



STUDENT INBOUND, OUTBOUND EXCHANGE AND STUDY ABROAD PROCEDURE

1. PURPOSE

Unitec is committed to provide an overseas study abroad/exchange opportunity to all students, including International students. This opportunity provides students with the experience of studying within their own discipline or programme of study while overseas, and allows students to gain real world learning, while still contributing to their studies at Unitec. Study Abroad supports student retention and success.

For the purposes of this Procedure the following definitions shall apply:

Inbound Exchange – an International student coming to Unitec from a partner institution overseas for 1-2 semesters. Students must be studying full time at a minimum of level 5. The course they enrol in at Unitec must be full time and 45 credits or above.

Outbound Exchange – a full time, fee paying Unitec student (Domestic or International) travelling overseas to a partner institution to study for 1-2 semesters.

Study Abroad – an incoming International student from an overseas partner institution, over and above the agreed quota in the partner contract of agreement. These students pay a standard fee for study as set annually.

Free Mover – an incoming student from a non partner overseas institution, for 1-2 semesters, and paying an international fee to study.

2. SCOPE

This procedure outlines the criteria for eligibility and the processes required for students as part of the Inbound Exchange, Outbound Exchange and Study Abroad opportunities at Unitec.

3. ELIGIBILITY AND PROCEDURES

3.1 Inbound Exchange

3.1.1 Overview

This programme is for students who are currently studying at an internationally recognised Overseas Partner Institution, as recorded in the Unitec 'Institutional Partnerships' register, 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 programme while they are studying in New Zealand. No tuition or enrolment fees are charged to Exchange Programme students as the student pays the applicable enrolment fees to their home institution and makes arrangements for their living cost through their home institution e.g. student allowance. However, Exchange students may still be required to pay Unitec for Insurance during their studies with us, unless these students have an acceptable alternative insurance provider.

Enrolment uses a separate funding source to ensure 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.

3.1.2 Eligibility

The Inbound Exchange programme is available to students who are currently studying full time in a degree level programme at an Overseas Partner Institution. The Overseas Institution determines the criteria for Inbound Exchange students. However, students coming to Unitec will still need to meet Academic entry requirements, and Unitec's programme regulations. Rule 18 of the NZQA Programme Approval and Accreditation Rules 2018 will only apply if a student is applying from an institution that is not one of our Overseas Approved Partners.

Medical and travel insurance is compulsory for all Inbound Exchange students in accordance with the intent of the Education (Pastoral Care of International Students) Code of Practice 2016 - <http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>. Students are expected to provide an appropriate and current Medical and Travel Insurance certificate to enrol into a Unitec programme.

Inbound Exchange students must have a good academic record (around B average). 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.

As per NZQA, rule 18 would not apply to students sent to us by our (MOE) approved partners. Such students are classed as domestic students and would not be required to provide English language test results. However, to ensure the students success, we would require the sending institution to issue a cover letter confirming or advising us of the students proficiency in English language.

International students who are not coming from one of Unitec's MOE approved partners (free-movers), and who wish to study at Unitec must provide satisfactory evidence of their English proficiency as per NZQA's rule 18.

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

There is no automatic entry into places offered, and Unitec reserves the right to refuse any applicant into the Inbound Exchange programme.

3.1.3 Enrolment and allowances

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.

Unitec will accept academic documents (transcripts and cover letters for inbound Exchange students) sent directly from the overseas Study Abroad approved partner institution, provided Unitec is in possession of a current signed partnership agreement.

3.1.4 Completion of Study

All students will receive an official Unitec transcript notifying them of a graded result for the relevant Unitec course(s).

3.2 Outbound Exchange

3.2.1 Overview

The Outbound Exchange programme (known as the Unitec Study Abroad and Exchange Programme) provides the 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 unable to be claimed for these students even though they are enrolled in an approved Unitec degree programme while they are away studying overseas. No tuition fees are paid to the international partner institution. Enrolment uses a separate funding category of NZ Outbound exchange 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 for a period of 12 months, 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. If a transcript is not provided by the student within 12 months of end of course date (from the overseas institution), a DNC grade will be recorded.

3.2.2 Eligibility

The Outbound Exchange programme is available to all students (subject to meeting certain criteria) who are currently studying an undergraduate (and in some cases postgraduate) degree level programme at Unitec. Students must be in their second, third or fourth year and maintain a B average, along with meeting the Academic and English entry criteria as stipulated by the Overseas Partner Institution. There may however be a deviation from this requirement (for B average) at the discretion of the relevant Academic Programme Manager at Unitec. Students must also obtain written approval from their Academic Programme Manager to endorse their outbound exchange semester and be able to meet Unitec's programme regulations upon their return to Unitec.

Any decision regarding the year in which a student can study in an exchange programme (at our overseas partner institution, including non-partners) resides with the Academic Programme Manager of the student's academic programme of study.

Based on an assessment by the Academic Programme Manager and Study Abroad and Exchange Manager, 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, and maturity to positively represent Unitec and New Zealand while studying at an Overseas Partner Institution.

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

There is no automatic entry into places offered, and Unitec reserves the right to refuse any applicant to the programme.

3.2.3 Enrolment and Allowances

Unitec students must be enrolled in a full time load of study at the host (overseas) institution and at the same time be enrolled in a full time equivalent load of study 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. One of the requirements for eligibility to receive a Student Allowance is the requirement of full time study at Unitec while overseas.

The application process is outlined below:

- 1) The student makes an informed decision on where they could study utilising the list of Unitec's Exchange Partners listed on the Outbound Study Abroad and Exchange webpage, and through discussions with their Academic Programme Manager and the International Relationship Management team.
- 2) All applicants contact the International Relationships team for a meeting to discuss their participation and requirements for eligibility.
- 3) The International Relationship team checks the student's grades in PeopleSoft to ensure they meet the required B grade average, and contacts the relevant Academic Programme Manager or Academic Programme Manager to check the student's suitability and obtain their approval. Students are advised of the outcome in writing.

- 4) If the student is eligible, they are asked to complete an outbound exchange learning agreement listing the courses to be taken at the overseas institution and the Unitec courses to be enrolled into for cross crediting upon return and successful completion.
- 5) The intention to study at the Overseas Partner Institution will be endorsed by the relevant Academic Programme Manager at Unitec and must comply with the respective Unitec programme regulations.
- 6) Once the student has been approved to participate in the Outbound Exchange Programme, the International Relationship team will submit their nomination to the relevant Overseas Partner Institution.
- 7) The Overseas Partner Institution will contact the student directly to complete their Application.
 - a. The applicant is required to negotiate, discuss and complete an Outbound Learning Agreement with their relevant Academic Programme Manager as approval of course enrolment and ability to transfer credits upon their return.
 - b. Applicants must send the signed Outbound Learning Agreement to the International Relationships team for filing prior to completing the Overseas Partner Institutions Application for approval of courses.
- 8) The relevant teaching department will approve and process a full time enrolment at Unitec using the funding source of 'NZ Outbound Exchange'.
- 9) The International Relationship team will email the relevant Academic Administrator- Quality, to confirm the student's plans to study overseas and ensure the student's academic record and enrolment record reflects their participation in the Outbound Exchange programme.
- 10) Student will participate in a pre-departure session run by the International Relationship management team prior to the overseas semester.
- 11) Upon completion of the overseas semester, the outbound student must receive the academic record of grades from their overseas institution and provide this to the International Relationship Management team. This will then be passed through to the Academic Administrator - Quality to put forward to the relevant PAQC for approval of Cross Credits, or DNC to be applied to the students Unitec enrolment.
- 12) 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)

3.2.4 Completion of Study

Should a student be unable to complete their approved overseas course of study for any reason, they might be able to enrol in an alternative course of study. In this instance, the student must contact Unitec's Study Abroad and Exchange Manager to discuss options, gain approval and to enable a change of enrolment to occur at Unitec.

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 Academic Programme Manager, contact Unitec's Study Abroad and Exchange Manager and the Overseas Partner Institution. Upon departure overseas the student will be given a Departure Booklet. (See Appendix 8 OB 007).

Unitecs' process for applying cross credits for overseas study is as follows:

1. Our Partner Institutions provides the Academic Transcripts to Unitecs' student. It is the student's responsibility to provide this transcript to Unitec's International department upon their return to New Zealand.
2. The International relationship team will provide copies of a student's Academic transcript and the applicable course descriptors of completed studies to the appropriate Unitec Academic Programme Manager and Academic Administrator – Quality, for credit recognition. The credit transfer process will apply for all overseas study. Students are to be reminded of the need for a transcript to be provided to Unitec before a credit transfer can take place, prior to departure overseas.
3. An ES grade will be used as a placeholder grade for up to 12 months from the end of course date. All students receive an official Unitec result notice notifying them of the ES grade.
4. Upon receipt of the student transcript from the overseas institution, a final grade of CR or DNC awarded for the enrolled course at Unitec that were not studied, based on their achievement in the course undertaken as part of the exchange.
5. The Unitec Student Administration system is updated with a CR grade if the course completed overseas are equivalent to the course the student is enrolled in at Unitec.
6. Where the course completed overseas do not match the course the student is enrolled in at Unitec (due to unforeseen changes), unspecified credits may be considered if permissible by programme regulations and aligned with the graduate profile outcomes.
7. Where the course does not match and unspecified credits are not available, students will have to complete additional credits to meet the required credits for the qualification.
8. Where the course does not match and/or where there is no application for Credit Transfer received, or a transcript is not provided within 12 months of end of course date, a DNC grade must be recorded.
9. Any change of grades (from ES to CR or DNC) must be approved by the relevant PAQC.

3.3 Study Abroad

3.3.1 Overview

A Study Abroad student refers to an incoming International student from an overseas partner institution, over and above the agreed quota in the contract of agreement. These students pay an international fee for study as set annually. Students who wish to study with us for 1 – 2 semester, who are not currently studying at one of our overseas partner institutions are referred to as a “free-movers”.

The difference between an Inbound Exchange student and Study Abroad student is that the Study Abroad student is a fee paying student. They pay Unitec a tuition fee that is stipulated by Unitec and which is reviewed annually.

3.3.2 Eligibility

International students (free-movers) that are not from a recognised Overseas Partner Institution can also study at Unitec for up to two semesters as part of a gap year. Each student is required to meet Unitec's programme regulations, including the English language requirement.

3.3.3 Enrolment and Allowances

The Overseas Partner Institution must submit a nomination for a student(s) they would like to send to enrol at Unitec for one or two exchange semesters. The International Relationships team will review the number of placements stated in the Agreement, and the number of students already received for that academic year period. The International Relationships team will then advise if there are sufficient placements available, alternatively, the student could be offered a placement to apply as a Study Abroad fee-paying student.

Approved nominations will be recorded into SharePoint Master Study Abroad & Exchange spreadsheet, allocated to either: Exchange (COP/MARCP) or Study Abroad (SACP7).

Students apply via the Enrolment Portal by selecting 'Certificate of Proficiency' from the programme study choice, and select 'Partnership Study Abroad and Exchange Student'. Students are also required to complete an Academic Learning Agreement which outlines the courses they will enrol in at Unitec, and which is also signed by the Overseas Partner Institution to ensure alignment to the student's home degree for cross credit purposes upon their return.

Enrolment process

- i. International Student Advisors review the Master Study Abroad & Exchange spreadsheet to check if the student is allocated to Exchange or Study Abroad. If they are coming as Study Abroad, the Student Advisor needs to create a new application in the Enrolment Portal under the programme code SACP7 to ensure correct fees are charged.
- ii. Assessment for each course listed on their Learning Agreement.
- iii. Exchange student's (COP/MARCP) fees need to be waived by updating their residency in PeopleSoft by selecting EXEMPT from Tuition box list and French/Ger PG/ from Tuition Exchange Students Residency Exception box. The student attribute page is also updated with the relevant categorisation of the student.
- iv. All applicants are advised of the outcome in writing with an offer of place.
- v. Unitec will accept academic documents sent directly from the overseas Study Abroad approved partner institution without notarisation, provided Unitec is in possession of a current signed partnership agreement. Free-movers would be required to notarize their academic documents.

- vi. Enrolment is processed and timetables with class schedules are issued to Inbound Exchange/Study Abroad students prior to arriving for the International Welcome Day. A session is held during the pre-semester period specifically for Inbound Exchange/Study Abroad students to advise their home Institution of their safe arrival, introduce them to their peers, provide information on Unitec's process for approving any variation to their enrolment, attendance requirements and to go through any questions.

3.3.5 Exchange Balance

Process for accepting students as exchange or study abroad:

The nature of our partnerships is broadly 3 folds:

1. Study abroad and Exchange partnership (inbound and outbound)
2. Study abroad partnership (inbound and outbound)
3. Exchange partnership (inbound and outbound)

Depending on the nature of the partnership agreement with our partner, a clause is inserted in the agreement (typically under Schedule 4) indicating an acceptable number of inbound and outbound students each year of the agreement. These agreements are usually for a 3 to 5 year period.

1. For *study abroad and exchange partnerships*, the number of exchange places for each year will be mentioned in the partnership agreement and are usually *subject to reciprocity*. Exchange places noted in the agreement are subject to reciprocity. When the exchange balance exceeds one place in either direction, any additional places will be fee paying Study Abroad students until such time as there are Exchange Places again.
2. For *study abroad partnerships*, the agreement is based on a fee-paying agreement in which inbound and outbound *students pay fees to the host institution*. There is usually no limitation as to the number of inbound or outbound students for each year of the agreement.
3. For *exchange partnerships*, the agreement is strictly for exchange of students, inbound and outbound students *do not pay fees* to the host institution and there is usually no provision for fee paying (study abroad) students. The exchange balances are calculated from the start of each academic year and exchange spot(s) that has not been used will be eliminated and a new count will begin each academic year.

3.3.4 Completion of Study

Upon successful completion of study at Unitec, the student's graded results will be entered into the Student Administration System by the relevant academic department.

All grades are approved and moderated by the relevant PAQC.

The International Relationships team will send a copy of the transcript directly to the International Office at the respective Overseas Partner Institution.

4. GENERAL INFORMATION

If any student is under 18 years of age, and will be participating in either Inbound/Outbound or a Study Abroad programme, then the Unitec Study Abroad and Exchange Manager will need to be made aware of this not only within the application form but by the partner institution in writing. As per the Education (Pastoral Care of International Students) Code of Practice 2016, there are certain obligations that Unitec will need to adhere to regarding duty of care.

Throughout the application process for both Inbound/Study Abroad and Outbound Exchange applicants, individuals are given advice from the relevant and the Academic Programme manager, relevant staff members in the International Relationships team, their Overseas Partner Institution and the Unitec International Student Advisor 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 by the Academic Programme Manager and Unitec's Study Abroad and Exchange Manager

All Overseas Partner Institutions are able to provide a rigorous academic programme to students.

Overseas Partner Institutions are selected and recommended by the International Relationships team to ensure alignment to strategic priorities, and submitted through a business case to the Executive Leadership Team (ELT) for approval. Once approved by the ELT, the Agreement with the Overseas Partner Institution is sent to the Ministry of Education for final approval.

5. AUTHORITY

The Academic Board is the approving body for the Student Inbound, Outbound Exchange and Study Abroad Procedures and Procedure. Responsibility for implementation lies with Unitec International Relationships team.

6. RESPONSIBILITIES

Role	Responsibilities
Unitec Student	<ul style="list-style-type: none"> Review the list of Unitec's overseas partners and courses, and select papers that align with their Unitec enrolment. Confirm that the papers selected at the host institution will be cross credited upon return to Unitec by getting outbound learning agreement signed by the relevant Academic Programme Manager Apply to host institution and meet all entry requirements. Arrange own visa, travel and accommodation. Complete all registration and module enrolment at your host university. Ensure any changes to classes are approved by the relevant Unitec Academic Programme Manager Ensure that enrolment at Unitec is complete. Be aware of and abide by local customs and laws. Represent Unitec in an appropriate manner. Provide academic record of grades from overseas institution upon returning to Unitec.
Overseas institution	<ul style="list-style-type: none"> Accept or decline nominations for Unitec students. Provide students with information around the application procedure to their institution. Assess Unitec student's application against the entry criteria at their institution and provide student an offer of place (if applicable). Provide Unitec student with information relating to studies and life at their institution and country (including Accommodation, facilities, etc). Enrol the Unitec outbound student into agreed courses. Deliver the necessary courses to Unitec outbound students. Maintain academic record and provide this to the student once the semester has finished. Provide an acceptable level of pastoral care to Unitec's students. Nominate academically sound and well-rounded students to study at Unitec as exchange students.
Unitec International Relationship Team	<ul style="list-style-type: none"> Promote Unitec's study abroad opportunities to Unitec students. Provide support to Unitec students who have shown interest in studying overseas. Nominate students to partner institution.

	<ul style="list-style-type: none"> • Keep track of both Unitec inbound and outbound students and ensure that students have a seamless on-boarding experience. • Ensure that outbound students provide their academic record of grades to Te Korowai Kahurangi Academic Administrators – Quality. • Accept or decline nominations for inbound students. • Provide students with information around the application procedure at Unitec. • Assess inbound student's application against the entry criteria at Unitec and provide student an offer of place (if applicable). • Provide student information relating to studies and life at Unitec (Accommodation, facilities etc). • Partner with International student support advisors to Provide pastoral care as required by the Education (Pastoral care of international students) Code of Practice • Send inbound students record of grades to student and their home institution.
Te Korowai Kahurangi – Academic Administrator - Quality	<ul style="list-style-type: none"> • ES Grade entry • Receive international transcripts • Ensure a change of grade request is submitted to the relevant PAQC • Receive confirmation of change of grade from PAQC • Credit transfer process • PAQC approval of credit transfer • PAQC approval of change of grade • Notify PAQC of outstanding ES grades
International Student support advisors	<ul style="list-style-type: none"> • Provide pastoral care as required by the Education (Pastoral care of international students) Code of Practice

7. DEFINITIONS

Term	Means
APM	Academic Programme Manager
TKK	Te Korowai Kahurangi
PAQC	Programme Academic Quality Committee
COP	Certificate of Proficiency
ELT	Executive Leadership Team
MOE	Ministry of Education
NZQA	New Zealand Qualifications Authority
NZQF	New Zealand Qualifications Framework
ES, CR, DNC	Grading terminology used for Unitec exchange students ES – exchange student CR – credit recognition DNC – did not complete
SDR	Single Data Return – Tertiary Education Commission funding process

8. REFERENCE DOCUMENTS

- 1) Master Study Abroad & Exchange spreadsheet (This can be found through the following: <https://unitecnz.sharepoint.com/:x:/s/InstitutionalPartnerships/ES5oiJ1n0b9Pif3IfnIWf4QBfrY2QXqarbOI7gQSHUzVCA?e=LJYmLi>).
- 2) OB001 Outbound Academic Learning Agreement form (This form can be found through the following https://unitecnz.sharepoint.com/:b:/s/InstitutionalPartnerships/EbSTTXwmI9NFg0IjQn29_eUBXxEAw9LGrVJpz3tGDbyqHA?e=L8XCyk).
- 3) OB002 Inbound Academic Learning Agreement form (This form can be found through the following: <https://unitecnz.sharepoint.com/:b:/s/InstitutionalPartnerships/ERMjLG6o4rhKoJOVKVnRaR8BITOjCAjZQbpEvrN6A08gdQ?e=sxfw5n>).
- 4) OB003 Student Exchange Programme Terms and Conditions form (This form can be found through the following: N:\International\Markets and Relationships\Study Abroad & Exchange\ forms) -
- 5) OB 004 Student Exchange Checklist for Applicant (This form can be found through the following N:\International\Markets and Relationships\Study Abroad & Exchange\ (Outbound)\ forms)

- 6) OB 005 Student Exchange Checklist for Unitec (This form can be found through the following N:\International\Markets and Relationships\Study Abroad & Exchange\ forms)
- 7) AC2.1 Assessment and Grading Procedures and Regulations:
<https://thenest.unitec.ac.nz/TheNestWP/wp-content/uploads/2019/05/AC-2.1-Assessment-and-Grading-Procedures-and-Regulations.pdf>

Forms are located here: N:\International\Markets and Relationships\Study Abroad & Exchange\forms

9. APPROVAL DETAILS

Version number	V 3	Issue Date	
Version History	Date of amendment/s: <ul style="list-style-type: none"> 	Amendment/s: <ul style="list-style-type: none"> Change of process for credit transfer from student initiated to TKK initiated ES grade removal after 12 months from end of course Removal of duplicate information Consistent approach to the use of key terms applied Procedure transferred to the new template Change of outbound application process Removal of Unijet name for outbound study abroad and exchange. Amendment of entry requirements (English language and notarisation) 	
Approval authority	Academic Board	Date of Approval	TBC
Procedure Sponsor (Has authority to approve minor amendments)	Executive Director – Partnerships & Student Recruitment	Procedure Owner	Director – Marketing and Student Attraction
Contact Person	International Relationship Coordinator	Date of Next Review	June 2020