



INTERNATIONAL STUDENTS' POLICY

Te Kupenga is a leading provider of Catholic thought leadership, knowledge and faith formation in Aotearoa New Zealand and is the home of three national agencies: the Catholic Theological College, responsible for providing approved tertiary qualifications; the National Centre for Religious Studies, responsible for supporting religious education in Catholic schools; and the Nathaniel Centre for Bioethics, responsible for research and advocacy on bioethical issues.

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, particularly the Student Pastoral Care Policy. It should also be read in conjunction with the NZQA Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

<https://www2.nzqa.govt.nz/tertiary/the-code/>

Principles

- International students will receive transparent and current information 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

Pastoral Care

CTC provides pastoral care in a variety of ways, as outlined in the Student Pastoral Care Policy. The staff member with responsibility for the pastoral care of international students (known as the International Care Coordinator) is a designated member of the Pastoral Care Team (PCT). This staff member is available to answer questions, provide resource about cultural information, and link international students to support. This person (or an acting staff member) is always available (24 hours a day, 7 days a week) to be contacted by an international student in an emergency.

Entry Requirements

- CTC only accepts international students who are sponsored by a diocese or religious institute.
- CTC will only accept international students aged 18 years or older.
- Students must meet the UNDA English standard of 6.5 IELTS academic with a score of 6 in each band.
- Students must have proof of a current student or religious trainee or work visa.

- Students must have appropriate insurance coverage (see details below).

Insurance

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

- travel to and from New Zealand (which may be outside the enrolment period) and within New Zealand.
- medical care in New Zealand, including diagnosis, prescription, surgery, and hospitalisation.
- repatriation or expatriation of the student because of serious illness or injury, including cover of travel costs incurred by family members assisting repatriation or expatriation.
- death of the student, including cover of travel costs of family members to and from New Zealand, costs of repatriation or expatriation of the body, and funeral expenses.

Insurance policies will be checked by the International Care Coordinator to ensure they meet the criteria and are current at the time of enrolment. The International Care Coordinator will track and remind any student of the expiry date of their insurance policy and will liaise with the seminary administrator who deals with the insurance policies of seminarians. 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.

Information and Orientation

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

- Information via the college website for those interested in enrolment.
- Orientation information during the first week of study, including reference to the Student Handbook and policies concerning students, and introduction to the Pastoral Care Team.

The NZQA Code of Practice lays out in detail what information should be provided. CTC aims to provide and exceed this level of information for prospective and new students.

International students who are investigating possible enrolment with CTC should in the first instance contact the Director of CTC, who is the leader of the PCT. When a student who is not a domestic student applies for enrolment, the Director CTC will inform the International Care Coordinator. The International Care Coordinator is responsible for liaising with the student, issuing Offers of Place, ensuring a valid visa is held during their period of study and updating staff about any changes to immigration requirements, policies and procedures regarding international students. The Registrar of CTC will keep a verified photocopy of the visa and title page of the passport of each international student.

Fee Protection

The CTC Withdrawal and Refunds Policy applies to all students, including international students. International Students are also able to make use of the government's International Student Contract Dispute Resolution Scheme. Students are informed about this scheme as part of the enrolment process.

Accommodation

Accommodation for international students is generally provided by a diocese or a religious institute. The International Care Coordinator will ensure that accommodation is appropriate. The Registrar will keep a record of the 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.

Achievement in Studies

It is expected that international students will achieve as well as domestic students in their studies. Particular attention will be paid to the tutoring, and enhancement of the care and support for the international students. The International Care Coordinator will monitor any at-risk students identified by faculty.

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 CTC 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.

Agents

CTC does not use agents for international students.

Annual Review of Documentation and Practice

CTC staff (with the assistance of the Te Kupenga Quality and Assurance Officer) will carry out an annual review in relation to the Code of Practice for the Pastoral Care prior to the annual attestation being sent to NZQA. This annual review will:

- review orientation information and any 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.

Notification to Immigration

CTC will report known or suspected breaches of visa conditions by international students and any terminations of enrolment to Immigration New Zealand.

Review and approval

The International Students Policy is subject to the normal three-yearly review. The Academic Advisory Board should be consulted as part of the review process, before approval by the Te Kupenga Governance Board.

Issued: December 2021

Last Review: February 2025

Next review: February 2028