

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.

### Primary-aged and Intermediate-aged International Students

#### Six monthly reporting

Section 30.4 of the Code states that 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.

For the purpose of this review the Administrator of the Code requires a return ensuring that signatories have processes in place to meet the developmental and pastoral care needs of primary-aged and intermediate-aged international students.

The Code office has developed worksheets which signatories may find useful when reviewing their performance to ensure compliance with the Code.

The Code office requires a Return to be completed and signed and faxed to the Code office by 15 April 2005. This information will be posted to signatories enrolling primary-aged and intermediate-aged international students in March 2005.

#### 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. Also note that both (a) and (b) of the definition must be met.

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 student's course.

#### 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.

#### 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 homestay then the Code regulations for homestay apply.

### Notifying the Code Office of changes

Please note that Section 29.7 of the Code requires signatories to notify the Code office of any major change to signatory status:

*Section 29.7 Signatories must advise the Administrator in writing about any change in:*

- (a) *Ownership;*
  - (b) *Legal status;*
  - (c) *Establishment name; and/or*
  - (d) *Student fee protection policy status;*
- within 14 days of the change being made.*

Please remember to notify the Code office if your institution has a name change and if there are changes to key personnel.

## Insurance

The Code requires signatories to ensure that students have appropriate and current medical and travel insurance:

*Section 7.4 When enrolling international students, signatories must ensure that international students have appropriate and current medical and travel insurance for the duration of their planned period of study.*

If the student is insured by an offshore agency it is recommended that signatories request a translation of the insurance policy.

Signatories have a responsibility to ensure that the insurance is appropriate. There could be a significant risk to a student and to an education provider if a student's insurance plan falls well outside the suggested framework as set out in the Guidelines to Support the Code of Practice for the Pastoral Care of International Students.

Signatories are also reminded of the need to regularly review the students' Medical and Travel Insurance. Policies do change from year to year and changes have been noted this year. Signatories should contact their insurers, if uncertain.

## 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 FoundationI
GO International Ltd
Kiwiana Exchange (NZ)
NZ /German Student Exchange
NZ Institute Of International Understanding
Rotary International New Zealand
STS High School Foundation

In 2002 the Education (Foreign Students) Notice was gazetted. This notice changed the category of Exchange Students from being domestic students to being foreign students who, when studying under a Government approved exchange programme, are fees exempt and have enrolment rights.

The enrolment rights of exchange students, like those of domestic students, are subject to the provisions of the

Education Act. The provision relating to enrolment schemes is one example of a restriction on enrolment. Another example is section 238E which provides that a school cannot enrol a foreign student if the school is not a signatory to the *Code of Practice for the Pastoral Care of International Students*.

To summarise:

- A state school which does not have an enrolment scheme and which is a signatory to the code must enrol an exchange student
- A state school which has an enrolment scheme and which is a signatory to the code must enrol an exchange student if she/he lives within the zone
- A state school which is not a signatory to the code must not enrol an exchange student

If schools have concerns about a government approved exchange programme they should first contact the exchange programme, and then if the matter has not been resolved, contact the code office.

## A note from the NZ Immigration Service

### Central Student Processing Unit

From 1 February 2005 to 15 April 2005 student applications south of Auckland will not be processed at local Immigration branches. Students must POST their application and all the documents required for the application to P.O. Box 1049, Palmerston North where all Student Permit and Visa applications will be processed during the period – from 1 February 2005 to 15 April 2005.

Applications may also be deposited at Drop Boxes at local Immigration branches. Secure couriers will pick up drop box applications and deliver them to Palmerston North.

### Student Policy Review

The Department of Labour (DoL) is currently reviewing aspects of immigration student policy to ensure that current policy settings align with government goals and allow maximum positive outcomes for New Zealand. The DoL is working with other government agencies on the review and consulting with industry via Education New Zealand (ENZ). ENZ have been providing updates on the review via e-news. Current and back issues of e-news have information on the review, including the industry consultation meeting held in Wellington on 20 January. For further details, check out: .

[http://www.educationnz.org.nz/comm\\_media/e-news.html](http://www.educationnz.org.nz/comm_media/e-news.html)

## New Zealand's Immigration health requirements are changing

### *Keeping New Zealand healthy*

Every year, New Zealand welcomes thousands of students to our country. They bring different perspectives, fresh ideas and increase our understanding of other countries and cultures

Our warm welcome continues, and we want to ensure that the health of New Zealanders and the students studying in New Zealand is protected.

From 4 April 2005, a number of changes are being introduced to the health requirements for all people coming to New Zealand, including those coming to study.

These new health requirements are very similar to those already in place in Canada and Australia.

We have outlined the main changes affecting students below, but for more details please see our *Health Requirements Leaflet* (NZIS 1121), which is available from our website ([www.immigration.govt.nz](http://www.immigration.govt.nz)) or contact your nearest immigration service branch.

## Professional Development

### Levy Funded PD

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

## 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, and now Russian and Latin American Spanish
- Copies of the Report of the International Education Appeal Authority for the period October 2002 to October 2003 are available from Martin Chong
- The Report of the International Education Appeal Authority for the period October 2003 to October 2004 will be available shortly.

## 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'
- Remember that the Code office has examples of policies and procedures that may be useful for reference when updating Code documents. Please contact us or visit the Code webpage
- The Code office appreciates your phone calls, so do not to be shy about ringing us if you have any queries or problems. A quick phone call can usually avoid lots of stress and get things solved quickly
- Designated caregivers are usually citizens of New Zealand or permanent residents of New Zealand. They could also be work permit holders. If in doubt, signatories should seek confirmation of the designated caregiver's immigration status to ensure that the caregiver can reside in New Zealand for the duration of the student's course

## Contacts

The Code office is on the move. On the 1<sup>st</sup> February 2005 the Code office moved to College Hill, Ponsonby;

Address: Level 4, 39-45 College Hill, Private Bag 47 911,  
Ponsonby Auckland

Phone: (09) 374 5513

Fax: (09) 374 5402

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

Sarah Hart, Advisory Officer (09) 374 5481  
[info.code@minedu.govt.nz](mailto:info.code@minedu.govt.nz)