



Procedure for Supporting International Students under 18 years

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1. PURPOSE

The purpose of this procedure is to ensure:

- 1) The wellbeing of students studying in the Certificate of Intensive English and under the age of 18 years is maintained throughout the entire duration of their study; and
- 2) Unitec complies with requirements outlined in the [Code of Practice for the Pastoral Care of International Students](#).

2. DEFINITIONS

Unitec Int'l	means Unitec International who are responsible for original offers of place, confirmation of acceptance, payment, etc.
AHS	means Auckland Homestay Services Ltd. with whom we have a Service of Contract
CIC	means Certificate in Intensive English

3. PROCEDURE

The following outlines the activities that will undertaken by Unitec to ensure the safety and wellbeing of students under 18 years.

3.1. During Application Stage

What	By Who
Contact details of parents and local guardians (if any) obtained	Unitec Int'l
Information on accommodation arrangements obtained	AHS & Unitec Int'l
If the accommodation is not with AHS, then an indemnity form must be signed by the parents stating that the student has permission to live in an alternative home / flat	Unitec Int'l

3.2. During Programme

What	By Who
Students identified after programme commencement and lists distributed to Programme Leaders and Curriculum Leaders by Week 2 of each term	Student Advisors – CIC
Obtain the following information: a) Contact details of parents and local guardians (if any) from Unitec Int'l	Student Advisors – CIC

b) Information on accommodation arrangements from Unitec Int'l / AHS	
Weeks 3 – 4 of each term: Meetings with students held to ensure their well-being	Student Advisors - CIC / Programme Leader
Check on students' welfare and progress through data collection. Week 5 of each term: Assessment results, Weeks 6 or 7 of each term: Personal Interview.	Programme Leader / Curriculum Leader

3.3. Communication with Parents

What	By Who
Parents contacted once a term or more often if necessary a) Introduction letter mailed/sent to parents after students join programme (Refer Appendix A); and b) Results mailed/sent to parents after each term ends	Student Advisors – CIC
In the case of any serious concerns re issues above, attendance and/or progress, the Student Advisors - CIC will make direct contact with the parents by telephone	Student Advisors – CIC
If a student under 18 is distressed, or in the view of the Student Advisors - CIC, needs mediation between Unitec and the parents, Student Advisors will telephone the parents to advise them.	Student Advisors – CIC

3.4. Accommodation

What	By Who
All students under 18 years old if not living with parents, or with a family approved by parents, will be placed in AHS homes as per the requirements outlined in the Code of Practice. AHS will closely monitor all homestay arrangements.	AHS & Unitec Int'l
Students who do not wish to be in an AHS homestay must be in an accommodation approved by Unitec and visited by AHS. For further information refer to Appendix B.	AHS & Unitec Int'l
Week 2: Note those students not in AHS homes, plan and ensure at least one home visit per term to ensure safety and happiness of student and ensure homestay parents/ approved guardians are aware of their obligations under the Code of Practice	AHS
Students reminded of need for permission to change	AHS & Student

accommodation arrangements	Advisors – CIC
Weeks 7 – 8: Change of Address forms circulated for all students once per term	Student Advisors – CIC / Programme Leader

APPENDIX A. INTRODUCTION LETTER TO PARENTS

Dear Parents of (student name)

We, at the Department of Language Studies, Unitec Institute of Technology, wish to welcome your family and to explain the special care we give to all our students, especially those who are still young.

While students are under 18, we take extra care about their home and school life, including personal safety, health and happiness. We see these students regularly, check they are in approved homestays, and are attending school and progressing well.

Below are the contact details of our staff of Student Advisors. Please contact any of us if you have concerns about your child. We are here to help you.

Name	Phone	e-mail address
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We will send you your child's class results after each term. We will also contact you if we are worried about your child.

Please contact us by phone, fax or email to let us know your contact details. Do not hesitate to ask for help if you wish to.

We hope you and your child will be very satisfied with our care at Unitec.

Yours sincerely

Programme Leader

APPENDIX B. NOTES SUMMARISED FROM THE CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS RELATING TO THE ACCOMMODATION OF STUDENTS UNDER 18

Students under the age of 18 years:

- a) Are not permitted to go flatting
- b) Must be in an approved form of accommodation i.e. arranged by Unitec New Zealand (or agents contracted by Unitec) or if elsewhere then it must be with the written permission of their parents and must be visited by Unitec staff on a regular basis
- c) Must not stay overnight anywhere other than with their homestay family unless written information with address and telephone number is given to the homestay family
- d) Must be home by 1.00am
- e) Must give details of any holiday plans to their own country to Unitec (or agent)
- f) Must notify Unitec of any illness that will require them to spend more than 3 days at home *

* The Certificate in Intensive English Programme requires a NZ registered doctor's certificate for sickness absenteeism of three days or more.

For further information on accommodation requirements under the Code of Practice, refer to Unitec's [Accommodation for International Students Policy](#)

REFERENCE DOCUMENTS

- [1] [Code of Practice for the Pastoral Care of International Students](#)
- [2] [Accommodation for International Students Policy](#)

DOCUMENT DETAILS

Version:	1.1
Document Owner:	Student Advisors - Department of Language Studies
Document Sponsor	Director, International
Approved By:	Director, International
Date Approved:	3 November 2011
Date of Issue:	4 November 2011
Date of Next Review:	November 2013

AMENDMENT HISTORY

Version	Issue Date	Created/Changed by	Reason for Revision
1	Unknown	Dept of Language Studies	First edition of document
1.1	4 /11/2011	Dept of Language Studies	Reviewed and updated as required. Inserted into new Unitec procedure template