



# Student Inbound and Outbound Exchange

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## 1. PURPOSE

There is an important difference between outbound exchange students and inbound exchange or Study Abroad students. This document addresses the policy and procedure for both, students travelling to New Zealand to study at Unitec on an Inbound Exchange programme, and Unitec students travelling abroad to study on an Outbound Exchange programme.

### Inbound Exchange

The Inbound Exchange programme provides opportunity for international students to study for one or two semesters at Unitec. This programme is for students who are currently studying at an internationally recognised Overseas Partner Institution in a similar programme. Study at Unitec is planned as part of their overseas programme of study and, upon successful completion of study here at Unitec, credit can be applied to their academic record in their home institution upon their return.

Government funding is claimed for these students and they are enrolled in courses that belong to an approved Unitec degree programme while they are studying in New Zealand. No fees are charged to Exchange Programme students as the student pays the applicable enrolment fees to their home institution and arranges living cost arrangements also through their home institution i.e. student allowance.

Enrolment uses a separate funding category to ensure EFT government funding is identified for inbound exchange students only. The funding source category of OSEXSTUD is used to ensure the EFTS for enrolment of Inbound Exchange Programme students are included in the government funding (SDR) reporting process.

### Outbound Exchange

The Outbound Exchange programme (known as the Unijet Student Exchange Programme) provides opportunity for Unitec students to study for one or two semesters at an internationally recognised partner institution. Study at the international partner institution is planned as part of the Unitec academic programme of study and upon successful completion of study overseas, cross credits are applied to the Unitec student's academic record upon their return to New Zealand.

Government funding is no longer claimed for these students even though they are enrolled in an approved Unitec degree programme while they are away studying overseas. No fees are paid to the international partner institution. Enrolment uses a separate funding category of NZExchange to ensure these enrolment EFTS are excluded from the government funding (SDR) reporting process.

A unique grade category of ES (Exchange Student) is entered against student enrolment at Unitec to ensure that the student is not disadvantaged or penalised academically. This grade category will not impede a student being considered for Honours status upon completion of their degree at Unitec.

## 2. UNDERLYING PRINCIPLES

### 2.1. Commitment

Unitec is committed to provide an opportunity to all students to study, including students from abroad. This is endorsed by providing students with the experience of studying within their own discipline or programme of study while overseas. The ability to gain real world learning is available while still contributing to their studies at Unitec is complimentary to the student's retention and success.

### 2.2. Access

The Inbound Exchange programmes are available to students who are currently studying full time in a degree level programme at an Overseas Partner Institution. The criteria to study abroad are determined by the overseas institution but it is expected that the students will have a

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high standard of spoken and written English. The Outbound Exchange programme is available to all students who are currently studying in a degree level programme at Unitec.

### **2.3. Equity and Fairness**

Throughout the application process for both Inbound and Outbound Exchange applicants, individuals are counselled by relevant staff members from the programme, the Overseas Partner Institution and the Unitec Study Abroad & Exchange Manager to ensure enrolment into relevant courses are made at suitably scheduled times. Counselling is provided for both academic advisement and in supporting the student and their decision to embark on study abroad. Guidance is given with respect to all student cultural, ethnic origins and their individual personal privacy.

Selection of applicants to participate in the Outbound Exchange programme is based on both the student's current academic progress, level of English and the student's maturity and ability to represent both Unitec and New Zealand and demonstrate that they have the personal attributes and qualities needed to enable them to fully benefit from the opportunity of an international study experience.

### **2.4. Standards**

All Overseas Partner Institutions are renowned providers of tertiary education who are able to provide a rigorous academic programme to all students.

International partners are selected and approved by the government. Programmes are negotiated by Unitec to ensure all participants gain a quality academic course grade in addition to their international study experience.

## **3. POLICY STATEMENT**

### **3.1. General Policy**

To be eligible to participate on the Unitec Inbound Exchange programme, applicants must be full time students in a degree programme at their Overseas Partner Institution and be able to participate in a similar degree programme at Unitec. Medical and travel insurance is compulsory for all International students in accordance with the Ministry of Education's Code of Practice for the Pastoral Care of International Students ([www.minedu.govt.nz](http://www.minedu.govt.nz)). Students are expected to provide an appropriate and current Medical and Travel Insurance certificate to enrol into a Unitec programme.

To be eligible to participate on the Unitec Outbound Exchange Programme, applicants must be studying in a degree level programme at Unitec. The student must also be studying at an appropriate level of study - as determined by the appropriate teaching department - usually in their second year. In addition, the student is expected to have a grade average of B or higher and be able to demonstrate a high standard of spoken and written English.

### **3.2. Eligibility**

#### **Inbound Exchange**

Inbound Exchange students must meet equivalent requirements in their home Overseas Partner Institution for entry to degree programmes and have a good academic record.

Students whose first language is not English must demonstrate their proficiency in English language. Acceptable academic measures include an overall band score of 6.0 in Academic IELTS with no band less than 5.5 or 550 (213) in TOEFL with a TWE score of no less than 5.0 or 60 for Internet Based TOEFL. Where English is the medium of instruction at a student's

home university, this will be accepted as evidence of adequate English language proficiency. Alternatively, English language entry requirements may be met as per agreement with the Overseas Partner Institution.

Inbound Exchanges students are subject to the specific programme regulations under which the Unitec courses they are enrolled in belong to.

Any decision regarding the specific courses in which an Inbound Exchange student can study resides with the appropriate Programme Leader who is responsible for the main programme of study that the course/s belong to.

Applicants would have demonstrated to their home Overseas Partner Institution that they have the personal attributes and qualities that would enable them to fully benefit from the opportunity of an international study experience and that they have the skills, abilities and maturity to positively represent their home institution and country while studying at Unitec in New Zealand.

There is not automatic entry into places offered, and Unitec reserves the right to refuse any applicant to the Inbound Exchange programme.

### **Outbound Exchange**

Student's participation is subject to the specific programme regulations under which the student is currently enrolled in at Unitec. Any decision regarding the year in which a student can study in an exchange programme resides with the Programme Leader of the student's main programme of study.

There is a requirement for a student to have a B grade average but there may be a deviation from this requirement at the discretion of the relevant Programme Leader.

Applicants need to demonstrate that they have the personal attributes and qualities that would enable them to fully benefit from the opportunity of an international exchange study experience. They must also have the skills, abilities and maturity to positively represent Unitec and New Zealand while studying at an international partner institution.

Both Domestic and International students can participate in the Outbound Exchange programme.

There is not automatic entry into places offered, and Unitec reserves the right to refuse any applicant to the programme

## **3.3. Financial Support, Fees and Cost**

### **Inbound Exchange**

Inbound Exchange students must enrol in a full time course of study at Unitec which can be credited back to their degree studies at their home institution. Living cost allowances i.e. Student Allowance is arranged within the student's home country before arrival in New Zealand.

### **Outbound Exchange**

Unitec students must enrol in a full time load of study at the host (overseas) institution.

Simultaneously, Unitec students must enrol in a full time equivalent load at Unitec while they are studying overseas.

Fees for study at Unitec are paid to Unitec before departure to the overseas institution and can be debited against a Student Loan. Eligibility for a full time full year Student Loan and living cost allowance will require full time status.

Students can apply and receive a Student Allowance (if eligible) while studying overseas.

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One of the requirements for eligibility to receive a Student Allowance is the requirement of full time study at Unitec while overseas.

## **4. PROCESS**

### **4.1. Process for Inbound Student Exchange**

- a) After an application is received by the Study Abroad & Exchange Manager, an informed decision regarding course selection is made from the information supplied by the student, their academic record and consultation with the Study Abroad & Exchange Manager and the relevant Programme Leader/s.
- b) The Study Abroad & Exchange Manager will then liaise with the relevant teaching department/s to check the eligibility of enrolment into specific courses and timetable availability with relevant administrative staff. All applicants are advised of the outcome in writing with an offer of place listing the courses.
- c) The Department will approve and process a full time enrolment under the programme of COP and using the funding source of 'OSEXSTUD'.
- d) Timetables with venues are issued to Inbound Exchange students during the Orientation process. A session is held during the pre-semester period specifically for Inbound Exchange students studying across more than one teaching department or discipline.
- e) Upon completion of study at Unitec the graded result will be entered into the Student Administration System by the relevant teaching department.
- f) All grades are approved by the relevant Programme Committee.
- g) The Study Abroad & Exchange Manager will send a copy of the Notification of Course Results directly to the International Office of the respective overseas partner institution.

### **4.2. Process for Outbound Student Exchange**

- a) All applicants complete a Unijet Pre Application form (see Appendix 1 OB 001).
- b) The student makes an informed decision on where they could study utilising the Unijet website.
- c) Students are also advised about their eligibility to apply for a Unijet Scholarship which is administered by the International Exchange staff.
- d) The Outbound Exchange Coordinator checks the eligibility of all candidates and invites those that meet the criteria to complete the Unitec Application form for Outbound Exchange & Exchange Referee forms – Academic & Personal (see Appendix 2 OB 002). Students must provide two referees; at least one of these must be an academic staff member who has taught the student.
- e) Where candidates meet the criteria, the Outbound Exchange Coordinator will contact the relevant Head of Department and discuss whether the applicant is a suitable candidate for the Outbound Exchange programme. Suitable applicants will then be invited to attend an interview with the Outbound Exchange Coordinator and the Study Abroad & Exchange Manager. All applicants are advised of the outcome in writing. At this time the student is given the Terms and Conditions form for perusal. The student signs upon acceptance of the outlined responsibilities (see Appendix 3 OB 003).
- f) Once the student has been approved by Unitec to participate in the Outbound Exchange Programme, the applicant will need to apply to the Unitec Partner Organisation. This application is made through the Outbound Exchange Co-ordinator for admission as an Exchange student into the overseas partner organisation's programme.
- g) At this point they are also given a Unitec Student Exchange Checklist for the Applicant form to assist them in completing the process (see Appendix 4 OB 004).
- h) The Outbound Student Coordinator completes a Unitec Student Exchange Checklist for Coordinator form (see Appendix 5 OB 005)

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- i) On acceptance into the Overseas Partner Organisation's programme; the applicant and the relevant Head of Department will negotiate, discuss and complete a Transfer of Credits form prior to participating on the Exchange programme (see Appendix 6 OB 006).
  - j) The intention to study at the host institution will be endorsed by the relevant Programme Leader at Unitec and must comply with the respective Unitec programme regulations.
  - k) The Outbound Exchange Coordinator will email the relevant Programme Administrator to confirm that the Unitec Department is aware of the student's plans to study overseas and that the Department has noted this information against the student's academic record and checked that the student's enrolment record reflects their participation in the Outbound Exchange programme.
  - l) The relevant teaching department will approve and process a full time enrolment at Unitec using the funding source of 'NZExchange'.
  - m) If the student is paying for Unitec enrolment with a Student Loan or applying for a Student Allowance, an Overseas Study Application form will need to be completed for Studylink. This form can be downloaded from Studylink ([www.studylink.govt.nz](http://www.studylink.govt.nz))
  - n) Unitec students are expected to return to Unitec in the semester immediately following the end of the Outbound Exchange programme agreement. Should the student wish to apply for a second semester this is in consultation with the relevant Programme Leader, Unijet Exchange Office and the partner institution. Upon departure overseas the student will be given a Departure Booklet. (See Appendix 8 OB 007).
  - o) The student is required to complete a Unijet Scholarship Agreement Form (see Appendix 8 OB 008).
  - p) Upon return to Unitec, the student will need to apply for cross credits following the Unitec process to be submitted to the relevant Programme Committee for approval.
  - q) The Unitec Student Administration system is updated with ES grades to indicate that the courses at Unitec were not attended due to participation by the student in an Outbound Exchange programme with an overseas partner organisation.

## 5. DOCUMENTATION OF OUTCOMES

### Inbound Exchange

All students will receive an official Unitec result notice notifying them of a graded result for the relevant Unitec course/s.

### Outbound Exchange

- a) Upon their return to Unitec, all Outbound Exchange students must provide a written essay and complete an Overseas Study Evaluation Form on their Student Exchange experience to be given to the Student Exchange Office (see Appendix 9).
- b) Students must provide their academic course grade/results and the applicable course prescriptions of completed studies to the appropriate Unitec Programme Leader for credit recognition. The formal cross credit process will apply for all overseas study. If the completed courses studied overseas do not directly match any Unitec courses for credit recognition purposes, within the students main Unitec Programme of study, unspecified credits at the appropriate level can be considered.
- c) All credits and grades are approved by the relevant Programme Committee.
- d) It is the student's responsibility to apply for cross credits upon their return to Unitec. The student is reminded of this requirement before departure overseas by the Outbound Exchange Co-ordinator.
- e) All students receive an official Unitec result notice notifying them of the ES grade entered into Gradebook for the enrolled courses at Unitec that were not studied.

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- f) Once the student has completed their overseas study experience, they will be involved in promoting and marketing the Outbound Exchange programme to other prospective students as per the requirements of their acceptance of the Terms and Conditions Form and their Unijet Scholarship Agreement. This may include such things as giving presentations on campus, accompanying Institute Relations staff whilst visiting departments, and assisting in the Student Exchange office.

## 6. REFERENCES

### Outbound

- 1) OB 001 Unijet Pre Application Form (This form can be found through the following path H:\\_Student Admin\408 Categories of Student\Exchange Students\Outbound)
- 2) OB 002 Unijet Application form for Unijet Student Exchange Programme & Exchange Referee forms – Academic & Personal (This form can be found through the following path H:\\_Student Admin\408 Categories of Student\Exchange Students\Outbound)
- 3) OB003 Unijet Student Exchange Programme Terms and Conditions form
- 4) OB 004 Unijet Student Exchange Checklist for Applicant (This form can be found through the following H:\\_Student Admin\408 Categories of Student\Exchange Students\Outbound)
- 5) OB 005 Unijet Student Exchange Checklist for Coordinator (This form can be found through the following H:\\_Student Admin\408 Categories of Student\Exchange Students\Outbound)
- 6) OB 006 Course Approval form(This form can be found through the following H:\\_Student Admin\408 Categories of Student\Exchange Students\Outbound)
- 7) OB 007 Application Departure Information form (This form can be found through the following H:\\_Student Admin\408 Categories of Student\Exchange Students\Outbound)
- 8) OB 008 Overseas Study Evaluation form (This form can be found through the following H:\\_Student Admin\408 Categories of Student\Exchange Students\Outbound)
- 9) OB 009 Summary of Outbound Student Enrolment (This form can be found through the following H: \_Student Admin\408 Categories of Student\Exchange Students\Outbound)

## 7. AUTHORITY

The Academic Board is the approval body for the Student Inbound and Outbound Exchange Policy, and policy ownership lies with Unitec International.

## DOCUMENT DETAILS

<b>Version:</b>	2	<b>Issue date this version:</b>	23 April 2015
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## AMENDMENT HISTORY

Version	Issue Date	Reason for Revision	Approved by
2	23 April 2015	Formal Review. Combined the policies for outbound exchange and inbound exchange into one broad policy for student exchange.	Academic Board