

INTERNATIONAL STUDENTS POLICY

For those undertaking a University of Notre Dame Australia (UNDA) degree or paper, UNDA policies also apply. Where there is a conflict between this policy and the UNDA policies, the UNDA policies should be followed.

Purpose of Policy

To ensure appropriate academic and pastoral support for international students at Te Kupenga – Catholic Theological College (CTC).

This policy should be read in conjunction with the other CTC student policies. It should also be read in conjunction with the NZQA Education (Pastoral Care) of International Students Code of Practice.

Principles

- International students will receive information that is transparent and current about what to expect at CTC
- Entry requirements will ensure that international students are well placed to achieve at CTC
- Academic support is available to those who come across challenges
- The additional duty of care for students who are away from their network of support is recognised
- Pastoral care arrangements required by NZQA are met or exceeded

Guidelines

Entry requirements

CTC accepts international students by application. CTC will only accept international students aged 18 years or older.

Level 7 international students (Bachelors and Graduate Diploma) are only accepted when they are sponsored and housed by a diocese or congregation.

Those who are on work visas are not considered ‘international students’ by NZQA or CTC. CTC will check visa conditions of anyone who is not a NZ resident or citizen and will ensure it abides by the correct visa conditions.¹ CTC will ensure appropriate care under the CTC Student Pastoral Care Policy.

¹ For students who hold a work visa, standard criteria allows study so long as the course is less than 3 months in duration. For students whose employer requires them to attend a course (a common example is teachers on work visas in religious schools), they will be able to attend courses of any duration. They may not be eligible for Government funding.

International students must meet the College's English standard of 6.5 IELTS academic with a score of 6 in each band. This ensures that students are well placed to achieve in their studies and fully participate in the College.

No international student may be enrolled without proof of a current student or religious trainee visa. The Registrar of CTC will keep a verified photocopy of the title page and visa page of the passport of each international student.

Occasionally students with New Zealand work visas will enrol at the request of their employer, as part of their professional development. However, these students are not considered 'international students' by Te Kupenga, nor are they covered under the NZQA Education (Pastoral Care) of International Students Code of Practice (as stated by NZQA).

When an International Student is enrolled, the Registrar will inform the International Care Coordinator of their contact details, what they are studying, and the expiry date of their student visa. The International Care Coordinator is then responsible for liaising with the student, including ensuring a valid visa is held during their period of study.

Information and Orientation

CTC provides prospective and new international students with information in three stages:

- An information booklet to those interested in enrolment
- Detailed information once a place has been offered, and prior to a student signing a contract accepting enrolment
- Orientation information on arrival, and during the first week of study

The NZQA Code of Compliance lays out in detail what information must be included at each step of the process. CTC aims to provide and exceed this level of information for prospective and new students.

Fee Protection

The policies for refunds, fee protection for international students are the same as for all other students at the college: see the Withdrawal and Refunds Policy for further information. This information will be made available to International Students as part of their orientation.

International Students are also able to make use of the government's International Student Contract Dispute Resolution Scheme (DRS). Students are informed about this scheme as part of the enrolment process.

Pastoral Care

CTC provides pastoral care in a variety of ways, including the International Care Coordinator on staff, to answer questions, provide resource about cultural information, and link international students to support. This person (or an acting staff member) will be available at all times (24 hours a day, 7 days a week) to be contacted by an international student in an emergency.

The International Care Coordinator has undergone a criminal convictions check as part of their appointment.

The International Care Coordinator will issue the Offer of Place documents to those enrolling and will ensure that the Offer of Place document is updated as NZQA regulations and College details change.

The International Care Coordinator is to update the staff about any changes to Immigration requirements, policies and procedures for international students.

For additional support available to students, refer to the Student Pastoral Care Policy and Procedures.

Accommodation

Accommodation for international students is generally provided by a diocese, seminary or a religious institute.

The International Care Coordinator will ensure that accommodation is appropriate

The Registrar will keep a record of the accommodation type and address of each student. Students have an obligation to notify CTC of any change of address.

Responsibility of Sponsor

Where a diocese or religious institute sponsors seminarians, priests or religious, the sponsoring party is responsible for payment for accommodation, insurance, repatriation and other such expenses.

Insurance Policy

All international students are required to have appropriate insurance coverage, including:

1. the student's travel
 - a. to and from New Zealand
 - b. within New Zealand
2. medical care in New Zealand, including diagnosis, prescription, surgery, and hospitalisation
3. repatriation or expatriation of the student as a result of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation
4. death of the student, including cover of
 - a. travel costs of family members to and from New Zealand
 - b. costs of repatriation or expatriation of the body
 - c. funeral expenses

Clause 1 includes the student's travel to and from their country of origin or citizenship before their educational instruction begins and after it ends (which may be outside of the enrolment period). It does not include the student's travel to other countries, unless that travel is primarily for the purpose of embarking on connecting flights to and from New Zealand.

These policies will include being covered by a Health Scheme from a diocese or religious institute of the Roman Catholic Church.

Each international student must provide proof of insurance prior to enrolment. The policies will be checked by the International Care Coordinator to ensure they meet the criteria and are current at the time of enrolment.

The Registrar of CTC must record the details of all medical insurance policies for every international student, including the beginning and end dates of the policies. The International Care Coordinator track and remind any student of the expiry date of the medical insurance policy.

Achievement in Studies

It is expected that international students will achieve in their studies as well as domestic students.

Particular attention will be paid to the tutoring, and enhancement of the care and support for the international students. The Dean of Studies and Assistant Deans will monitor any at-risk students identified by faculty.

If a student holds a valid Student Visa and is applying for another Student Visa, the NZ government (Immigration NZ) requires evidence of good attendance and progress in their study. These are generally more stringent than policies of the College. Refer to Immigration NZ about detailed requirements.

International Students with Additional Needs

If a staff member notes an international student has additional needs, the staff member can refer the student to the International Care Coordinator. The International Care Coordinator then carries out an assessment of needs with the student.

As a result of the assessment, the decision may be made that the student needs assistance with a particular issue or ongoing support from College staff, or they may need referral and liaison with other agencies. The International Care Coordinator will seek permission to contact staff or agencies as appropriate, and assist the student in getting help.

Other sources of support are as per the Student Pastoral Care Policy and Procedures.

Agents

CTC does not use agents for international students.

Annual Review of Documentation and Practice

Each year the college staff will carry out an annual review in relation to the Code of Practice for the Pastoral Care of International students prior to the annual attestation being sent to NZQA. This annual review will:

- review the Student Handbook, Information Booklet, and other relevant documents to ensure they are up to date
- review the NZQA Code of Practice information to ensure compliance
- undertake and document self-reviews of our performance against the required outcomes and processes set out in the Code.

As part of the review of the Student Handbook and the Information Booklet, the Designated Resource Person for International Students will review the Code of Practice Information requirements and any changes required will be part of the revised Student Handbook and Information Booklet for the following year.

CTC is a signatory to the NZQA Code of Practice: <https://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>. As part of this, we undertake and document self-reviews (at the frequency specified by the code administrator) of our performance against the required outcomes and processes set out in this code.

Notification to Immigration

CTC has a responsibility to report to Immigration New Zealand known or suspected breaches of visa conditions by international students; and to notify Immigration New Zealand of terminations of enrolment.

Review and approval

The International Students Policy is subject to the normal three-yearly review. Review is the responsibility of the Academic Advisory Board, with approval by the Te Kupenga Governance Board.

Reviewed: [December 03, 2021]

Next review: [December 03, 2024]