



MINISTRY OF EDUCATION

Te Tihuhu o te Mātauranga

# NEWSLETTER

## CODE OF PRACTICE FOR THE PASTORAL CARE OF INTERNATIONAL STUDENTS

Newsletter October 2004

The Code can be accessed electronically from the Ministry of Education web site [www.minedu.govt.nz/goto/international](http://www.minedu.govt.nz/goto/international) under the Code of Practice heading.

### Young International Students

The table below details the legislation for young international students:

Age of Students	Living Options	Exemptions
Enrolled in Years 1 – 6 of a school OR Aged 10 and under in any other provider	Must be living with a parent	Enrolments prior to 12 December 2003 can remain enrolled and not living with a parent till 31 December 2004.  Does not include: <ul style="list-style-type: none"> <li>• group students</li> <li>• students living in an approved school hostel</li> </ul>
Enrolled in Years 7 & 8 of a school OR Aged 11-13 years in any other provider	Must be living with a parent	The education provider must obtain approval from the Code Administrator if students are not living with a parent

Signatories enrolling international students in Years 1 to 8 of a school, or aged 13 and under in any other provider, are required to review their own performance to ensure compliance with the Code at least quarterly and submit their reviews to the Administrator every six months.

The Code office is in the process of developing a return sheet and guide for these six monthly reviews. We anticipate that the first returns will be required in April, and then September. Signatories will be notified of the process.

### Legal Guardianship

The definition of parent in the Code includes a legal guardian. A legal guardian is defined in the Code as:

- (a) with the legal right and responsibility to provide for the care (including education and health) of an international student and appointed by a New Zealand or foreign court, or by testament; and
- (b) usually providing for the care of the student in the student's home country

Please note that a letter from a Lawyer giving a person guardianship while the student is studying in New Zealand is not sufficient. Both (a) and (b) of the definition must be met.

### Group Students

The Code defines group students as:

- (a) International students holding a group visa issued by the New Zealand Immigration Service; or
- (b) Two or more international students studying together in New Zealand for no more than three calendar months on a group visit organised by a provider.

The provisions of the Code apply to group students, for example, if group students are being homestayd then the Code regulations for homestay apply.

### School Hostels

A list of approved school hostels able to enrol international students in Years 1 to 6 is available on the Code webpage under signatories to the Code.

### Approval to enrol intermediate aged international students who do not live with a parent

From the 1 July 2004 signatories were required to have approval from the Code Administrator for enrolling intermediate aged international students, not living with a parent. Signatories were required to make application to the Administrator and satisfy the Administrator that students are living in appropriate accommodation and had certain welfare processes in place to ensure students' developmental and pastoral care needs are being appropriately met.

The application process also includes a mandatory site visit.

A list of approved education providers able to enrol intermediate aged international students not living with a parent is available on the Code webpage under signatories to the Code.

There are approximately 210 schools and 35 Private Training Establishments approved.

### Student Exchange Programme Organisations

The following exchange programme organisations are Government approved:

- AFS Intercultural Programmes NZ Inc.
- ARK Int. Educational Travel & Exchange
- ASSE NZ
- EF Foundation
- IGO International Ltd
- Kiwiana Exchange (NZ)
- NZ Institute Of International Understanding
- Rotary International New Zealand
- STS High School Foundation

There is some misunderstanding surrounding the process for exchange programme organisations seeking Government approval, the length of time for which approval is granted, the enrolment of students in schools, and the division of responsibility between signatory schools and exchange programme organisations on the pastoral care needs of exchange students.

The Ministry of Education is working with the New Zealand Immigration Service (NZIS) to update the NZIS manual with regard to exchange students and obligations of signatories.

It is intended that an advice circular will be drafted and distributed to schools and exchange programme organisations in 2005.

### Professional Development

#### Levy Funded PD

Check out the workshops available on the Education NZ webpage [www.educationnz.org.nz](http://www.educationnz.org.nz)

#### The Inaugural International Asian Health Conference

The University of Auckland's School of Population Health is hosting its Inaugural International Asian Health Conference on 4 and 5 November 2004. The conference will bring together experts from a variety of disciplines – medical and health sciences, social sciences, cultural studies, social services, and outcome evaluation – to discuss recent advances in Asian Health.

Please contact Lynda Booth for information.

Phone 09 373 7599 ext: 88903

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### A note from Immigration

#### New medical screening requirements for student visas and permits from 1 April 2004

The New Zealand Immigration Service (NZIS) has introduced new medical screening requirements for student visas and permits from 1 April 2004.

All students who are intending to spend more than six months studying in New Zealand and:

- Have not previously provided a full medical screening test to the NZIS, and;
- Do not hold a passport from any of the identified low Tuberculosis risk countries, or;
- Have spent (lived and/or visited) a combined total of three months or more in a country or countries not identified as a low Tuberculosis risk country in the five years prior to the application being made

will need to be screened for Tuberculosis. This means a chest x-ray and x-ray certificate must be provided.

Students who intend spending two years or more in New Zealand to study will need to undergo a full medical and X-ray examination. If they have completed this medical, they will have already been screened for Tuberculosis and will not need to undergo a separate chest X-ray or complete the new X-ray form.

For a list of low Tuberculosis risk countries and more information please visit the NZIS website at [www.immigration.govt.nz](http://www.immigration.govt.nz)

## Major Service Improvements at Auckland New Zealand Immigration Service Branches

Since 5 July 2004, people have no longer been queuing for a visitor, work or student permit or visa. Instead, applicants for these types of visa or permit have been required to send their application in the mail, use a secure drop-box located in the branch, or use online services, where applicable.

The redesign of the NZIS Auckland offices' processes means that the NZIS is aiming for a five-day turnaround for temporary applications and renewals, most of which are generally straightforward to process. For those applications that are not so straightforward, the NZIS will be contacting the customer or agent within the five days to set up an appointment with an Immigration Officer at a mutually convenient time.

Other changes being introduced to streamline and improve service mean that applicants should supply photocopies of all documents rather than originals, except for police certificates, medical certificates and a valid passport (except those renewing their visitor permit, as passports are no longer required).

Counter service will still be available for urgent applications, Returning Resident Visas, transfers of labels and confirmation of permits. Also, people will still be able to drop in to make general inquiries or pick up forms.

## Student Permit Renewals Online

The NZIS has activated Students Online, a system designed to reduce the queues and workloads of onshore NZIS branches, and to improve service to the tertiary education sector. It means international students at certain tertiary institutions can apply online for visa renewals.

The following institutions currently offer the service: Auckland University of Technology, Waikato University, UNITEC Institute of Technology, Victoria University, Lincoln University, Whitireia Community Polytechnic, and Manukau Institute of Technology.

The roll-out is ongoing, with Otago University Language Centre, Otago Polytechnic and Christchurch Polytechnic Institute of Technology expected to go live by the end of July.

The tertiary institution takes responsibility for applying for the renewal of a student's permit and can also help students complete application forms correctly. The institution attaches the label into the students' passport if approved.

Some students can also apply for a special Length of Course Permit. This permit would entitle the student to remain in New Zealand for the entire duration of their course, paying just one permit fee. Students can get more information from their institution.

For more information, please check the NZIS website [www.immigration.govt.nz](http://www.immigration.govt.nz) or phone the contact centre on 09 914 4100 in Auckland or freephone 0508 55 88 55.

## Publications

To order Code documents please contact Martin Chong [martin.chong@minedu.govt.nz](mailto:martin.chong@minedu.govt.nz). An order form is also available on the Code webpage.

- The Code is currently available in Indonesian, Japanese, Korean, Simplified Chinese, Traditional Chinese and Thai
- The Code and its summary are currently being translated into Latin American Spanish and Russian. These should be available late November 2004
- The Code office has recently published the Report of the International Education Appeal Authority. The can be viewed online and hardcopies are available from Martin Chong.

## General Tips and Hints

- Information on the Code webpage is currently being reviewed, so remember to 'watch this space'. This includes a new application form for new signatories and a review of the 'good practice examples of international student policies'
- Please be aware that the 'good practice examples' of policies on the Code webpage are only examples, and if used these should be adapted to suit. They are not Ministry of Education approved templates
- Cross cultural training is important for those in regular contact with international students – this includes administration staff and homestay caregivers
- Remember to photocopy students passports and check expiry dates of permits and visas
- Signatories should check the parent's immigration status when enrolling primary-aged international students who must be living with a parent. This is to ensure that the parent is able to live in New Zealand for the length of the students course
- If a signatory is in doubt of the immigration status of a residential caregiver, the signatory should seek confirmation. Caregivers are usually citizens of New Zealand or permanent residents of New Zealand. They could also be permit holders that enable them to reside in New Zealand for the duration of the student's course
- When reviewing internal policies you may wish to refer to the International Education Appeal Authority's case notes for guidance. These case notes assist signatories comply with the Code, and are especially helpful with regard to refund policies
- The Licensing and Vetting Service Centre at the NZ Police are in the process of restructuring and it is proposed that by the end of the year the process time for police vets will be cut to 5-10 days. Signatories have been asked to label the envelope as 'Homestay Application' and it should be fast tracked.

## Contacts

For enquiries on the Code or comments about the usefulness of this newsletter please contact:

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