaker
- Practising skills learnt in class.

New Zealand Cultural Studies

New Zealand Culture: The Peoples the Shaped the Country

From the first arrival of Maori to these shores, the history of New Zealand and Otago is one of new arrivals and constant change as peoples from around the world have chosen and continue to choose to make the country their new home. In doing so, they have brought their own cultures and ideas with them to help shape the modern country that is New Zealand in the 21st Century. With a particular focus on the Otago region and Dunedin, this part of the programme will explore the impact these waves of immigration have had on the country's culture and how they continue to shape the place New Zealand takes in the world.

Proposed Programme in Detail

Week One		
Early Maori in New Zealand: The First People		
Day	Study Focus	Content
Monday - Friday	General English classes – 3 hours per day	<i>English language</i>
Wednesday & Thursday	<i>New Zealand Cultural Studies:</i> <i>Explore the world of early Maori society and the initial impact of European arrival in New Zealand</i>	<i>Visit the galleries of the Otago Museum, including the Tangata Whenua, and be guided through the world of New Zealand's first people.</i>

Week Two Early Migration to New Zealand: Religion, Hard Work & Gold		
Day	Study Focus	Content
Monday - Friday	General English classes – 3 hours per day	<i>English language</i>
Wednesday and Thursday	<i>NZ Cultural Studies:</i> <i>Diverse peoples came to NZ in the 19th and early 20th Centuries: What motivated them, what kept them here and how did they shape their environment?</i>	<i>Visit the Otago Settlers Museum and see how the city of Dunedin developed in its early days to become the main centre of the country.</i>

Week Three From Empire to Independence: 20 th Century New Zealand		
Day	Study Focus	Content
Monday - Thursday	General English classes – 3 hours per day	<i>English language</i>
Wednesday	<i>New Zealand Cultural Studies:</i> <i>The dramatic global changes of the 20th Century saw NZ move from being a distant colony in the British Empire, to an independent nation finding its own way in the world with an even more diverse range of peoples.</i>	<i>Learn about impact of the two World Wars on New Zealand, its path to independence, and subsequent waves of immigration from Europe, Asia, including China, and the Pacific.</i>
Friday 9.00 am departure	<i>New Zealand Cultural Studies:</i> <u>Queenstown Excursion</u> <i>Visit the early goldfields, and the modern day goldfields of wine and adventure tourism.</i> <i>(Accommodation and transport is provided. Students will need to pay for their food and any additional activities they wish to take part in during their free time.)</i>	<i>Building on study done in Week 2, students will visit the goldfields that funded the early wealth of Otago and Dunedin and attracted miners from all over the world, including China</i> <i>Queenstown – the adventure capital of New Zealand. Activities included are:</i> <ul style="list-style-type: none"> <i>Ride the Skyline Gondola</i> <i>Cruise on Lake Wakatipu</i> <i>Visit to a working farm.</i> <i>Arrowtown – gold mining town and Chinese gold miners' village</i>

Week Four		
New Zealand Today: New Zealand's Place in the 21 st Century		
Day/Time	Study Focus	Content
Monday - Friday	<i>General English classes including assessment tests</i>	<i>English language</i>
Wednesday	<i>New Zealand Cultural Studies: Part of Asia?</i> <i>Since the 1990s successive NZ governments have increasingly seen NZ's place in the 21st Century as being more closely aligned to Asia than to Europe or America. Immigration remains relatively high, and around 20% of New Zealanders were not born in NZ.</i>	<i>Understand the rise of the importance of Asia to New Zealand and the continued migration of new peoples to NZ.</i>
Friday	<i>Official Farewell to Peking University Study Group</i>	<i>Presentation of certificates and farewell afternoon tea.</i>

Reports and Certificates

Reports

At the end of the course the students who have completed formal assessment will receive a report on their General English, which gives grades for reading, writing, listening, speaking, grammar and vocabulary. There is also a statement of attendance and some comments from the General English class teacher.

For students who opt out of taking formal assessment, a short-course report will be provided which will give the teacher's impression of the students in class. Such reports should not be used for any accreditation purposes at PUK, except to indicate the student completed the course.

Certificate

A certificate of attendance is presented to each student at a farewell ceremony at the end of the course.

Course Evaluation

At the end of the course, students are asked to provide short evaluations in order to provide valuable feedback for Peking University, teachers and course planners.