

DUKE INSTITUTE OF STUDIES

Introduction

Location

The Duke Institute of Studies (DIOS) is located at 12 Huron Street, Takapuna, North Shore, Auckland, New Zealand.

Legal Status

The Duke Institute of Studies (DIOS) is a registered private educational provider. All our courses are accredited by the New Zealand Qualifications Authority (NZQA) and we are a signatory to the Code of Practice for the Pastoral Care of International Students (a requirement of the Ministry of Education).

The Duke Institute of studies of studies is situated on the North Shore of Auckland City, New Zealand and is in close proximity to:

- The University of Auckland
- Auckland University of Technology
- Massey University
- UNITEC New Zealand
- The School of Creative and Performing Arts

Our student population:

We have students from all over the world: China, Japan, Korea, Brazil, Argentina, Thailand, Vietnam, Taiwan, Eastern Europe, and the Middle East and look upon the diversity of our students as asset.

Special characteristics:

The tuition at our school is “**quality**” driven. Our courses equip students with the skills they need to be fluent if English.

- We have small class numbers. There are never more than 10 students in any class.
- We have fostered special relationships with High Schools in the Auckland area.
- When students complete their course at Duke and want to move to a High School, we can assist them to do this.
- Our Holiday English Programme is popular because of the content and quality of delivery. The programme caters also for children (from 10 years of age). Our Holiday English programme curriculum design gives students an opportunity to learn English and at the same time enjoy some outdoor activities.
- DIOS has a flexible design team which, in addition to our core English language programme, co-ordinates programmes to suit the requirements of specific groups.

Hours of Study

The School's daily timetable is set out below:

School Start at	:	9:00a.m.
Morning tea break	:	10:30a.m. - 10:45a.m.
The Lunch time	:	12.15p.m. - 1.00p.m.
School finishes at	:	2:30p.m.

Attendance requirements

- The School policy conforms to the requirements of the New Zealand Immigration Services. Students must achieve a minimum 80% attendance rate.
- If a student is late for three consecutive mornings they will be advised in writing of their attendance requirements.
- When a student knows in advance (s)he will be absent, they must give their teacher a completed Student Absence Form the day before.
- If a student is sick or unable to attend school, he/she must notify the school (Ph: 488 0101) as early as possible on the day.
- If a student's attendance record indicates they are below the 80% attendance rate, the School will notify the New Zealand Immigration Services. An attendance rate below the required minimum may jeopardize any study in New Zealand.

The Code of Practice for the Pastoral Care of International Students

- Duke Institute of Studies 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 request from this institution or from the New Zealand Ministry of Education website at www.minedu.govt.nz.

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

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 costs of that 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. Note: A medical, travel, and fee protection insurance package forms part of your enrolment procedure at DIOS.

Accident Insurance: The Accident Compensation Corporation provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand, but 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.