
To	Poari Mātauranga/Academic Board	From	Daniel Achonwa: International Relationship Coordinator
Title	Student Inbound and outbound Exchange Procedure Updates	Date	11/12/2019

Recommendation/s

That Poari Mātauranga/Academic Board approve the changes to this procedure as outlined:

- Transferring existing Policy document to new Procedure document
- removal of duplicated information
- updated English Language requirements change of credit transfer process from student initiated to TKK initiated
- removal of ES grades after 12 months from the end of course
- change in process to allow Te Korowai Kahurangi to initiate the change in grade from ES to Pass or DNC

Purpose

To ensure this Procedure contains relevant information according to NZQA legislation and Unitec processes.

Background

This procedure was last reviewed in 2015, and since then there have been changes in both legislation and Unitec process, necessitating a thorough review and update of this procedure.

The changes are:

- Evidence of English language proficiency would not be required from students sent to Unitec from Unitec's from MOE approved overseas partner institutions
 - English language proficiency requirement will *only* apply to international exchange students (*free-movers*) that are from overseas institutions that are not Unitec approved partners.
 - International Baccalaureate and Cambridge International A level qualifications may be accepted as evidence of English language proficiency when the student was taught and assessed in English
- 1) When an outbound exchange student goes overseas to study, they are allocated an ES placeholder grade in PeopleSoft. Currently it is up to the returning student to apply for a change of grade when they receive their overseas transcript. This process

is often not completed by the student and results in no final grade for the student. Furthermore, Unitec is unable to report ES grades to TEC as part of our SDR reporting obligations. The change to this procedure now ensures that the ES grades are amended to either CR (credit transfer) or DNC within 12 months of the end of the course to comply with the TEC reporting requirements.

- 2) Unitec has new Policy and Procedure templates published on the Nest and as part of this review, this Procedure has been updated to the new template.

The following groups were consulted as part of this review:

Te Korowai Kahurangi
International Success
Operations Enrolment Processing

Next Steps

If approved, this document will be uploaded to the Nest, and communication will go out to HoS, International and Academic Programme Managers alerting them to the change.

Attachments

Student Inbound and Outbound Exchange Procedure

Contributors

Trude Cameron – Operations Manager – Schools, Office of the Chief Executive
Ben McNally – International Relationship Manager, Marketing
Daniel Achonwa – International Relationship Coordinator, Marketing
Tracy Chapman – Director, International Success
David Glover – Executive Director - Partnerships & Student Recruitment
Vivienne Merito – Marketing & Student Attraction
Simon Tries – Manager, Te Korowai Kahurangi
Steve Marshall – Lead, Quality Partnering - Te Korowai Kahurangi
Rakesh Patel – Business Analyst, Commercial Services
Hiroko Hodge – Academic Quality and Capability Partner, Te Korowai Kahurangi