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Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Student Exchange Agreements

Policy and Procedures

Category: International
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Approved By: PVC Student Services and International
Contact Person: International Mobility Coordinator, Extn 7947

Introduction:

As one of its internationalisation strategies, the University of Canterbury encourages students to consider the opportunity of studying abroad at one of its partner universities as part of their degree study. The University has a number of agreements with overseas universities, some specifically to facilitate exchange, others including exchange as part of a wider MOU. Most of these exchanges work well, and the number of Canterbury students going on exchange is quietly growing year by year.

Limiting factors

Student exchange is an accepted and established part of university programmes world-wide, and the University regularly receives internal and external requests for establishing new exchanges. At department level establishing a student exchange often appears to be the obvious next step in developing existing relationships with overseas colleagues or universities. There are, however, factors which dictate caution in establishing new exchanges. Chief among these is the requirement of reciprocity laid upon us by New Zealand Immigration, and this is reinforced by internal financial considerations. Factors which limit the potential number of students from Canterbury who are able to participate include the novelty for New Zealanders of the concept of studying overseas as part of one's degree, cost (especially considering exchange rate differentials), the availability of appropriate courses and ability to transfer credit for them, and language limitations.

A crucial factor is the appeal of the actual destination. The University would be reluctant to set up an agreement with a foreign university in a location which our students had little interest in visiting, unless there were other strong positive factors such as established informal staff exchanges or research collaboration which would provide the strong staff encouragement necessary to motivate students to take up the opportunity.

This policy outlines the procedure for establishing such an exchange agreement; the way in which the University's exchanges will be monitored and managed; and financial and insurance provisions for individual participating students.

CONTENTS:

1. **Policy: Student Exchange Agreements**

   1.1 Assessing Proposals for Exchange Agreements

   a) Academic and Research Standing of Partner Institution
   b) Enhanced Relations
   c) Ability to Service
   d) University-To-University Agreements
   e) Geographical Spread
   f) Language Accessibility
   g) Probable Numbers and Reciprocity

   1.2 Essential Requirements of All New Exchange Agreements

   a) Immigration Service Approval
   b) Provision for Ongoing Administration
   c) Costs and Fees
   d) Sunset Clauses and Review
   e) Credit and Grades
   f) Approvals

2. **Procedure for Approval of New Student Exchange Proposals**

3. **Procedure for Operating Student Exchanges**

4. **Procedure for Review and Renewal of Student Exchange Agreements**

5. **Appendices:** A. Exchange Agreement Approval Process flow diagram
   B. Application to establish a Reciprocal Student Exchange
   C: Sample Student Exchange Agreement
   D: New Zealand Immigration Service Guidelines

Definitions:

Reciprocal exchange: An exchange of students between the University and one of its international partner universities. Such exchanges occur under an inter-institutional student exchange agreement which specifies the maximum number of students who can go each way per year, and commits the University to reciprocity in the arrangement over a specified period.

Student exchange Award: a monetary award given to assist an outgoing reciprocal exchange student.

Policy Statement:

Each exchange agreement requires academic sponsorship, approval by a College or the International Relationships Office (IRO) and sign-off by the UC Vice Chancellor.

The Senior Management Team for International (SMTi) will conduct an annual review of the University's portfolio of exchange agreements, and after consideration of the operation of a particular exchange and in consultation with the academic sponsors, have the right to decide that it will be terminated.

The University's reciprocal exchange programme, including the provision of student exchange awards where appropriate, will be managed by the IRO. Granting of credit for students participating in an exchange shall be the responsibility of the appropriate College, with advice and assistance from the IRO.

There is a limit to the number of exchange agreements that the University has the capacity to operate at any one time. The principles below shall be used to guide the approval and administration of agreements:

1.1 Assessing Proposals for Exchange Agreements

Proponents of new exchange agreements are asked to supply supporting information in support of their proposal (see Appendix B). In assessing new proposals for exchanges, SMTi shall take account of the following principles:

a) Academic and Research Standing of Partner Institution

Exchanges should be entered into only with institutions of quality. Simple tests are:

- Does the institution have recognised strengths in research and teaching?
- Are there special advantages to the exchange, such as close compatibility of courses or the possibility of peer auditing of courses or unique course offerings?
- Would we be happy to accept graduates of that institution into our honours, masters or PhD programmes?
- Would we give credit to individual courses on transfer?

b) Enhanced Relations

- Does the exchange build on existing relations with the partner institution in research or teaching?
- Does the exchange have the potential for expansion into other areas such as staff exchanges and collaborative research?

c) Ability to Service

We must have

- Where possible, a University of Canterbury academic staff member as a coordinator designated to manage each approved exchange relationship with the partner university in conjunction with International Mobility Office staff. The primary academic liaison role in an exchange relationship should lie with this academic staff member, who needs to be competent and willing to advise students on academic decisions relating to exchanges. There must also be a contact academic to fulfil this role at the partner university.

- A reasonable expectation that this academic support will continue.
- One or more IRO staff members with the capacity to handle the workload associated with the portfolio of student exchanges existing at any one time, and with administering new exchange agreements. Exchanges are very costly in administrative time. In the case of reciprocal exchanges where there are no fees paid by the visiting student, the benefits lie chiefly with the individual student rather than with the University. The host department or a staff member may also benefit through development of a working relationship with the overseas partner university. If the number of exchanges grows beyond the number that can be effectively serviced, the University will consider imposing a limit on the number in force at any one time.

d) Requirement for a University-to-University Agreement

Exchange agreements are to be established by contractual arrangements at the University-to-University level, not as faculty-to-faculty or department-to-department agreements.

Within a given agreement it shall be made clear whether there is any intent to confine exchange to certain faculties or certain departments. Agreements shall preferably permit exchange students to propose courses across the whole range of each university's offerings; however within such a general offering preference may be given to students from the sponsoring department or College on request. Note that the course selections of individual students are subject to the approval of both the home and the host university (see *1.2.4* below).

e) Geographical Spread

In order to maximise the range of exchange opportunities available to students and to limit the overall administrative load, it is preferable not to enter into too many exchanges with one country or geographic region.

f) Language Accessibility

Account should be taken of the languages involved:

- Does the overseas university teach in English?
- Where it is appropriate for the New Zealand student to be studying in an institution which teaches in a foreign language, can the New Zealander cope in the foreign language concerned?
- Can the overseas student studying here cope with the necessary level of English? (Note that incoming students must apply for entry to the University in the normal way, and satisfy the normal language test requirements for their level of study in order to gain entry.)

g) Probable Numbers and Reciprocity

- An assessment should be made as to whether Canterbury students are likely to be interested in taking part in an exchange with the partner institution.
- For an exchange to proceed, it should be judged probable that the numbers of outgoing Canterbury students and incoming overseas students will be balanced over the period of the agreement. This is a legislative requirement. If this balance is not achieved, it must be possible to bias the movement in one direction until balance is restored.

Granted that the other factors listed above are considered to be satisfactory, the determining principle in approving a new exchange will be the attractiveness of the destination (for academic or general reasons) to the student, and therefore the confident likelihood of Canterbury being able to fulfil its side of a reciprocal agreement.

1.2 Essential Requirements of all New Exchange Agreements

a) Provision for Ongoing Administration

Proponents are asked to provide evidence of their arrangements to support the procedures set down in Section 3 'Procedure for Operating Student Exchanges' below.

b) Costs and Fees

All agreements should clearly describe the costs and fees that will be applicable to students participating in a given exchange agreement.

c) Sunset Clauses and Review

All agreements should provide for

- Review every five years, with a record presented of exchanges undertaken.
- Termination unless a positive decision is made to extend.
- Due notice to be given of intention to terminate the agreement.

d) Credit and Grades

All agreements should define the data that will help the university which sends the student to interpret fairly into its own terminology the grades eventually reported back.

Where students will be unable to complete an entire formal credit unit that corresponds in length to the credit units of their home university (e.g. semester courses versus full academic year courses), then clear arrangements should be made in advance for credit of an informal assessment acceptable to the home university, such as a mid-course grade or a supervising academic's estimated grade, based on work completed during the course.

e) Approvals

For both incoming and outgoing students, the process shall require approval of proposed courses in a fashion analogous to the acceptance of a student on transfer – approval by Head of Department and Dean of the faculty or faculties concerned.

Those involved in the approval process shall take account of the following:

For an outgoing student:

- The student's ability to undertake the course
- The suitability of the overseas courses, which are proposed for eventual credit back into the Canterbury degree(s).

For an incoming student:

- The student's ability to undertake the course

- The department's ability to provide resources for the student (bench space, English language assistance, project supervision etc).

Procedures:

2. Procedure for Approval of New Student Exchange Proposals

a) It is expected that new exchange proposals whether initiated by a representative of the University of Canterbury or received from outside the University of Canterbury will normally be sponsored at departmental or college level. The University of Canterbury sponsors of the project shall seek the guidance of the International Relationships Office in preparing a proposal document (Appendix B). The proposal will then be considered by the College and if approved, signed by the College PVC.

b) If the College decides to proceed with the proposal it shall seek the assistance of the International Relationships Office in drafting a memorandum of understanding and a student exchange agreement.

c) These draft documents along with the original proposal document will be sent to SMT and SMTi to be assessed in the light of the University's overall strategic direction and policy.

d) If this assessment is positive, the draft agreement shall be sent to the partner institution for possible amendments. The IRO will check that the amended documents meet the requirements of New Zealand Immigration.

e) Once the detailed wording is agreed, the Vice-Chancellor will sign two copies of the agreement. Both copies will then go to the partner institution which will return one signed copy.

3. Procedure for Operating Student Exchanges

a) In conjunction with the sponsoring academic departments and staff, the IRO will be responsible for publicising exchanges and processing applications to participate.

b) Canterbury students wishing to participate in an exchange will submit an application to the International Relationships Office by the specified deadlines. An International Mobility Coordinator (in conjunction with the Academic Coordinator for the exchange where appropriate) will interview the Canterbury candidates for the exchange and select nominees for each partner university, on the basis of available nomination places. Where there are more applicants than nomination places for a particular partner university, selection will normally be on the basis of academic merit and the applicant's suitability for the programme offered at the partner university. The Academic Manager or Dean of the appropriate college will approve or decline the student's nomination.

c) Providing suitable courses are available at the exchange university, students may, with the approval of the relevant Head of Department, take final year or majoring requirements at the exchange university. However, applications will not be approved from candidates wishing to complete an entire Canterbury qualification (e.g. one year degrees or diplomas) at the exchange university. Students enrolled in the thesis component of a Masters degree or in a PhD degree may undertake research on an exchange programme with the permission of the department, college and Dean of Postgraduate Studies but must enrol for and complete the thesis as an internal student of this university. Candidates completing an undergraduate

degree and wishing to undertake graduate work on the exchange may be nominated provisionally but the nominations will be subject to their completing the undergraduate qualification at a satisfactory level.

d) Successful applicants will be advised by the International Relationships Office that they have been nominated and that they must apply to the partner university for admission. The final decision on the student's admission rests with the partner university. It is the responsibility of the student to negotiate an appropriate course of study and apply formally to Canterbury for approval of the course of study prior to the exchange: if the proposed course subsequently changes, the student must apply to Canterbury for formal approval of the change.

e) The International Relationships Office will provide information to assist departments and colleges in assessing the course of study at the partner university for credit towards a Canterbury degree. Colleges will be responsible for approving or declining credit for each course to be taken at the partner university.

f) On completion of the course, a formal transcript from the exchange university must be submitted to the International Relationships Office at Canterbury for confirmation of credit. The International Relationships Office will confirm the credit and inform the student of this confirmation.

g) Canterbury students participating in an exchange must have medical and travel insurance. The IRO will provide students with recommended guidelines for medical and travel insurance. It is the student's responsibility to purchase insurance and to provide proof of purchase to the IRO prior to departure

h) Exchange students coming to Canterbury from the partner university must apply for admission ad eundem to a Certificate of Proficiency, using the standard international application form. The incoming student is responsible for gaining approval for credit at their home university for their chosen courses at Canterbury. While every effort to assist will be given with course selection, the University of Canterbury is not responsible for the student's ability to gain credit.

i) Incoming exchange students must comply with normal Canterbury enrolment procedures, including providing evidence of insurance that meets the requirements of the Ministry of Education Code of Practice, as described on the UC website.

4. Procedure for Review and Renewal of Student Exchange Agreements

a) A review of the University's student exchanges will be conducted in September each year. Exchanges where the agreement is due to expire that year and exchanges which are significantly out of balance either incoming or outgoing will be identified.

b) An International Mobility Coordinator will prepare a memo commenting on the performance to date of each of the identified exchanges and assessing their continued viability. Amendments to individual agreements may be suggested if applicable. Where an exchange that is "owned" by a particular UC department or College the appropriate HOD or Dean will be contacted for their comments and recommendation as to whether the exchange should continue.

c) On the basis of an International Mobility Coordinator's report SMTi will review the full portfolio of exchanges in the light of the University's overall international strategy.

Decisions regarding renewal or discontinuation of particular exchanges will be returned to the International Relationships Office.

d) Where an exchange is due and approved for renewal, an International Mobility Coordinator will liaise with the partner university regarding any necessary changes to the agreement and prepare documentation for signature by the Vice-Chancellor.

e) The International Relationships Office is currently delegated authority to 'hibernate' exchanges which are out of balance. This means letting the partner university know that we are unable to accept further students until sufficient Canterbury students have participated to restore the reciprocal balance. The exact detail varies for each exchange. Hibernated exchanges continue to be promoted as normal at the Canterbury end. Hibernated agreements will automatically come up for consideration in the annual review of exchange agreements.

Related Policies, Procedures and Forms:

- Student Medical and Travel Insurance Policy *[under development]*

Appendices:

- Appendix A: Application to establish a Reciprocal Student Exchange Agreement
- Appendix B: Sample Student Exchange Agreement
- Appendix C: New Zealand Immigration Service Guidelines

Notes:

1. For additional information about International Students, see the University of Canterbury website http://www.canterbury.ac.nz/international/

Version Control Table		
Action	**Approval Body**	**Date Amended**
Roll Over	AVC, Student Services	21 July 2009
Rolled for review in April 2012	AVC, Student Services	01 March 2012
Annual Review	PVC, Student Services and International	29 August 2012

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Appendix A:

Application to Establish a Reciprocal Student Exchange

Student Services

UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Application to establish a Reciprocal Student Exchange

The following application is designed to assess the viability of the proposed student exchange. Please answer the questions below in as much detail as possible (you may attach additional supporting documentation if you wish).

Please note that student exchanges are based on the principle of reciprocity – over a specified period Canterbury must send as many students out on exchange as we receive from the partner institution. Many of our current exchanges do not attract sufficient outgoing Canterbury students to maintain reciprocity. It is therefore imperative that departments proposing student exchange programmes are committed to sending students as well as receiving them. Particular attention should therefore be paid to addressing Question #4.

Name of proposed exchange partner university:

_____

1. Please state the case for establishing this exchange and outline why you believe this exchange would be beneficial for the University of Canterbury.

Note: the following two questions should be considered in terms of policy, i.e. that the University of Canterbury should be aligning itself with appropriate institutions.

2. Is the reputation of the proposed institution such that the University of Canterbury gains by the association?

3. Does the proposed partner institution have a strong record in teaching and research?

4. Please give reasons for your confidence that Canterbury students will be attracted to participate.

5. Is the level of interest at both universities such that reciprocity of students exchanged is likely to be achieved?

6. Is there an academic co-ordinator within the Canterbury sponsoring department willing to give students academic advice on the exchange and promote the exchange? How will this promotion be carried out?

7. Is the language of instruction English? If it is not English are there a) a substantial number of courses offered in English across a variety of disciplines and/ or b) a language institute offering language courses for non-native speakers which Canterbury students may attend? Would participating students be able to credit language courses back into their Canterbury degree?

8. If English is not the language of instruction, are students from the partner university likely to be sufficiently advanced in English to meet the University of Canterbury's English language entry requirements for international students?

9. Is the exchange specific to a single discipline or faculty or might it also be of general interest? What sort of students will the exchange target e.g undergraduate/ graduate, language students etc?

10. Is there a high degree of compatibility of courses so that transfer of credits may easily be carried out?

11. Please briefly comment on the credit system used by the proposed partner university.

12. Are there courses offered at the partner university which might be of special interest for Canterbury students?

13. Is the cost of living in the destination country higher or lower than the cost of living in New Zealand?

_____
_____
_____
_____
_____

14. Is suitable accommodation being offered by the exchange partner?

(Please note that the University of Canterbury will not engage in a reciprocal accommodation provision arrangement. Incoming exchange students will be responsible for paying for their own accommodation at Canterbury)

_____
_____
_____
_____
_____
_____
_____

15. Downstream benefits: is the existence of the exchange likely to lead to staff exchanges and/or collaborative research?

_____
_____
_____
_____
_____
_____
_____
_____
_____

Departmental Declaration of support

_____ (name of Department/ School proposing exchange) supports the establishment of this exchange and undertakes to promote the exchange to ensure that the exchange is successful and reciprocity is maintained.

Name (please print): _____

Title: _____

Signature and date: _____

College Approval (to be signed by College Pro-Vice Chancellor)

The proposed exchange is supported by the College of _____

Name of PVC: _____

Signature and date: _____

Please return the completed and signed form, together with any supporting documentation, to the International Relationships Office, Student Services.

Appendix B:

Note: This is not a definitive document and each agreement is likely to need some specific wording.

MEMORANDUM OF AGREEMENT

for the

EXCHANGE OF STUDENTS

between

THE UNIVERSITY OF CANTERBURY

and

THE UNIVERSITY OF XXX

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1. PURPOSE

The University of Canterbury, Christchurch, New Zealand, and Xxx, being desirous of establishing teaching and research links, and enhancing international understanding between their respective academic communities, have made this Agreement, whose purpose is to establish a student exchange programme between the two institutions, commencing in the year <year>.

2. DEFINITIONS

In this agreement, unless the context will otherwise imply, *"exchange"* shall mean a one-for-one exchange of students from each university, *"exchange students"* shall mean students participating in the exchange implemented herein, "*home institution*" shall mean the university at which the student intends to graduate, and *"host institution"* shall mean the university that has agreed to receive exchange students from the home university.

3. NUMBER OF PARTICIPANTS

3.1 Normally up to two students will be exchanged each year for the duration of this Agreement, unless this number is varied by mutual agreement.

3.2 It is understood that two students for one semester of study or the equivalent intensive course, are equivalent to one student for an entire academic year.

3.3 Both institutions will review the programme annually for any imbalances in the number of exchange students and will adjust the number of students, as necessary, to maintain a reasonable balance in the exchange.

3.4 The exchange of students will be based on the principle of reciprocity over a period of three years.

4. PERIOD OF ENROLMENT

4.1 The duration of the exchange shall normally be for one year or one semester.

4.2 The academic year at the University of Canterbury extends from February to November, with first semester studies commencing in February and second semester studies commencing in July. The academic year at Xxx extends from <month> to <month>, with first semester studies commencing in <month>, and second semester studies commencing in <month>.

4.3 The normal period of enrolment will conform to these dates, and participating students will enrol at the host institution for one semester or one academic year. Variation to these patterns of enrolment may only occur upon the agreement of both institutions.

5. SELECTION OF PARTICIPANTS

5.1 The home institution will select applicants from its university for the exchange at least three and preferably four months before the start of the academic year. Each institution will send to the other the applications for as many exchange students as there have been places allocated.

5.2 The host institution will reserve the right of making final judgement on the admission of each student nominated for the exchange.

5.3 The following guidelines apply to all exchange students:

a. Exchange students must satisfy all admission requirements, including the language proficiency requirement of the host institution.

b. Exchange students must be registered for a full-time degree programme at their home institution and must have completed at least one year of continuous study at the home institution before the exchange year.

c. Exchange students may apply for any academic programme offered at the host institution for which they meet the pre-requisites, as full time, non-degree status students (or unclassified students or visiting students) at a level determined by the host institution. The host institution reserves the right to exclude exchange students from restricted enrolment programmes.

d. Upon completion of the semester or year at the host institution, exchange students must return to their home institution unless an extension of stay has been approved by both participating universities.

e. To be eligible for an exchange, prospective participants must have maintained a B average level of attainment at the University of Canterbury and xx average level of attainment at Xxx in their studies to date.

f. Exchange students must abide by all the rules and regulations of the host university. They will also be required to sit the same examinations for the courses in which they are enrolled as students of the host institution.

5.4 The exchange of graduate students will be considered on a case-by-case basis.

5.5 An exchange student shall not change his/her status to that of a degree student or to that of a candidate for a diploma or other formal qualifications of the host institution during the exchange.

6. FINANCIAL AND OTHER RESPONSIBILITIES

6.1 Responsibilities of the Host Institution

The host institution will responsible for the following:

a. Providing the necessary documents (such as formal letters of admission) to enable the exchange students to obtain visas.
b. Enrolling exchange students from the home institution as full-time, non-degree students for the one or two regular semesters of the academic year.
c. Waiving the tuition fee of incoming exchange students.
d. Assisting incoming exchange students to find housing in residence halls or other student accommodation.
e. Providing the same level of student services and facilities to exchange students as would be expected by other students of the host university.
f. Providing appropriate orientation and assistance to exchange students of the home institution.
g. Sending an official transcript of credits for each exchange student to the home institution after the exchange.

6.2 Responsibilities of the Home Institution

a. Any academic credit earned at the host institution may be transferred back to the home institution in accordance with procedures determined by the home institution.

6.3 Responsibilities of Exchange Participants

Exchange students will be responsible for the following:

a. Pay tuition and other required fees at the home institution.
b. Any monetary security deposit (if required by either host university) and other incidental expenses (e.g. field trips) as may be required by the study programme.
c. Transportation to and from the host institution.
d. Room and board expenses (including an application fee for accommodation, where appropriate).
e. All exchange students must have medical and travel insurance acceptable to the host institution.
f. Guild fees/Students' Union fees, if applicable.
g. Textbooks, clothing and personal expenses.
h. Passport and visa costs.
i. All other debts incurred during the course of the year.

Exchange students will be expected to abide by the laws and customs of the host country, including the laws and regulations governing immigration and by the policies and regulations of the host institution.

7. OTHER

7.1 The obligations of the parties under this agreement extend only to the exchange participants and do not include spouses, partners or dependants.

8. TERMS OF THIS EXCHANGE AGREEMENT

8.1 Subject to the provision in 8.2, this Agreement shall remain in force for a period of five years from the date of the last signature, on the understanding that subject to review and mutual agreement it will be renewed for another period of five years upon each expiry. However, it may also be terminated by either party giving six months' prior notice to the other party in writing.

8.2 The Agreement shall be reviewed after its first two years of operation. Should the Agreement not be operating to the satisfaction of either party to the Agreement at this point, it may be terminated.

8.3 This agreement may be amended at any time by written mutual consent through an exchange of letters.

IN WITNESS THEREOF, the parties hereto have offered their signatures:

For the University of Canterbury	**F or Xxx**
Dr. Rod Carr **Vice-Chancellor**	**Vice-Chancellor** **Xxx**
Date_____	**Date_____**

Appendix C: New Zealand Immigration Service Guidelines

PROPOSING AN EXCHANGE SCHEME

These provisions apply in addition to those contained in the **Generic Temporary Entry Policy** section. All applicants must meet the standard requirements for a temporary visa/permit and any specific requirements that follow.

1. EXCHANGE POLICY OBJECTIVES

a) The objectives of exchange scheme policy are:

   i. to foster international goodwill and cultural understanding; and

   ii. to provide opportunities for New Zealanders to gain experience from different cultural, educational and vocational perspectives through reciprocal agreements.

b) Exchange schemes are subject to certain requirements, depending on the type of exchange taking place.

c) The precise arrangements for many exchanges often differ depending on certain circumstances. For example, if the participants are making all the arrangements and meeting, all expenses themselves or whether they are being assisted in some way by their employers or sponsors. It is therefore necessary that all applications must be considered in terms of the criteria that apply to the three classes of exchange listed below.

2. CRITERIA FOR APPROVAL OF INDIVIDUALS UNDER EXCHANGE SCHEMES

a) Approved exchange schemes

The terms and conditions of entry of these schemes have been formally approved by the NZIS. The schemes are required to operate under the auspices of responsible sponsoring organisations who have satisfied the NZIS that appropriate arrangements have been made for the accommodation, maintenance and welfare of the exchangees and any accompanying dependents. Lists of approved exchange schemes are found in Temporary Entry Procedures.

b) Government-to-Government Exchange Agreements

   i. The terms and conditions of entry of these schemes have been set out in a formal agreement signed by New Zealand and another country.

   ii. There are a small number of these official bilateral exchange agreements, which provide for exchanges between New Zealand and signatory countries. A list of official government-to-government exchange agreements is found in **Temporary Entry Procedures**.

c) Private exchanges

This category covers most situations where individuals apply to undertake exchanges which:

   i. they themselves have arranged with someone in New Zealand; or

   ii. have been arranged by their employers, schools or similar.

3. TYPES OF EXCHANGES

The most common forms of exchange can be divided into three main categories:

a) **entry for employment**: where the exchange will be undertaking employment for gain or reward during all or part of his/her stay.

b) **entry for study or training**: where the exchangee will be attending a school or some other educational or training institution in New Zealand.

c) **entry to participate in cultural, social or artistic exchanges**: where the exchangee will enter as a visitor and will not require either a work or student visa/permit.

4. MAKING A PROPOSAL FOR APPROVAL TO ESTABLISH EXCHANGE SCHEME WITH NEW ZEALAND

a) i. Any person or Organisation wishing to make a formal proposal to the NZIS for the establishment of an approved exchange scheme should give details of the proposed scheme under each of the headings in the exchange scheme profile (see Temporary Entry Procedures).

ii. The proposal should then be submitted to the nearest NZIS branch office.

b) i. If the proposal appears to meet the requirements described below, the NZIS will prepare a summary of the scheme. This summary will:

- set out the various particulars; and
- set out the conditions under which the scheme must operate.

ii. Where appropriate, NZIS may consult with offer relevant departments or representative organisations before completing its assessment of the proposal.

iii. The New Zealand sponsor may then be asked to either: confirm the summary; or clarify any matters which are unclear, before a final decision will be made by NZIS.

5. RECIPROCITY

Exchanges must be reciprocal in terms of:

a) the numbers of foreign and New Zealand exchangees participating each year. It is normally expected that in any 24 month period the total number of incoming exchangees will be approximately equal to the number of outgoing New Zealand participants. (A longer period may be approved by NZIS if particular organisers make a satisfactory case for this.)

b) reciprocal permission being granted by the relevant immigration authorities for New Zealand exchangees to visit other countries under similar terms and conditions, for equivalent exchange periods.

6. SPONSORS

a) Some person or organisation in New Zealand must agree to be the New Zealand sponsor for the exchange. Where the scheme is being organised from New Zealand, the scheme's proposers will usually be the New Zealand sponsors. Where the scheme is being initiated from outside New Zealand, the organisers must nominate a sponsor who will act on their behalf in New Zealand.

b) New Zealand sponsors must accept the following obligations, either as organisers, or on behalf of the organisers:

   i. they must assist in the selection of New Zealand participants, and agree to provide the NZIS, once every 24 months, with details of the number of inbound foreign and outbound New Zealand exchangees who have participated in the scheme in the preceding 24 months;

   ii. they must agree to be the contact point for any communication between the organisers, the participants and NZIS;

   iii. they must guarantee that suitable accommodation will be arranged prior to the arrival of each inbound participant;

   iv. they must undertake to be responsible for ensuring that inbound participants (and any accompanying dependents) are adequately maintained throughout the period of the exchange;

   v.
   - if exchangees will all be undertaking employment, they must guarantee that suitable jobs will be arranged prior to the arrival of each inbound participant;
   - if exchangees will be attending schools or other educational institutions, they must guarantee that suitable places in these institutions will be arranged prior to the arrival of each inbound participant.

7. HEALTH

Participants must be in good health. Where the period of exchange is to be longer than 24 months, inbound participants may be required to:

- complete NZIS medical forms; and
- have a health clearance, before a visa will be issued.

8. CHARACTER

a) Participants in exchange schemes must meet the character requirements as established in Administration Policy.

b) Intending participants who have been convicted of any crime apart from minor traffic offences, should supply full details to the nearest branch or post to verify their eligibility to enter New Zealand.

9. MEDICAL INSURANCE

Temporary residents are not eligible to receive the full range of New Zealand social welfare benefits. Therefore, all inbound exchangees must obtain suitable medical and dental insurance cover for the full period of the proposed exchange before their departure for New Zealand. Medical insurance is not mandatory for student exchange participants but is strongly recommended.

10. TRAVEL ARRANGEMENTS

Return travel to the exchangees' countries of usual residence (or to some other country of which they have right of entry) must be guaranteed either:

- by the provision of fully paid return tickets by each exchangee at the time of application for a visa; or
- by a written guarantee from the New Zealand sponsors to the NZIS, that the sponsors will be responsible for ensuring that participants (and any dependents) will be in possession of outward bookings at the end of their stay in New Zealand regardless of whether they complete the full term of the exchange.

11. VISAS

Incoming exchangees must apply for visas before departure for New Zealand. Applications may be made to the appropriate New Zealand branch or post.

12. TRAVEL DOCUMENTS

Exchangees must hold national passports issued by a government which is recognised by New Zealand. These must be:

- valid for the full period of the intended exchange; and
- valid for at least three months beyond the intended date of departure from New Zealand; and
- confer the right of re-entry to the holder's country of usual residence.

13. PERIOD OF EXCHANGE

The standard maximum period of stay permitted for temporary visitors in New Zealand is 12 months. Special approval must be obtained from the NZIS for any exchanges which may be for more than 12 months.

14. TERMS AND CONDITIONS OF EMPLOYMENT UNDER EXCHANGE

Approval of a vocational or working holiday exchange scheme by the NZIS does not exempt the organisers from the need to ensure, if necessary, that the proposed conditions of work for inbound participants are compatible with the minimum terms and conditions of employment provided for under New Zealand employment law.