

international

prospectus

2012



Career-focused education in Northland New Zealand



Welcome

Tena koutou katoa,

Welcome to NorthTec, the northernmost tertiary training facility in New Zealand. NorthTec is Northland's largest education provider, offering exciting possibilities for international students to extend themselves through future-oriented technical, vocational and professional education with clear pathways to careers in New Zealand and around the globe.

This prospectus will showcase the many opportunities at NorthTec for international students from around the world and highlight some of the priceless benefits of studying in the stunning winterless north of New Zealand.

Founded in 1978, NorthTec (Northland Polytechnic) is a government funded tertiary institution, specialising in applied, technical and vocational education. NorthTec offers over 90 qualifications, from university-standard degrees to diplomas, certificates, foundation courses, and English Language programmes.

NorthTec programmes are highly regarded by New Zealand employers. All are approved by the New Zealand Qualifications Authority (NZQA), with many being internationally recognised. NorthTec degrees are accredited to allow access to postgraduate studies at most universities around the world, and NorthTec programmes are pathways to selected degrees at Massey University, Auckland University of Technology, the University of Waikato and Victoria University of Wellington.

We invite you to join NorthTec's diverse learning community where you will find a warm and welcoming environment, highly qualified, committed staff, stimulating, practical programmes, and together with relevant, employment-focused qualifications to prepare you for your chosen career.

Naku noa na



It's not just the warm climate, relaxed lifestyle and beautiful beaches that will make your experience in Northland memorable; it's also the friendly people who look forward to welcoming you.



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About NorthTec

32 Years of Career-focused Education

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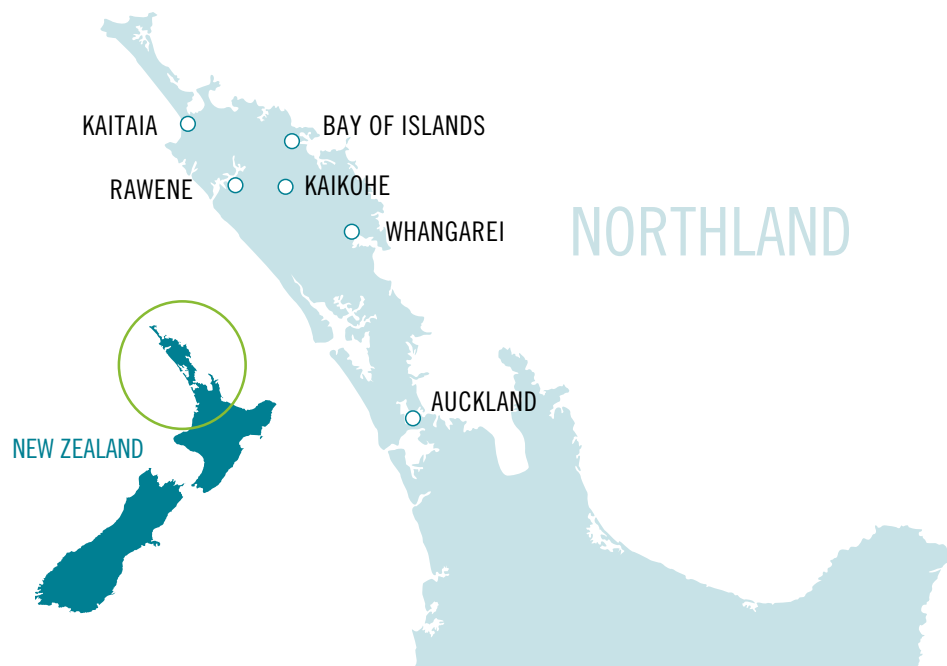
National and International Qualifications

NorthTec programmes are highly regarded by New Zealand employers. All are approved by the New Zealand Qualifications Authority (NZQA) with many being internationally recognised.

NorthTec degrees are accredited to allow access to postgraduate studies at most universities around the world and NorthTec programmes are pathways to selected degrees at Massey University, Auckland University of Technology, the University of Waikato and Victoria University of Wellington.

Campuses Throughout New Zealand's Semi-tropical Northern Region

NorthTec is the primary tertiary institute serving Northland and districts north of Auckland. NorthTec's main campus in Whangarei is the central hub reaching out to smaller campuses and learning centres throughout the northern region.



The Benefits of Studying at NorthTec in Whangarei

- NorthTec is a New Zealand Government-owned Institute of Technology (ITP). Students will receive a quality education that meets the high standards set by the New Zealand Government.
- NorthTec qualifications are recognised internationally and nationally.
- NorthTec's expert academic staff come from around the world where many have taught in Institutes of Technology and Universities. They are warmly welcoming of international students and passionate about teaching. Many of NorthTec's staff have international reputations in their fields.
- Although 9,700 students study at NorthTec, class sizes remain small so there is greater interaction with the lecturers. In the English Language class, the maximum class size is 12 students.
- NorthTec has a Pastoral Care department, dedicated to the welfare and safety of international students.
- NorthTec takes only international students who have the skills and ability to study and pass their courses. If an international student is accepted at NorthTec, they have met NorthTec's high standards of excellence. NorthTec wants its international students to pass and fulfil their career dreams.
- Near course completion, NorthTec helps international students to prepare to find employment if they wish to stay in New Zealand. We show our students how to find a job, how to prepare their CVs and how to prepare for an interview.
- NorthTec is only a two hour drive from Auckland, New Zealand's largest city with a population of over 1.4 million. Buses provide a safe and cost-effective way to travel between Auckland and Whangarei.
- Accommodation in Whangarei is considerably less expensive than Auckland and other major cities.
- The climate is warm which means there is less cost associated with heating. The climate is ideal for outdoor exercise. Whangarei is in Northland – one of the top holiday destinations in New Zealand because of its warmer climate and natural beauty.
- Whangarei is a relatively compact city which means that students can walk or cycle between class, residential areas and the city centre.
- Whangarei has an active international community from Europe, the USA, Asia, India and Africa. There are restaurants serving Indian, Thai, Chinese, Turkish, Middle Eastern, Japanese, Korean and Western cuisines.
- NorthTec offers students the opportunity to stay in a traditional New Zealand 'Home Stay' environment.
- International students who study at NorthTec have reported no difficulty in finding 20 hours of work each week.
- If a student decides to remain in Whangarei after completing their qualification at NorthTec, the New Zealand Immigration Department will award the student 10 additional points for their permanent residency application.

About New Zealand and Whangarei

New Zealand, First-Choice Destination for Study

Studying in New Zealand allows you to share our affordable, relaxed lifestyle in a country of rare natural beauty. With a population of only 4.4 million, New Zealand beaches, lakes, subtropical forests and mountains are uncrowded, clean and easy to travel to.

New Zealand offers a safe learning environment and has an internationally recognised education system. We offer world-class facilities, resources and teaching staff, and our qualifications are recognised throughout the world.

Best of all, New Zealanders are a hospitable people who welcome other nationalities and cultures. Studying in New Zealand will be the beginning of lifelong friendships.

Northland, First Region of New Zealand

Northland stretches from north of our largest city, Auckland to Cape Reinga at the very top of the North Island of New Zealand. The Northland region offers contrast and variety – scenic beauty, unique activities, adventure, authentic culture and heritage.

Northland is considered “The Birthplace of our Nation”. It is said to be the landing point of the legendary Polynesian explorer, Kupe in 950 AD. The Treaty of Waitangi, New Zealand’s founding document, was first signed in Northland, February 1840.

We offer world-class facilities, resources and teaching staff.



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Whangarei, First City of the 'Winterless' North

Whangarei is Northland's largest city with a population of over 70,000. Whangarei's deep-water harbour supports three ports. Industry thrives in this commercial centre, just two hours by road or 30 minutes by air from Auckland.

Northland's modern economy is based on agriculture, horticulture, aquaculture, manufacturing and construction, forestry and wood processing, boatbuilding, marine engineering, wood processing, minerals, tourism, retail and the creative arts.

Northland is home to an international mix of people. It's not just the warm climate, relaxed lifestyle and beautiful beaches that will make your experience in Northland memorable; it's also the friendly people who look forward to welcoming you.



Essential Information

NorthTec has a dedicated team who provide a range of services to support students in their learning journey and ensure they have every opportunity to succeed. This includes a dedicated International Student Support Coordinator, Learning Advisors and free, confidential access to our Health Centre to help with whatever needs students might have.

Homestay is the best way to experience total immersion English and to learn about New Zealand life and culture. All Homestay hosts are carefully selected for their warm, welcoming attitudes and comfortable homes. Homestay hosts live within 30 minutes walk or travel on public transport to the NorthTec campus.

In order for you to plan for the amount of money required for the duration of your study, we have put together a list (see page 20) of regularly purchased items for you to compare. Remember, your 'daily cost of living' is in addition to our tuition fees.

Studying at NorthTec

Your study experience at NorthTec can offer more than just lessons in a classroom.

NorthTec puts a strong focus on learning-centred and student-centred values. Technology is used in the classroom and throughout the campus to improve and expand student learning.

Approaches to Learning in New Zealand

Learning at the tertiary level in New Zealand may be different to what is expected in your home country. New Zealand puts value on independence in learning. As part of your induction into your NorthTec programme, the Programme Leader and tutors will explain what is expected of you and how to approach your study programme. Teachers at NorthTec can be considered your "partners in learning".



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to an international
mix of people.*

The Role of the Student at NorthTec

Students at NorthTec are expected to take full responsibility for attending classes, keeping up with their studies, doing reading of required materials and completing course requirements.

- Students should attend all classes – each class will build on information required for assessment and project work. If you miss classes you are likely to miss important information required for success in your programme.
- Students are expected to participate in discussions in class and to work in pairs or groups, as directed.
- You are encouraged to ask and answer questions in class. When you are puzzled or unsure about something let your tutor know so they can clarify an idea or suggest further reading on a topic.
- You may be invited to express your own opinion about something in class. There is no “right answer” when you are asked your opinion – this simply gives you an opportunity to express your own ideas.

The Role of the Teacher or Tutor at NorthTec

Tutors are just one of the resources you are expected to learn from. Tutors are not the only source of information – you are expected to research widely and synthesise ideas from a variety of sources, including course readings, wider reading, internet research, class discussion and project work.

Tutors will not always tell you how to complete a project or assignment. They often want you to work out solutions to problems and to apply what you are learning to real life situations and case studies. Some tutors may be happy to read a draft of an assignment before you submit it, but others may not – ask your tutor how to best receive feedback on your ideas, and ensure any request occurs well before the assignment due date.



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Essential Information

Assessment and Examinations

Tertiary-level study in New Zealand usually requires a range of different forms of assessment throughout a programme of study. Some of the forms of assessment you may be required to complete are tests, oral presentations, group projects, reports, literature reviews and final examinations. You will be given information about all assessments and due dates in your first class at the beginning of the semester. If you are unsure about the requirements of a particular assessment task, get this clarified by your tutor – the earlier the better!

Examinations or “exams” towards the end of your study programme are intended to test understanding of concepts and ideas presented during your study, not just facts and figures you have learnt. Students are expected to be able to use information and ideas they have been taught to answer a practical problem or question. An examination question might require you to apply a rule or principle that you have learnt during your study on a course in a practical way.



NorthTec puts a strong focus on learning-centred and student-centred values.

Course Information

HEALTH AND ENVIRONMENT Course Information

HEALTH	LEVEL	DURATION	START	IELTS*	Special Detail and Additional Course Entry Requirements	ANNUAL FEE
Bachelor of Nursing	7	3 years	Feb, July	6.5 (no band less than 6.5)	For additional requirements see Academic Calendar	\$22,700
Bachelor of Applied Social Services	7	3 years	Feb	6.5 (no band less than 6.0)	For additional requirements see Accademic Calendar	\$18,200
Certificate in Registered Nurse Competence	7	9 weeks	Jan, March	7.0 (no band less than 7.0)	Applicants must hold a qualification, NCNZ Letter required	\$8,250
Certificate in Cognitive Behavioural Therapy	7	19 weeks		6.5 (no band less than 6.5)		\$9,100
“Study Abroad – Nursing”	6/7	1 semester	Feb, July	6.5 (no band less than 6.5)	Only available to students from institutes who have a formal Study Abroad Agreement with NorthTec	\$9,300
Diploma in Massage	6	1.5 years	July	6.0	Certificate in Relaxation Massage or equivalent training	\$19,500
Diploma in Sport and Recreation	6	2 years	Feb			\$18,500
Certificate in Sport and Outdoor Recreation	4	40 weeks	Feb			\$18,500
Certificate in Complementary Therapies	3	40 weeks	Feb			\$18,500

ENVIRONMENT	LEVEL	DURATION	START	IELTS*	Special Detail and Additional Course Entry Requirements	ANNUAL FEE
Diploma in Sustainable Rural Development (Horticulture)	5	1 year	Feb, July	6.0	Certificate in Sustainable Rural Development	\$19,000
Diploma in Conservation and Environmental Management	6	2 years	Feb, July	6.5		\$19,000
Certificate in Conservation and Environmental Management	5	1 year	Feb, July	5.5		\$19,000
National Certificate in Horticulture	4	1 year	Feb, July	5.0		\$19,000

* IELTS: International English Language Testing System

Fees are quoted in NZ\$ and include GST. Fees cannot be confirmed for these programmes at the time of print and are an indication only. Fees are payable before the commencement of the programme. Students are responsible for arranging payment of their fees.

Course Information

HOSPITALITY, TOURISM AND TRADES Course Information

HOSPITALITY AND TOURISM	LEVEL	DURATION	START	IELTS*	Special Detail and Additional Course Entry Requirements	ANNUAL FEE
National Diploma in Hospitality (Operational Management – Kitchen) Includes City and Guilds Diploma in Culinary Arts Level 4	5	1 year	Feb, July, Oct	5.5	Applicants require Level 3 Cookery qualification or equivalent and previous work experience in a commercial kitchen for at least 1 year.	\$19,000
National Diploma in Hospitality (Operational Management – Food and Beverage/Front of House)	5	1 year	Feb, July, Oct	5.5	Food and beverage. No Chef training. Operational Management can be taught to students who have less than an IELTS of 5.5 if they first study for IELTS at NorthTec for 3-6 months prior to starting the Diploma.	\$19,000
National Certificate in Hospitality (Professional Cookery)	4	42 weeks	Feb			\$19,000
Certificate in Catering Services	3	1 year	Feb	5.5		\$19,000
Certificate in Travel and Tourism	3	1 year	Feb	5.5		\$17,000

TRADES	LEVEL	DURATION	START	IELTS*	Special Detail and Additional Course Entry Requirements	ANNUAL FEE
Certificate in Automotive Engineering	2	32 weeks	Rolling intake from Feb			\$18,400
National Certificate in Carpentry (Year one)	1	13 weeks	Feb			\$18,400

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ARTS Course Information

ARTS	LEVEL	DURATION	START	IELTS*	Special Detail and Additional Course Entry Requirements	ANNUAL FEE
Bachelor of Applied Arts	7	3 years	Feb, July	6.0 (no band less than 5.5)	Portfolio required	\$19,500
Diploma in Fashion Design	5	2 years	Feb	6.0	Portfolio demonstrating artwork and garments	\$20,700
Diploma in Animation	5	2 years	Feb	6.0	Portfolio demonstrating suitable level of line drawing skill	\$18,600
Diploma in Digital Multimedia Production	5	1 year	Feb	5.0	Portfolio showing basic level of functional computer skills	\$19,000
Certificate in Beauty Therapy	5	1 year	Feb	5.5		\$17,800
Certificate in Applied Arts – Visual Arts	4	1 year	Feb, July	5.5		\$18,200
Certificate in Hairdressing	3	1 year	Feb, July	5.0		\$19,100

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New Zealand is a good place because of its education, environment, and people.

Course Information

BUSINESS AND FOUNDATION STUDIES Course Information

BUSINESS	LEVEL	DURATION	START	IELTS*	Special Detail and Additional Course Entry Requirements	ANNUAL FEE
Graduate Diploma in Business	7	1 year	Feb, July, Oct	6.0 (no band less than 5.5)	3 year Bachelors Degree taught in English at recognised Institute or equivalent	\$17,000
Bachelor of Applied Management (BAM)	7	3 years	Feb, July	6.0 (no band less than 5.5)	NZ Institute of Chartered Accountants (ACA) accredited	\$17,000
New Zealand Diploma in Business (Level 6)	6	2 years	Feb, July	6.0 (no band less than 5.5)		\$17,000
NZIM Diploma in Management	5/6	1 year	Feb, July	6.0		\$17,000
Diploma in Information Systems	5	1 year	Feb	6.0	Computer literacy skills: Generic application software	\$16,500
Legal Executive Programme	5	1 year	Feb	6.0	Must hold a minimum of a 3 year law degree taught in English	\$17,000
Certificate in Computing and Business Administration	4	1 semester	Feb, July	5.5		\$7,000
Certificate in Computing and Business Administration	3	1 semester	Feb, July	5.5		\$7,000

FOUNDATION STUDIES ENGLISH LANGUAGE	LEVEL	DURATION	START	IELTS*	ANNUAL FEE
Certificate in Foundation Studies (Level 3)	3	19 weeks	Feb, July	5.0	\$8,000
Certificate in English as a Foreign Language			Every Monday. IELTS preparation April and August	N/A	\$390 per week Contact the International Office for a discounted group rate

* IELTS: International English Language Testing System

Fees are quoted in NZ\$ and include GST. Fees cannot be confirmed for these programmes at the time of print and are an indication only. Fees are payable before the commencement of the programme. Students are responsible for arranging payment of their fees.

Complaints Process and Refund Policy

NorthTec works hard to ensure students are satisfied and their expectations are met. However if you feel a concern has not been addressed, there is a clear process for you to follow to ensure your complaint will be considered. Support in making a complaint is available from the International Student Support Coordinator or the Student Advisory Service.

Summary Table of Cancellation and Refund Policy for International Students

Reason for wanting a refund	Information student must provide	Timing	Amount of refund
A visa was not granted	An official letter from Immigration New Zealand indicating the rejection of the visa application	At any time	Total tuition fee minus registration fee and bank charges
Extension of visa is not granted	An official letter from Immigration New Zealand indicating the rejection of the visa application	At any time	Total tuition fee minus registration fee and bank charges
NorthTec is unable to proceed with the programme	No documentation required from the student.	The refund is automatic	Total fee paid (However if the student transfers to another institution, the refund will be sent to that institution)
Student no longer wishes to study at NorthTec	A letter from the student outlining the reason for their change of circumstances. NorthTec will advise INZ and request cancellation of student visa.	Two weeks or more before the commencement of the course	Total fee paid less the registration fee, accommodation placement fee, any agency fees and a cancellation fee of 15% of the tuition fee
		After the commencement of the course	No refund
Compassionate reasons (serious illness, etc.)	Documentation supporting application for a refund	At any time	At the discretion of NorthTec

Living in Whangarei

Accommodation Options - Finding the Right Home for You

Homestay Accommodation

Homestay accommodation with local families is the best way to experience total immersion English and to learn about New Zealand life and culture. All homestay families are carefully selected for their warm, welcoming attitudes and comfortable homes. Homestay accommodation includes meals.

NorthTec guarantees:

- New Zealand Police vetting of all homestay families
- Full inspection of all homes
- Pick-up and delivery to homestay family on arrival in Whangarei
- A 24-hour contact number for emergency use
- Ongoing follow up and support for students and families.

Other Accommodation Options

The Student Advisory provides an accommodation guide with listings of flatmate and boarding positions available, and can advise on flatting, hostels, and where to seek accommodation in Whangarei.

Working While You Are a Student

If you wish to work part time while studying in New Zealand, please check your eligibility and the steps you need to take by referring to the student pages on the Immigration New Zealand website www.immigration.govt.nz.

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Study to Work Policy

The Immigration New Zealand Study to Work policy is for students and trainees who have completed certain qualifications in New Zealand, and enables them to gain practical work experience after completing their studies.

Changes to eligibility for Study to Work visas will affect students who commence studying in New Zealand on or after 2 April 2012.

The Study to Work policies are the Graduate Job Search visa and the Graduate Work Experience visa. The Graduate Job Search visa is a one year work visa allowing graduates to work for any employer. The Graduate Work Experience visa is a two year work visa (or three years for applicants that need to meet registration requirements) for applicants with a job offer in an occupation relevant to their qualification. Two, one year qualifications in succession and one year level seven qualifications are eligible for Study to Work visas.

What are Employers Looking For?

It is common for New Zealand employers to want qualifications and experience for senior or more highly skilled positions. The Study to Work policies provide graduates with the opportunity to build on their academic knowledge and develop the experience they need to succeed in a competitive employment market.

Students can begin looking for employment opportunities before they come to the end of their qualification. Some employers take on students over the summer holidays. Graduates can utilise the work experience they gain to move on to skilled employment. An offer of skilled employment can lead to a work permit under Essential Skills policy or permanent residence under the Skilled Migrant Category.

Information above is sourced from Immigration New Zealand Skilled Work and Residence information sheet. Please refer to the Immigration New Zealand website www.immigration.govt.nz for up-to-date information about your rights to work in New Zealand.

NorthTec Careers Service

Finding employment, getting good advice and following New Zealand employment regulations can be confusing when you are new to the country. NorthTec has a dedicated Careers Service to help you on your career pathway, supporting you with goal setting, effective career decision making and up to date labour market information. While we cannot secure a job for you, we can help you get to the interview door, with advice on CVs, job searching, self-marketing and interview skills.

NorthTec Fact File

Everything you need to know

Campuses

NorthTec has campus locations throughout Northland. Most international students will study at our main campus in Raumanga, just a few minutes from central Whangarei.

Facilities

Facilities at Raumanga include student common room, library and computer suite, computer labs, interactive learning centre, performance theatre, bookshop, a cafe, a restaurant, a gymnasium, and plenty of parking.

Interactive Learning

NorthTec prides itself on its modern interactive learning facilities, and creatively uses online and mobile technologies in an e-learning environment. A student portal provides access to student email accounts, e-learning courses and provides personal web space for students.

Staffing

NorthTec's 240 academic staff specialists are committed to professionalism and student success. Staff/student relationships are strong, and students consistently rate staff and teaching highly. Administrative and support staff provide a wide range of student-centred services to ensure a personalised service for students.

Support Services

All students have access to a student advisor, a career pathway advisor, a disabilities coordinator, counselling services, and learning support tutors.



We provide support, information and advice to help students achieve their goals.

Student Health Centre

The Health Centre provides confidential sickness care and advice from our registered nurses, who will refer you to a doctor if required.

Student Mentors

Mentors are experienced students specially trained to help support new students. All long-term international students are introduced to a mentor when they arrive at NorthTec.

Orientation programme

February and July Orientations include a formal Māori Welcome (“Powhiri”), campus orientation, shared lunch, entertainment and opportunities to socialise with other students. All international students also receive a special Orientation day introducing them to the information and services available.

The International Office supports international students to:

- Choose the right NorthTec programme for their background and career goals
- Apply for and renew visas and medical and travel insurance
- Find suitable accommodation
- Settle into life on campus and in New Zealand
- Get confidential advice and appropriate help with any problems or concerns
- Enjoy life at NorthTec and in Whangarei.

Our friendly team understand the particular needs of international students, and we provide support, information and advice to help students achieve their goals.

Cost of Living

~ Budgeting for Life in Whangarei

Once you have paid your tuition fees, Immigration NZ, and travel to New Zealand, you need to be sure you have enough money to live in Whangarei.

A general guideline for living costs is minimum \$1,000 per month, or minimum \$12,000 per year, which will cover your basic living costs if you live in Homestay accommodation.

Estimated Living Costs for Four Weeks (Raumanga Campus, Whangarei)

(These costs are in \$NZD, and are approximate only. Students should do their own research about cost of living in New Zealand to make a realistic personal budget.)

Item	Living in NorthTec-approved Homestay	Sharing a flat/house with three other students
Rent	\$720	\$400
Food	No cost - included	\$400
Electricity/heating	No cost - included	\$50
Water	No cost - included	\$15
Phone (landline)	No cost - included	\$15
Phone (personal cellphone)	\$40	\$40
Internet connection	Not included	\$20
Public transport to and from NorthTec	\$100	\$100
Compulsory insurance (if not prepaid)	\$40	\$40
Textbooks and study materials	\$100	\$100
TOTAL BASIC LIVING COSTS	NZD \$1,000	NZD \$1,180

Additional costs to include in your budget

This table does not include additional personal spending money - students should research the cost of entertainment, presents, personal items, toiletries, Immigration NZ visa renewals, car running costs etc and add these to your personal budget according to your personal situation and expectations.

New Zealand Code of Practice for the Pastoral Care of International Students Code

NorthTec 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 <http://www.minedu.govt.nz/goto/international>.

Immigration

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

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 <http://www.acc.co.nz>.

Medical and Travel Insurance

International students must have appropriate and current medical and travel insurance while studying in New Zealand.

The information contained in this publication indicates offerings currently available. This information is correct at the time of printing but may be subject to change. While all reasonable efforts were made to ensure that the listed courses are offered and regulations are up-to-date, NorthTec reserves the right to change the content or method of presentation, or to withdraw any programme or part thereof, or impose limitations on enrolments should the circumstances arise.

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