



New Zealand Scholarships (New Zealand-based study) Policy Handbook

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1 Congratulations and welcome

E ngā mana, e ngā reo, e ngā kārangatanga maha, tēnā koutou, tēnā koutou, tēnā koutou katoa.

Esteemed greetings to the many leaders, voices and peoples.

Kia ora! Kia orana! Talofa! Welcome!

Congratulations on your success in obtaining a New Zealand Scholarship. Receiving a New Zealand Scholarship is recognition of your previous achievements as well as your potential to assist in the development of your country.

Your scholarship is funded through the New Zealand Aid Programme and is administered by the Ministry of Foreign Affairs and Trade (MFAT). Further information about the New Zealand Aid Programme can be found at <www.aid.govt.nz>.

The purpose of your scholarship is to provide you with academic study to learn new skills and acquire knowledge to assist in the social and economic development of your country when you return home. The New Zealand Aid Programme provides scholarships as part of our mission to support sustainable development to reduce poverty and contribute to a more secure, equitable and prosperous world. Scholarships are offered in specific subject areas that are most relevant to the development needs of your country. This is so you can contribute to making a real and positive difference to your country when you return home at the end of your scholarship.

The Māori concept of manaakitanga — hosting, respecting and caring for people — is key to the New Zealand Scholarships programme. Through manaakitanga, New Zealand will honour you and our partnership with your country. New Zealand is proud to manaaki (host) you while you achieve your academic goals and provide you with a positive, life changing experience. We will also be proud to manaaki you when you return to your home country as a member of our New Zealand alumni whānau, or family. We would like to stay in touch with you into the future.

The New Zealand Scholarships (New Zealand-based study) Policy Handbook is designed to assist you while you prepare to come to New Zealand, while you are here studying on scholarship, and as you prepare to return to your home country at the end of your scholarship. If you want to discuss any of the information in this handbook or if you require more information, please contact the International Student Officer (ISO) at your New Zealand tertiary education institution.

MFAT wishes you every success with your studies and for your time in New Zealand. We hope that you have a safe, successful and enjoyable stay.

2 Decision-making responsibilities and obligations

Throughout the handbook you will see the following symbols in the margin next to key information for:



you, the scholar



the institution



MFAT.

The information tells you what the policy is, who is responsible, and what action is required.

It is important that you read the handbook and that you note:

- what your responsibilities are as a scholar
- what you are able to do
- what you are **not** able to do.

This includes your responsibilities around satisfactory academic progress, compliance with visa conditions, appropriate behaviour and meeting the costs of dependants in New Zealand.

The handbook also provides guidance to you about the responsibilities of the institution where you are studying and the responsibilities of MFAT. In addition to these, MFAT does retain the right to be able to make decisions outside of the guidelines in this handbook.



Your responsibility as the scholar is to:

- have read and understood the conditions of your scholarship as described in the Letter of Scholarship Offer, including the Scholarship Declaration
- have read and understood the requirements and obligations of the scholarship as described in this handbook
- make sure that you follow and adhere to reasonable requests by either the institution where you are studying or by MFAT, and do so in a timely manner
- provide necessary information and supporting documents to support any changes requested to your scholarship
- understand that if:
 - you do not follow the conditions described in the Letter of Scholarship Offer and/or the requirements and instructions described in this handbook
 - you do not follow and comply with reasonable requests by the institution or MFAT

then you may be considered to be in breach of your scholarship and your scholarship may be terminated.



The institution is responsible for:

- orientation for all new scholars
- day-to-day management of scholars enrolled at their institution
- pastoral care and support for scholars
- decision making within approved limits as defined in this handbook
- reporting to MFAT on scholar progress and submitting recommendations to MFAT as required.



MFAT is responsible for:

- reviewing recommendations made by institutions, and making final decisions where this handbook indicates that it is MFAT's responsibility.

3 Scholar responsibilities and obligations



3.1 Scholarship Conditions

You must meet all your obligations under the Scholarship Conditions of the Letter of Scholarship Offer. As a scholar, you agree to:

- return to your home country for at least two years on completion of your scholarship
- maintain an acceptable standard of conduct, as outlined below
- attend classes, meet all course requirements, and sit exams
- notify the ISO at your institution of any change of personal circumstances
- be responsible for the care and support of any dependants you bring to New Zealand
- allow MFAT to use your relevant details in publicity and alumni-related activity as outlined in the Letter of Scholarship Offer
- participate in MFAT or institution feedback surveys.

You may have specific obligations, including bonded periods to your home government. Neither MFAT nor institutions are responsible for meeting such obligations. If these obligations affect your ability to meet the New Zealand Scholarship obligations, then the provisions of the Letter of Scholarship Offer and New Zealand law take precedence while you are in New Zealand.



3.2 Conduct

Scholars agree to maintain an acceptable standard of conduct while on scholarship, as specified by the Scholarship Conditions in the Letter of Scholarship Offer. The Conditions apply to you from the date of departure from your home country for New Zealand, until the date of arrival in your home country on completion of the scholarship.

Acceptable scholar conduct includes:

- abiding by the laws of New Zealand
- treating others with respect
- behaving with honesty and integrity
- acting in a manner that reflects your role as a representative of your home country.

You should be aware that it is a crime in New Zealand to use violence of any kind against another person, which includes physical, sexual, or psychological violence against family

members such as partners or children. It is also a crime to neglect or exploit children in your care, or to use physical discipline of any kind.

For more information on family violence and New Zealand law, see <www.areyouok.org.nz/family-violence/thelaw/>.

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3.3 Academic requirements

Scholars agree to meet all of the academic requirements outlined in the Letter of Scholarship Offer and in this handbook. This includes attending all classes, completing all assessments that are compulsory course requirements, and sitting all exams. You are required to achieve satisfactory academic progress in accordance with the continuation criteria set by MFAT and the institution.

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3.4 Change of circumstance

If your personal circumstances change while you are on scholarship, you must let your ISO know as soon as possible. The ISO can provide support, and advise you of any impacts on your scholarship. Examples of a change in personal circumstances include getting married, having a child, becoming seriously ill or being diagnosed with a serious health condition. In the case of pregnancy, you must let your ISO know of your pregnancy as soon as practicable and before the end of the first trimester of pregnancy to enable appropriate advice and support to be put in place.

You must tell your ISO immediately if you are charged with an offence by the New Zealand Police.

You must also advise your ISO if you change your address, and if there are any changes in the personal circumstances of any dependants who are in New Zealand. This includes letting your ISO know of the pregnancy of your spouse or partner as soon as practicable and before the end of the first trimester of pregnancy.

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3.5 Deferring an offer prior to commencement

You must take up your scholarship in semester one of the academic year immediately following the year you applied.

Pre-scholarship deferrals are permitted only when you are experiencing one of the following: significant temporary personal or family problems, temporary medical problems, or pregnancy. A scholarship offer cannot be withdrawn by MFAT due to scholar pregnancy.

If you are seeking a pre-scholarship deferral, you must apply in writing to MFAT with the reasons for, and proposed duration of, the deferral. For all non-PhD scholars, deferrals can be for either one semester (depending on course availability) or up to one year. PhD scholars may apply to defer for any time period of up to one year.

MFAT will consider other circumstances on a case-by-case basis, including where a scholar experiences delays outside of their control in obtaining a student visa.

Pre-scholarship deferrals are **not** permitted:

- for the convenience of the scholar or their employer
- when the scholar fails to meet the unconditional entry requirements of the institution, including English language requirements,

- when the scholar fails to obtain a visa in time for departure, and this failure is due to their inaction
- when the scholar fails to obtain a visa in time for departure, and this failure is due to delays in the scholar's dependants obtaining visas.

3.6 Debt to New Zealand Government



The Letter of Scholarship Offer is an agreement under New Zealand law. Under it, you acknowledge and agree that you will incur a debt to the New Zealand Government if:

- you do not return to your home country within the time specified in the Scholarship Conditions described in the Letter of Scholarship Offer
- you do not remain in your home country for a minimum period of two years at the end of your scholarship.

You also acknowledge and agree that where you incur a debt to the New Zealand Government, the amount of this debt is the total cost of your scholarship including actual tuition fees, airfares, allowances, stipends and other costs (all including Goods and Services Tax) paid by the New Zealand Government to you or on your behalf in relation to your scholarship.

You undertake to fully discharge the debt by either:

- immediately returning home for a period of two years in your home country, **or**
- promptly repaying in full the total amount of the debt to MFAT.

You acknowledge and agree that these debt provisions survive the duration of your scholarship.



3.7 First point of contact

The ISO at the institution where you will be studying becomes your primary point of contact from the time you sign the Letter of Scholarship Offer through to the end of your scholarship.

You must respond to all requests for information from the institution in a timely manner.



The institution will make initial contact with you after you have signed and returned the Letter of Scholarship Offer.

The institution will provide advice and guidance to you on: travel to, and accommodation in, New Zealand; visas; insurance; allowances and entitlements; course enrolment processes; and living in New Zealand.

The institution will make some of the necessary arrangements for you before you depart your home country, such as travel to New Zealand and insurance. The institution will also assist you with arranging accommodation for when you first arrive in New Zealand. Each of these areas is discussed in detail below.



You will be required to make some of the necessary arrangements to come to New Zealand before you are able to depart your home country. This includes applying for and obtaining the necessary visa, and completing the necessary medical checks. What you are required to do is set out in detail in the relevant sections in this handbook. It is important that you read these sections carefully.

4 Preparing to come to New Zealand

4.1 Pre-departure briefing



In countries with a New Zealand embassy or high commission, MFAT will provide a pre-departure briefing for all scholars, where possible. For scholars from Lao PDR, Cambodia, Myanmar, and Indonesia, the Management Services Contractor will provide this briefing, on behalf of MFAT.

The briefing is an essential aspect of preparing for your scholarship and you are expected to attend. Family members who may accompany you to New Zealand may be invited to the briefing.

MFAT may, at its sole discretion, arrange and cover the costs for you to attend this briefing. MFAT may pay for some or all of these costs if you live in a remote part of a country or region and the cost to attend the pre-departure briefing is extremely high, or if a group of scholars is travelling together to an embassy or high commission located in another country to attend the briefing.

However, MFAT will **not** provide funding towards these costs if there are a small number of scholars in a country without a New Zealand embassy or high commission who are departing at different times for these briefings.

MFAT will **not** provide funding towards the costs of family members attending the briefing.

If you do not receive a pre-departure briefing, MFAT will provide you with pre-departure briefing material, which you must read in full prior to your departure for New Zealand. This material may be online or in hard copy.



4.2 Initial planning for visas and travel

Before you are able to travel to New Zealand for your scholarship, it is essential that you do the necessary preparation. It is important that you start and complete the visa application process as early as possible, and that you respond in a timely way to requests for further information. You must make sure that you are able to arrive in New Zealand in time to complete the orientation programme.

Although the ISO will provide you with information on living in New Zealand, we would encourage you to do your own research on New Zealand. This will help you to be prepared and ready to transition to your study in New Zealand.

The website of your institution in New Zealand is a good place to start. You can also learn more about what it is like to live and study in New Zealand at www.studyinnewzealand.govt.nz/why-nz.

More information about immigration and visa requirements is included in section 9 of this handbook.

4.3 Dependants



If you have dependants, you and your family will need to decide whether they will accompany you to New Zealand and, if so, when this will occur. MFAT defines dependants as your spouse or partner, and children aged 19 years or younger. Before you decide whether to bring your dependants with you to New Zealand, you need to think carefully about whether you will have adequate funds available to support them. The costs of

living in New Zealand may be much higher than what you are used to in your home country.

To help you and your family make this decision, you need to be aware that MFAT will not provide any funding assistance to bring your dependants with you to New Zealand or to support them while they are here. The financial support you receive from MFAT will **not** be sufficient to cover the costs of supporting your dependants in New Zealand, and there is no additional financial support available from MFAT to help cover these costs. Neither is there any financial support available from your institution or any other New Zealand government agency.

You cannot bring your family with you unless you have access to other funds sufficient to meet the expected costs. The New Zealand Immigration authorities will require evidence of funds when your dependants apply for visas.

You should also consider other factors when deciding whether your dependants should accompany you to New Zealand, such as how your family will adjust to life in New Zealand, including schooling and employment that may be very different from that in your home country. If any of your dependants do not speak or read English they may feel very isolated. Your studies may suffer if your family is unhappy in New Zealand.

Your spouse or partner may be able to obtain a New Zealand work visa for the duration of your scholarship. However, even if your spouse or partner is able to obtain a New Zealand work visa, it may be difficult for them to find work in New Zealand. The work that is available may not be in the occupation that they worked in at home, or it may not provide a sufficient income.

If you decide to bring your dependants with you to New Zealand, we strongly recommend that you wait at least six months before they join you in New Zealand. This gives you enough time to settle into life in New Zealand, become accustomed to study requirements in New Zealand, and find suitable accommodation and schooling in preparation for your family's arrival. If you are completing a bridging qualification or English language training (ELT) in New Zealand prior to gaining entry into a main qualification, you are strongly advised to wait until you have completed this and have gained entry into the main qualification before bringing your family to New Zealand.

If you do bring your family to New Zealand but then you do not gain entry into the main qualification, you and your family will have to return home soon after arriving in New Zealand. This will be very disruptive and may cause you and your family significant financial hardship. If you do decide to bring any of your dependants to New Zealand, you must advise your ISO of the necessary details (names, ages, travel details) before they arrive. More details on the requirements that you need to meet to enable dependants to join you in New Zealand are outlined in the sections on immigration and visas, and insurance.

5 Initial travel to New Zealand and accommodation

The initial travel to New Zealand to commence your scholarship is funded through the scholarship offer.

You must respond to institutions' requests for information relating to your travel to New Zealand in a timely manner. This includes:

- providing a copy of your approved student visa



- providing any other information as requested
- notifying the institution if you have any family accompanying you.

Initial travel for you will include:

- travel from the closest departure point to where you live (airport, bus terminal, train station, or seaport as relevant) to your accommodation in the town or city where your institution is located
- standard economy-class ticketing on the most economical route. Ticketing should include provision for in-flight meals
- overnight accommodation for unavoidable stopovers en route, if these costs are not covered by the airline.

You must not make any changes to flights booked for you without consulting with, and obtaining the approval of, the institution. Any unauthorised alterations are a breach of your Scholarship Conditions. If you do not adhere to the flight bookings made by the institution, and the institution incurs costs in making new flight bookings, you may be required to reimburse the institution for costs incurred. The provisions in this section apply to all your travel entitlements under the scholarship, with the sole exception that approval may be given for a stopover in your home country as part of your final travel (see section 20.1).

A stopover needs to be over 9 hours in duration for you to qualify for an accommodation entitlement, but you also qualify for this entitlement if the stopover is of a shorter duration and the airport terminal is closed to the public.

Initial travel for you will **not** include:

- stopovers in third countries or within your home country or New Zealand, including for purposes of sightseeing or to visit family and friends
- funding for any accompanying family members.

When arranging international travel for new scholars, institutions should ensure that:

- the arrival date enables the scholar to:
 - establish themselves in their accommodation
 - attend all orientation and preparatory programmes
 - settle into their new environment before the semester begins
- scholar stipends are paid from the start date of the scholarship, as stated in the Letter of Scholarship Offer, but only if the scholar is in the city they will be studying in by that date
- air tickets are issued with special restrictions to limit alterations by the scholar and restrict any refunds to the institution only
- alterations to international travel to allow for a stopover in another country are not permitted
- alterations to international travel that will lead to a longer stopover are not permitted
- alterations to international travel that will lead to increased costs are not permitted, even if the scholar offers to pay the difference
- alterations to international travel to allow for initial travel commencing from a third country are not permitted, even if the scholar offers to pay the difference or the alteration has no impact on costs.



6 Insurance

6.1 What is provided

You will be provided with insurance cover as part of your scholarship, as set out below.

It is important that you carefully read the insurance information provided by the institution and the detailed terms and conditions contained in the insurance policy. You must comply with the provisions of this policy, including what you must do if you need to make an insurance claim. You need to be aware that any fraudulent claims may affect your ability to retain future insurance cover, including being able to submit further claims under the insurance policy.

Institutions will arrange travel- and medical-related insurance for you. This insurance commences from the time that you depart your home country, and covers the full period that you are in New Zealand. It concludes when you return to your home country. It will include cover when travelling between New Zealand and your home country for approved home-located research, reunion travel, compassionate travel and mandatory work attachments or practical training and if returning home for the period between two academic years.

This insurance will cover:

- full coverage for emergency and urgent medical care, including evacuation if required, where this is not provided by publicly funded health and disability support services
- repatriation costs in the event of death
- emergency dental care
- travel delays and cancellations
- baggage and personal items — both while travelling and in New Zealand
- cash and travel documents — both while travelling and in New Zealand
- personal liability
- personal accident.

The insurance will **not** cover any pre-existing medical conditions that you may have. Nor will it cover ancillary services, such as dental visits, optical services (for eyes) and physiotherapy. There will also be other limits — for example, you will need to pay for some pharmacy costs. The insurance information you receive will set out in detail what health-related costs will not be covered.

You will need to pay any additional expenses that you incur. It is recommended that you purchase additional health insurance to cover such ancillary services as dental visits and optical services. You must pay for any such additional insurance cover.

The exact terms and conditions of the insurance policy will outline in detail what is covered and what is not covered under the policy. The insurance cover you will have does not include any dependent family members who may accompany you to New Zealand. You are responsible for obtaining and paying for appropriate insurance cover for your dependants. It is strongly recommended that you obtain sufficient cover for each of your dependants, including for medical care that is not provided by publicly funded health and disability support services, dental care, and personal items. The ISO can advise you on how to obtain this and suggested levels of cover.

6.2 Repatriation provisions in case of death



If either you or one of your accompanying dependants dies in New Zealand, MFAT, through your institution, will pay for actual and reasonable repatriation costs and associated family airfares, if these costs are not covered by insurance. Your ISO can advise you or your accompanying family on the details if this assistance is required.

7 Arriving in New Zealand



Before you leave your home country, you must ensure that you have with you:

- the Letter of Scholarship Offer
- the offer of place from your education institution
- the visa approval letter from Immigration New Zealand (including for any dependants)
- insurance documents
- money for emergency expenses if needed (about NZ\$200 is recommended).



Institutions must arrange for all new scholars to be met at the airport and taken to their accommodation when they first arrive in New Zealand. If this is not possible, institutions must ensure scholars are sufficiently briefed and supported.

7.1 Arrival meeting



You must attend an arrival meet-and-greet as soon as possible with the ISO or another designated representative of the institution.



Institutions must complete an arrival meet-and-greet for all new scholars as soon as possible after their arrival in New Zealand. This must occur within four working days after arrival, and preferably within 48 hours. This meet-and-greet must provide scholars with practical information and assistance to support them between arrival and the start of their full orientation programme, and include setting up a bank account.

8 Support while you are studying in New Zealand

8.1 Orientation



You must attend the full orientation programme provided by your education institution. The start date of the scholarship will include the orientation programme. If you cannot arrive in time for orientation because of visa delays, unscheduled flight delays or unexpected personal or medical issues, your scholarship may be deferred to the following semester. However, failure to attend the full orientation programme on other grounds will be deemed a breach of your Scholarship Conditions.

Institutions must provide an appropriate and comprehensive multi-day orientation programme specifically for New Zealand Scholars as soon as possible after the scholar's arrival in New Zealand. Orientation may occur individually or in a group. The orientation programme must provide scholars with practical information and assistance to support

them to successfully transition to tertiary study in New Zealand, and provide essential study, computer, and life skills.

Institutions may choose the content of the orientation programme, but, at a minimum, the orientation programme must include the following topics:

Health and wellbeing	Academic preparation	Scholarship
Homesickness/mental health, including culture shock and adjusting to life in New Zealand	Workshops on academic preparation	Scholar responsibilities and obligations Treaty of Waitangi
Medical and support services (counselling, disability, family planning, sexual health, family violence, alcohol/drugs/gambling, vaccinations, etc.) Physical recreation	Faculty – enrolment	Expectations around conduct
Insurance	English language	
Environment <ul style="list-style-type: none"> • Campus and facilities • Emergency services 	Information technology (IT) services Cyber security	Timeframes (scholarship duration)
Shopping, transport, banking		Budgeting

8.1.1 Research scholars

Institutions must ensure that all research scholars and their supervisors attend a meeting with the ISO within a month of the scholar's research study component start date that reiterates the Scholarship Conditions, including requirements to complete within scholarship duration. This includes research scholars at master's thesis level.

If you are a research scholar, you must attend this meeting.

8.2 Monitoring your health and wellbeing

Your health and wellbeing are important. You are responsible for your own welfare, and that of your dependants.

Adjusting to life in New Zealand may bring unexpected personal or academic challenges, including culture shock. The social norms, mannerisms, etiquette, food and weather in New Zealand may differ to what you are used to in your home country. Services and support are available to help you adjust. It is important that you communicate with your ISO about any difficulties you are experiencing so they can work with you to overcome these. These include any incidents of harassment or violence directed at you.

You must attend monitoring meetings as scheduled. These will be at least once per semester. At these meetings, you should bring to the attention of your ISO any personal or academic issues, or any change of personal circumstances that may affect your study or for which you require support. If you do not attend these meetings or respond to requests from your ISO, you will be in breach of your Scholarship Conditions.

Section 8.2.4 covers requirements in cases of pregnancy.

Institutions must:

- regularly monitor scholar welfare and academic progress and provide scholar support, to maximise each scholar's chance of successfully completing their studies within the duration of the scholarship
- ensure they support the welfare and pastoral care needs of all scholars as guided by the Education (Pastoral Care of International Students) Code of Practice 2016 <www.nzqa.govt.nz/providers-partners/education-code-of-practice>
- at a minimum, meet scholars individually at least once each semester to assess their welfare and academic progress and discuss any issues (MFAT recommends formal monitoring in the middle and at the end of each semester).

In the case of PhD scholars, the relevant supervisor must attend the initial meeting with the scholar early in semester one, and subsequently meet with scholars at least once every semester.

Institutions must inform MFAT immediately should they become aware of any of the following:

- the scholar, or a scholar's immediate family member, has died
- the scholar has breached, or is likely to breach, their Scholarship Conditions, including in relation to appropriate conduct
- there is a potential risk to MFAT or the Scholarships Programme, reputational or otherwise
- there is a police investigation involving a scholar.

Institutions must:

- monitor and support scholars' academic progress using the scholarship continuation criteria (see section 14.1) and the institution's own academic monitoring or continuation criteria
- approve and inform MFAT about on-scholarship deferrals, extensions, withdrawals or downgrades on personal grounds
- recommend to MFAT any terminations
- recommend to MFAT any qualification downgrades on academic grounds.

8.2.1 Health services

You, your spouse or partner, and your children aged 19 years or younger are entitled to the same government-funded health and disability services as New Zealand citizens. Access to these entitlements by your spouse or partner, and your children aged 19 years or younger, is contingent on your spouse or partner, and any such children, holding visas directly linked to your visa and meeting Immigration New Zealand requirements.

For more information, see:

<www.health.govt.nz/new-zealand-health-system/eligibility-publicly-funded-health-services/guide-eligibility-publicly-funded-health-services/nz-aid-programme-student-receiving-official-development-assistance-funding>.

Your education institution has a Student Health Service to assist you with any health problems or concerns you may have while studying. If necessary, the Student Health Service will refer you to a specialist.

The Student Health Service can also provide you with **confidential** information about family planning and sexual health.



8.2.2 Student counselling

Your institution has counselling services to help you overcome problems you may experience while studying. These are available free of charge.



8.2.3 Other support services

Academic support services, budgeting advice, and other student support services are also available. You should discuss your needs with your ISO.



8.2.4 Pregnancy

Institutions must ensure that any pregnant scholar is made aware of the nearest medical and counselling services and facilities, either on or close to, campus, and how to access those services and facilities.

To maximise scholars' chances of successfully completing their scholarship, MFAT strongly recommends that pregnant scholars consider deferring their scholarship and resuming their studies in New Zealand after the birth of their child (see sections 18.1.1 and 18.2).

If you are pregnant and do not use an on-scholarship deferral, MFAT expects that the scholarship will be completed in the original scheduled timeframe.



You must:

- notify your ISO of your pregnancy as soon as practicable and before the end of the first trimester of pregnancy to enable appropriate advice and support to be put in place
- consider an on-scholarship deferral and resuming your studies in New Zealand after the birth of your child
- keep your ISO informed of your condition
- notify your ISO of the pregnancy of your spouse or partner if they are in New Zealand as soon as practicable and before the end of the first trimester of pregnancy.

9 Immigration and visa requirements



9.1 Passports

You need a current passport to enter New Zealand. You also need to ensure that your passport is valid for at least six (6) months longer than the expected completion date of

your scholarship. If you don't have a current passport, you are responsible for applying for one and for paying all of the necessary costs.

If your passport is lost or stolen, you must apply for a replacement passport immediately at your nearest embassy, high commission or consulate. You will be responsible for paying the necessary costs. You will need to report the loss of the passport to the New Zealand Police.

S

9.2 Visas

You will need to apply for a New Zealand Aid Student Visa as soon as you have accepted the Letter of Scholarship Offer. Your visa must be granted at least six weeks prior to the scholarship start date.

For up-to-date information about immigration requirements and the visa application portal, see:

- <www.immigration.govt.nz/new-zealand-visas>
- <www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa>.

The fastest, easiest, and cheapest way to apply for a student visa is online via the Immigration New Zealand website using a RealMe login <www.realme.govt.nz/>. This might not be available in all circumstances — for example, if you do not have a credit card to pay the fees.

You need to be aware that Immigration New Zealand is solely responsible for assessing the visa applications of New Zealand Scholarship recipients and their dependants. Receiving a Letter of New Zealand Scholarship Offer does not guarantee that you will receive a visa. You must independently meet all requirements as set by Immigration New Zealand.

For a checklist on preparing for the application and for departure for New Zealand, see <www.nzready.immigration.govt.nz/>.

MFAT and the institution have no influence or control over visa decisions made by Immigration New Zealand. If you are unable to secure a visa, the scholarship offer will be withdrawn.

You also need to be aware that Immigration New Zealand will not issue a student visa for conditional offers of place from a New Zealand tertiary education institution. When applying for a visa, you must be able to satisfy Immigration New Zealand that the entry conditions for your study have been met in full; for example, you have International English Language Testing System (IELTS) scores sufficient to commence study and all original transcripts have been submitted to the institution.

You must produce an unconditional offer of place from your approved New Zealand tertiary education institution as part of the student visa application process. You should not apply for another type of visa.

9.3 Visa fees, medical checks, and other visa costs

9.3.1 Application fee and immigration levy

M

MFAT will reimburse the student visa application fee (including the application service fee if applicable), any transit visa fees, and the immigration medical check fee, on your

arrival in New Zealand, unless the New Zealand High Commission or Embassy in your home country has already paid for these.

S You must provide receipts to your institution on your arrival to be eligible for reimbursement. The costs that MFAT will cover are set out below.

9.3.2 Cost of medical checks

M MFAT will cover:

- the cost of your standard medical check for visa immigration purposes as part of the scholarship. One standard medical check will be paid for the entire visa application process
- the cost of a second standard medical check if required for a visa extension.

MFAT will **not** cover:

- travel and any related costs for you to undergo medical checks
- any additional tests and reports required because of identification of a health condition during the standard medical check
- any medical checks required for immigration purposes for your dependants.

S In some Pacific countries and in Timor Leste, MFAT, via Posts, will pay for the standard medical check undertaken in your home country. Where MFAT has paid these costs directly to the provider, you are not eligible for reimbursement.

If you have paid for the one standard medical check associated with a visa application, you will be reimbursed for this after you arrive in New Zealand, via the institution. You must provide receipts to be reimbursed.

For information on the medical checks required by Immigration New Zealand, see www.immigration.govt.nz/new-zealand-visas.

MFAT reserves the right to require individual scholars and any accompanying dependants to have additional medical checks, including specific immunisations, to provide assurance that they do not pose a health risk before they are given tickets for travel. Scholars and any accompanying dependants may also be required to have such checks within a defined period after arrival in New Zealand.

9.3.3 Other costs associated with applying for a visa

S You must pay any other costs associated with applying for a visa, including police clearances and courier fees. MFAT will not reimburse you for these costs.

9.3.4 Reimbursement guide: visa-related costs for new scholars

Cost	Paid by MFAT via post or reimbursed via institution in New Zealand (only with receipts)
Visa application fee	Yes

Transit visa (if required)	Yes
Immigration medical check fee (maximum of one per visa application)	Yes
Travel to location where medical check occurs	No
Travel to location where visa interview occurs	No
Police clearance fee	No
Courier fee for visa application	No
Passport application fee	No
Passport renewal fee (for example, for expired passport or name change)	No
Any costs, including application fee and medical check, for dependants' visas	No

9.4 Visa obligations

You must make sure that you have a current, valid visa for the full duration of your scholarship, or, if this is not possible because of Immigration New Zealand provisions, you must make sure that you have a current, valid visa for the maximum period permitted by Immigration New Zealand. If your scholarship is extended, and you require a new visa, the visa application fee costs will be reimbursed by MFAT, via the institution. If you require a new visa because Immigration New Zealand provisions mean you do not have a valid visa for the full duration of your scholarship, the visa application fee costs will be reimbursed by MFAT, via the institution.

You must make sure that you comply with all of the conditions associated with your visa, as set out below. You are obligated to inform Immigration New Zealand of any changes in your circumstances that would affect the conditions associated with your visa.

- You must maintain full-time enrolment in your study programme. Failure to be enrolled full time or to meet the minimum attendance requirements may mean that your scholarship will be terminated by MFAT.
- You must not apply to change the type of visa you hold without the written approval of MFAT. Also, you must not apply to extend your visa beyond the duration of the scholarship without the written approval of MFAT. If you seek to change your visa status without MFAT's approval, your scholarship may be terminated by MFAT. If one of your accompanying dependants seeks to change their visa status without MFAT's approval, your scholarship may be terminated by MFAT. If your scholarship is

terminated for one of these reasons, you will be required to repay to MFAT the total costs of your scholarship in full. Alternatively, you can discharge the debt by returning to your home country for a period of two years.

- If you do not have a current valid visa, or if your visa is revoked or cancelled by Immigration New Zealand, MFAT will terminate your scholarship as per the termination process. If your scholarship is terminated for this reason, you will be required to repay the total costs of your scholarship in full to MFAT. Alternatively, you can discharge the debt by returning to your home country for a period of two years.

9.5 Visa extensions or changes

If your scholarship duration is extended and Immigration New Zealand requires you to undertake new medical checks, MFAT will reimburse you for these costs, via the institution.

If you require a new visa because Immigration New Zealand provisions mean you do not have a valid visa for the full duration of your scholarship, the visa application fee costs, and the costs of a new medical check if required, will be reimbursed by MFAT, via the institution.

You are entitled to reimbursement of costs for visa extensions or visa condition changes in other circumstances when the change is through no fault of your own and/or when a change to your programme of study has been approved by MFAT.

If you need a replacement passport during the duration of your scholarship because your existing passport is lost or stolen, you may need to apply for a replacement visa. Your ISO can advise you on this. You will need to provide Immigration New Zealand with a copy of the police report in which the loss of the passport is reported. If your passport is lost or stolen, you should inform your ISO and the police as soon as possible.

Full details of when MFAT will reimburse you are set out below.

Circumstance	Reimbursed via institution in New Zealand (only with receipts)
The original visa was issued for a shorter period than the duration of the scholarship	Yes
Immigration medical check fee, if required (maximum of one per visa application)	Yes
You hold an official passport (such as issued by the Philippines or Indonesia) that is issued for only one year at a time	Yes
You changed course with MFAT approval	Yes
You were granted an extension because you failed one or more papers	Yes

Circumstance	Reimbursed via institution in New Zealand (only with receipts)
You were granted an extension because of circumstances outside your control (for example, health issues)	Yes
You were granted a deferral following receipt of your visa, which necessitated a visa extension	Yes
You lost your passport or it was stolen	Where covered by insurance
Any costs associated with changes to dependants' visas	No

9.6 Institutions' obligations

The institution where you are studying will have certain responsibilities on immigration-related issues. The institution will:

- contact Immigration New Zealand if you have any enquiries about immigration restrictions for you or your dependants after you arrive in New Zealand
- inform MFAT if you or one of your dependants has breached, or is likely to breach, the visa conditions
- inform Immigration New Zealand about any scholarship changes that affect student visas — in particular, if you complete your scholarship early or your scholarship is terminated. Institutions will advise Immigration New Zealand in writing of these details and advise Immigration New Zealand that you and your dependants are not permitted to remain in New Zealand
- advise you that if you become pregnant during your scholarship, you need to ensure you are not in breach of your student visa or the Scholarship Conditions if you are not formally enrolled in a study programme following the birth of the child in New Zealand.

10 Working while on scholarship

Your student visa issued by Immigration New Zealand allows you to work for up to 20 hours per week during each academic semester. Your student visa also allows you to work full time during holidays within the academic year and during the long study break during November to February, including over the Christmas and New Year period. You need to be aware that a student visa that allows the holder to work is not classified as a work visa.

Before you decide whether or not you wish to work while you are studying, you must carefully consider how it might affect your study. You need to remember that you are required to study full time. Your priority is to complete the qualification you seek to obtain within the duration of the scholarship offer. You will not be given any extensions if you perform poorly or fall behind in your studies because of work commitments.

You are strongly discouraged from working 20 hours per week during the academic year, as this is a significant time commitment and will considerably reduce the time and energy

you have to focus on your studies. You will have assignments that you will need to work on during the holidays within the academic year. You should also consider other factors, such as the effort involved in finding suitable work, and the importance of having time for recreation and other interests, and for your relationships with family and friends.

You must discuss employment with your ISO before you decide whether you wish to work within the academic year. Your ISO may recommend that you do not work at all while studying, or recommend that you only work a very small number of hours.

If, in breach of your scholarship declaration, you apply for a work visa to remain in, or return to, New Zealand to work during or within two years of completion of your scholarship, Immigration New Zealand will advise MFAT. Your application for a work visa will not be supported by MFAT.

11 Visa and other requirements for accompanying dependants



You are responsible for ensuring that you inform your spouse or partner and each of any dependent children who accompany you to New Zealand of their visa-related obligations.

You must make sure that your spouse or partner and each of any dependent children who accompany you to New Zealand hold current passports. You also need to ensure that their passports are valid for at least six (6) months longer than the expected completion date of your scholarship. You, and your spouse or partner, are responsible for applying for a passport, if required, and for paying all of the necessary costs.

You must ensure that your spouse or partner and each of any dependent children who accompany you to New Zealand hold current, valid visas. You will be responsible for paying the visa application fees, and for paying for all of the other costs involved with the visa application including medical checks. If your scholarship is extended, and your spouse or partner and any dependent children require new visas, you are responsible for applying for these and for paying all necessary costs.

The most appropriate visa type for any dependent children who will join you in New Zealand is the Dependent Child Student Visa. Only children that are aged 19 years or younger are regarded as your dependants by Immigration New Zealand. You should check the Immigration New Zealand website for full details <www.immigration.govt.nz/new-zealand-visas>.

Your spouse or partner and any dependent children who accompany you to New Zealand cannot apply for permanent residency in any country during the duration of your scholarship, or within two years of the completion of your scholarship.

You need to ensure that your spouse or partner and any dependent children who accompany you to New Zealand are cared for while they are in New Zealand. This includes ensuring that they receive adequate financial support for living costs. If your children are aged between 6 and 16 years, they must be enrolled in a primary or secondary school as domestic students. If any of your children aged between 16 and 19 years are not enrolled in school, they must comply with the relevant conditions of their visa. If any of your children are aged between 5 and 6 years, school enrolment is voluntary. All children who are enrolled must attend classes.

11.1 Work visas for accompanying dependants

Your spouse or partner may be granted a full work visa for the duration of the scholarship, provided they meet Immigration New Zealand requirements, including evidence of funds. Immigration New Zealand has particular immigration instructions that apply to the dependants of MFAT-funded scholars.

You should be aware that it may be difficult for your partner or spouse to find work in New Zealand. The work that is available may not be in the profession they worked in at home, and/or it may not provide sufficient income.

Dependent children are **not** eligible for work visas.

More information about current requirements and restrictions is available on the Immigration New Zealand website: <www.immigration.govt.nz/new-zealand-visas>.

You can also refer to the MFAT Information Sheet: *Visa information for partners and dependent children of New Zealand Scholarships students*.

12 Two-year stand-down period

You will be required to depart New Zealand within 14 days of the date you complete your study programme and your scholarship ends (see section 20.1). Your spouse or partner and any dependent children will also be required to depart New Zealand at the same time. You will need to return to your home country for a minimum period of two years. This two-year stand-down period starts on the date of departure from New Zealand. During this period, you may not apply to return to New Zealand for purposes of work, study or residence. You may, however, travel to New Zealand under a short-term visitor visa, subject to the visa application process.

Your spouse or partner is not eligible for any visa class for New Zealand in the two-year period following completion of your scholarship, unless they have written approval from MFAT (with the exception of a short-term visitor visa).

During this two-year stand-down period, you may not apply for a work permit for, or permanent residency in, any other country.

12.1 Spouse or partner on non-New Zealand Scholarship

If your spouse or partner entered New Zealand on the basis of a non-New Zealand Scholarship or as a self-funded scholar, then the stand-down provisions do not apply to your spouse or partner. In these instances, your spouse or partner may remain in New Zealand to complete their study programme, and there are no visa eligibility restrictions on them in the two-year period. Any dependent children whose entry to, and position in, New Zealand is tied to that of the spouse or partner who is on a non-New Zealand Scholarship or is self-funded are also exempt from the provisions in this section.

13 Scholarship allowances and entitlements

This section covers the allowances and entitlements available to scholars. Please note that, depending on the level and duration of your study, you may not be eligible for all of the following allowances and entitlements.

You should not expect to receive any allowances or entitlements in addition to those listed in this section, either from MFAT or from your institution.

You are responsible for managing and paying your expenses in New Zealand, except for:

- tuition and associated fees
- travel to and from New Zealand
- insurance.

You should also note that:

- scholarship allowances are tax free
- scholarship allowances and entitlements are subject to review at MFAT's discretion.

13.1 Payment of allowances and entitlements

Institutions must arrange payment to scholars of:

- an establishment allowance
- a fortnightly allowance (the scholarship "stipend")
- any other allowance entitlements that scholars may be eligible for.

The stipend and any other allowance entitlements are credited directly into scholars' bank accounts every fortnight. At the discretion of the institution, the initial establishment allowance (see section 13.4) is either paid in full on arrival, or may be split into two payments.

The stipend is payable from the start date of the scholarship (as stated in your Letter of Scholarship Offer), but only if you have arrived in the city you will be studying in by this date. It is paid continuously throughout the year while you remain on scholarship, including during:

- public holidays and the institution's normal vacation periods during the academic year
- the November–February period between academic years
- approved summer school
- approved extensions
- approved reunion travel
- approved, compulsory practical training/work attachment/internship in your home country for up to 15 weeks, or in New Zealand for up to 12 months
- approved non-compulsory internship in New Zealand in the November–February period between academic years
- approved, home-located research for up to three months for master's scholars, and up to six months for PhD scholars
- approved compassionate leave for up to four weeks
- approved brief absences from New Zealand for personal international travel
- the first three weeks if you are hospitalised.

13.2 Ceasing payments of allowances and entitlements

Once you have completed your final exam (or attended your final class or submitted your final assignment if you do not have exams) or submitted your thesis (for research scholars), the scholarship ends. This date may be different from the end date on the Letter of Scholarship Offer. When the scholarship ends, you must return to your home

country within 14 days, or before your visa expires, whichever comes first. Stipends will continue to be paid during this 14-day period, and then will cease.

The stipend and other entitlements will also cease if you:

- have an unexplained absence from New Zealand
- fail to return to New Zealand from personal international or domestic travel in time for the start of a semester
- fail to return to New Zealand following the completion of any home-located research
- are on compassionate leave for more than four weeks
- have been hospitalised for more than three weeks
- (for undergraduate scholars) are undertaking compulsory practical training in your home country and remain longer than the approved duration of the practical training
- are on an on-scholarship deferral
- have your scholarship terminated
- voluntarily withdraw from your scholarship
- breach any conditions of the scholarship (including applying for a work permit without approval or applying for permanent residency to New Zealand or another country).

13.3 Allowances and entitlements guide

Type	Description	See section
Tuition fees	Full tuition fees for the approved study programme, including enrolment, orientation, and student union fees. Fees are not paid for any professional memberships.	
Travel between a scholar's home country and New Zealand at the start and end of the scholarship, and also at the start and end of any approved on-scholarship deferrals	Standard economy class travel from the closest departure point to a scholar's home (airport, bus terminal, train station, or seaport) to the town or city where their institution is located, by the most economical route. Ticketing should include provision for in-flight meals.	5 20.1
Establishment allowance	\$3,000 in the first academic year, to meet textbook costs and for other set-up costs in New Zealand. \$1,000 at the beginning of each additional calendar year, to cover the full year. ¹ For scholars returning from an on-scholarship deferral during the	13.4

¹ For example, a scholar who starts their scholarship in July 2019 will receive \$3,000 in July 2019 and \$1,000 in approximately January 2020.

Type	Description	See section
	calendar year, this amount is paid after the scholar returns. For scholars with less than a calendar year remaining in their study, this amount is pro-rated as per the table below. (See section 13.5 for additional details.)	
Living allowance (stipend)	\$491 per week paid over the scholarship duration and any extension of the scholarship. Stipends are paid fortnightly in arrears.	13.6
Medical and travel insurance	To meet basic requirements.	6.1
Additional tutoring	Up to \$1,000 per academic year for tutoring; additional allowance may be available if required.	13.7
Postgraduate research allowance	\$1,000 for postgraduate research scholars (one-off payment).	13.8
Postgraduate research travel	Scholars may be entitled to economy class travel to their home country for approved home-located research.	17.3
Postgraduate thesis allowance	Up to \$850 for non-PhD postgraduate scholars. Up to \$1,500 for PhD scholars.	13.9
Reunion travel	Scholars may be entitled to a economy class reunion airfare to visit their home country.	19.1
Reintegration allowance	Scholars are entitled to an allowance to meet costs of departure and getting re-established in their home country after completing their studies. Scholars are entitled to \$1,000.	20.4

13.4 Initial establishment allowance



The initial establishment allowance helps scholars with their immediate costs on arrival in New Zealand. It is paid in the first year of study.

The initial establishment allowance of \$3,000 helps with costs such as:

- temporary accommodation
- accommodation bonds (usually equivalent to four weeks' rent), and rent in advance (usually equivalent to two weeks' rent)
- utility bonds for services at rental properties, such as electricity and telephone
- suitable clothing
- course expenses
- textbooks
- household items, if moving into rental accommodation.

The institution must pay you the initial establishment allowance, or part of it, as soon as practicable and within five working days after you arrive in your city of study. If the institution deducts any costs from your establishment allowance or stipend (for example, to pay halls of residence deposits) they must ensure that you are aware of the reason for the deduction and the amount deducted.

The institution may pay the establishment allowance in two instalments. In this case, you can request the second instalment allowance at any time if needed for establishment costs. The institution must ensure that you are aware of this provision. The institution must pay the second instalment allowance as soon as practicable.

Scholars who start in November one year and complete in November the following year, having completed 12 months of academic study, will receive the full \$3,000 initial establishment allowance, and one further allowance of \$250. Scholars who start in November and study for longer than 12 months will receive one further allowance of \$250 in the calendar year immediately following the calendar year of arrival. They will then receive \$1,000 at the beginning of each subsequent calendar year, to cover the full year. For scholars with less than a calendar year remaining in their study, this amount is pro-rated to the nearest three-month period.

Scholars transferring to another institution midway through the academic year are **not** entitled to a second establishment allowance, even if the transfer is an approved part of their study programme.

13.5 Ongoing establishment allowance

Institutions must pay scholars subsequent yearly establishment allowances of \$1,000 at the beginning of each calendar year. This applies to all scholars who started their scholarship at some point in the period from January to October in the preceding year. These funds help with your housing costs, course-related costs, and research costs.

If your scholarship finishes in the middle of a year, you receive a portion of this amount to the nearest three-month period, as follows:

Months of scholarship remaining	Pro-rated establishment amount
1–3 months	\$250
4–6 months	\$500
7–9 months	\$750



If you:

- have fewer than four weeks of study remaining, you are not eligible to receive any establishment allowance for that period of time
- are enrolled as the result of a scholarship extension, you are entitled to receive an establishment allowance as a pro-rated amount
- are returning from an on-scholarship deferral at the beginning of or during the calendar year, you are entitled to receive an ongoing establishment allowance on return to New Zealand, subject to the exceptions below.

If you return from an on-scholarship deferral, you receive the full ongoing establishment allowance of \$1,000, unless you:

- have less than nine months of study remaining. The allowance is then paid as a pro-rated amount; or
- return in November. You receive a further allowance of \$250 on return. You will then receive \$1,000 at the beginning of the subsequent calendar year, to cover the full year (unless you have less than nine months of study remaining).

You receive only one ongoing establishment allowance in any calendar year. A scholar who receives the allowance of \$1,000 at the beginning of the calendar year, but who then goes on an on-scholarship deferral before returning at the start of the second semester, does not then receive an additional allowance.

13.6 Stipend (living allowance)



The institution must pay you a stipend, which contributes towards basic day-to-day expenses, such as:

- accommodation (rent or board)
- food
- living expenses, such as telephone, electricity, and water bills
- transport to and from the institution
- incidentals and personal items, such as clothing and toiletries.

The stipend also covers less regular expenditure on:

- course-related clothing, such as uniforms and protective wear
- stationery, photocopying, internet, and other course-related costs
- field trips, projects, workshops, and conferences
- computer equipment and software.

See sections 13.1, 13.2 and 13.3 for information about payment of stipends.

13.7 Additional tutoring allowance



You may apply to the institution for funding of up to \$1,000 per annum for additional academic, study or skills tutoring. Additional tutoring is to be approved by institutions, subject to:

- the institution determining it necessary
- you already making use of tutorials and support provided free of charge by the institution or other on-campus providers, but require additional tuition and support.

The institution may propose that you have additional academic, study or skills tutoring.

13.7.1 Compulsory additional tutoring

To better support you for success under certain circumstances, the scholarship provides additional tutoring as a standard component of the range of support provided to scholars.

If you are in any of the following situations, the institution will work with you to put in place additional tutoring arrangements:

- in the first year of any undergraduate course
- in every year of the following courses:
 - Bachelor of Engineering (Honours) or similar
 - Bachelor of Engineering Technology or similar
 - Bachelor of Science or similar
 - Bachelor of Commerce or similar
- in all relevant years if you have a “monitor” status on academic monitoring, including if you have had a provisional or final extension approved.

13.8 Postgraduate research allowance

Institutions can approve up to \$1,000 towards the costs incurred by postgraduate scholars when they carry out research of at least 90 credits as a mandatory component of their qualification. The allowance may support home-located research or New Zealand-based research.

The postgraduate research allowance is paid once during the scholarship, usually at the time that home-located research is carried out (see section 17.3).

13.9 Postgraduate thesis allowance

MFAT contributes towards the costs incurred by postgraduate scholars for proofreading, printing, and binding a thesis. The thesis must be at least 90 credits for scholars to be eligible for the allowance.

The postgraduate thesis allowance:

- is a one-off allowance, not an annual payment
- is a reimbursement for actual and reasonable costs incurred, with the expectation that institutions will invoice only for actual costs or a reasonable estimate (which may be less than the entire amount allowed for)
- might not cover all thesis costs, in which case scholars are expected to fund the additional costs from their stipend, establishment allowance, or personal funds
- can be reimbursed to scholars when they return to New Zealand for their PhD oral examination. Scholars must provide receipts to be reimbursed; **or**
- payment may be made in advance of the scholar’s return home at the end of the scholarship (when the thesis is submitted) on the basis of a quote for services.

Scholars should also make full use of the thesis support provided free of charge by the institution, including:

- postgraduate thesis-writing seminars
- individual appointments with student learning support services on writing, editing, and proofreading
- reimbursement for thesis costs available from some faculties and universities.

Scholars may use the additional tutoring allowance (see section 13.7) for additional one-on-one tutoring in editing, proofreading, and writing, as well as for proofreading services. Institutions can approve this cost up to the maximums outlined in section 13.3.

14 Scholarship continuation



Each semester you are assessed against scholarship continuation criteria. If you do not meet all the criteria below, there are options available ranging from attending summer school, to downgrading the qualification, to terminating the scholarship. Success plans are also put in place.

14.1 Criteria

At the end of each semester the institution assesses you against the scholarship continuation criteria. You are deemed to have met the scholarship continuation criteria if you:

- are on track to complete the qualification(s):
 - within the original scholarship offer duration stated on the Letter of Scholarship Offer (including summer school), **or**
 - within the original scholarship offer duration (including summer school) **plus** one approved extension (conditional or otherwise) up to the maximum duration listed in section 14.3, **or**
 - within a revised duration approved by MFAT for compassionate reasons (for example, resulting from an on-scholarship deferral), **and**
- meet the education institution's continuation criteria, such as the minimum grade-point average required to continue to the next stage, **and**
- have complied with all the Scholarship Conditions, including expectations around conduct, **and**
- have met the conditions of the conditional extension, if applicable, **and**
- have fulfilled the requirements of the scholar success plan, if applicable.

If you do **not** meet all of the scholarship continuation criteria, the institution makes one of the following recommendations to MFAT:

- **Downgrade — academic:** the qualification is downgraded to a lower-level qualification at the same institution, as a consequence of poor or marginal academic performance. The scholar may either depart New Zealand immediately, as they have already qualified for the downgraded qualification or remain in New Zealand to complete the remainder of the downgraded qualification (see section 16.2).
- **Termination:** MFAT terminates the scholarship (see criteria in sections 14.6 and 14.7).
- **Non-completion:** the scholarship duration ends without the scholar having completed a qualification. This includes cases where a scholar is unable to complete their qualification within their extension period.
- **Institution change:** the scholar changes to a different institution to complete a qualification (see criteria in section 16.3).

If you meet the scholarship continuation criteria but need an extension or have marginal academic performance, the institution may:

- recommend to MFAT a **Course change:** the scholar changes to a different course at the same institution, and the institution puts an SSP in place (see section 14.4)

- recommend to MFAT a **Downgrade – academic**: the scholar changes to a lower-level qualification at the same institution (see criteria in section 16.2), and the institution puts an SSP in place (see section 14.4)
- approve a conditional extension (see section 14.3), and put a SSP in place (see section 14.4).

14.2 Summer school



In certain instances, subject to the approval of the institution, scholars may attend summer school. Relevant situations in which summer school may be approved are:

- a scholar is required to pass a previously failed prerequisite paper
- a scholar has only one paper left to complete, **or**
- the scholar wishes to accelerate their study to reduce their future workload.

14.3 Extensions



Institutions make decisions about extensions. Extensions are only granted in exceptional circumstances, due to unforeseen events outside of the scholar's control. Scholars should not expect an extension will be approved automatically.

When considering extension requests, institutions should take into account that scholars are permitted only one extension during their scholarship, and only if they meet criteria (see section 14.1). Institutions must also be confident that the scholar can successfully complete their qualification within the period of the extension.



Scholars must submit a written request, including supporting documents, to their ISO outlining the reason for the extension request.

If you are at the end of your original scholarship timeframe, an extension may be approved without conditions, subject to meeting the criteria below. However, if you do not require an extension immediately, but will require an extension in the future in order to complete your qualification, an extension may be **conditionally** approved.

You must continue to pass all other papers, either over summer school or during semesters, up until the point of requiring the extension; at this point the extension will become final. If you fail any other papers, the conditional extension will be withdrawn, and the institution will recommend a downgrade (academic), termination or non-completion. See sections 16.2 (downgrade), 14.1 (non-completion), and 14.6 (termination).



Institutions must only approve an extension if:

- the extension is essential to complete the qualification; **and**
- there is evidence of exceptional circumstances outside of the scholar's control that have led to them requiring an extension; **and**
- the institution is confident the scholar can complete the qualification within the extension; **and**

- it is the scholar's first extension (only one extension is permitted per scholar during the entire duration of their scholarship, including any English language, bridging or pathway programmes); **and**
- the extension is no longer than:
 - one semester for coursework scholars (this may include summer school where summer school falls outside the original term of the scholarship as per the Letter of Scholarship Offer)
 - one year for scholars in full-year academic programmes, or for scholars who must undertake compulsory full-year papers
 - a maximum of three months for research master's scholars
 - a maximum of six months for PhD scholars. A PhD extension must not result in the scholarship exceeding a maximum of four years total to the date of thesis submission.

Institutions must also take into account:

- that MFAT does not wish to continue to fund a scholar who is unlikely to complete their study
- extensions to bridging or pathway English language training programmes are permitted only where the institution is confident the scholar will not also require an extension to the main qualification (an extension to any of these is considered the one extension permitted, and no further extensions will be available)
- the scholarship should be downgraded or terminated if there is a low level of confidence the scholar can complete all study programmes within the scholarship timeframe plus one extension. See sections 16.2 (downgrade) and 14.6 and 14.7 (termination)
- for master's by thesis or PhD scholars, whether the requested extension period is necessary or whether a shorter extension period should suffice
- in the case of undergraduates, the structure of papers and majors. An extension would not be approved to complete a non-compulsory double major or additional minor. Summer school may be an alternative to a full semester extension to complete the scholar's original major.

14.4 Scholar success plan

Institutions must put in place scholar success plans for scholars in certain situations to maximise their chance of successfully completing their studies within the period of scholarship.

Institutions **must** put a scholar success plan in place for all scholars who:

- have failed one or more papers in the previous semester
- had a conditional extension approved (this scholar success plan must remain in place and be updated each semester until the completion of the scholarship)
- are currently completing an extension
- had a downgrade approved by MFAT in the previous semester
- had a course change approved by MFAT in the previous semester
- have returned to study in the last 12 months following an on-scholarship deferral.

Institutions **may** put a scholar success plan in place for scholars who have:

- passed all papers in the previous semester, but with marginal academic performance as determined by the institution

- experienced other significant issues that may affect their ability to complete their scholarship within the original scholarship duration
- been approved for an on-scholarship deferral and are in their home country
- not been granted approval for an on-scholarship deferral, and are continuing with their study programme
- decided not to take up an on-scholarship deferral when this has been recommended or suggested by the institution, and are continuing with their study programme.



Scholars must meet the conditions of their scholar success plan. If they do not comply with the scholar success plan in full, the scholarship may be considered for termination.

14.5 Withdrawal from scholarship

Some scholars may experience unexpected personal or medical issues that prevent them from continuing with their study. In the first instance, MFAT encourages these scholars to take a deferral of study of up to one year to resolve these issues (see section 18).

However, if these issues cannot be resolved through pastoral care support or a deferral, the scholar may voluntarily withdraw from their scholarship.

Withdrawal is not available to scholars who have not met the academic continuation criteria or whose scholarship is being considered for termination.



To withdraw from your scholarship, you must notify your institution in writing of your intention to withdraw and the reason for doing so. The institution will then inform MFAT of your decision. All scholarship funding will cease, and you and your spouse or partner, and any other dependants, must return to your home country within 14 days of the date of the withdrawal letter from MFAT. The institution will organise the return travel.

If you do not return to your home country within 14 days of the date of the withdrawal letter from MFAT, you forfeit your return airfare and will need to fund your own return home. The total cost of your scholarship becomes a debt to the New Zealand Government, and you will be required to repay the full cost.

Withdrawing from a scholarship is permanent, and you cannot take it up again at a later date. However, there is no penalty for withdrawing from a scholarship voluntarily, and you may apply again for a further scholarship after spending a minimum period of two years in your home country.

14.6 Termination criteria and responsibilities



MFAT may terminate a scholarship if:

- a scholar does not meet the scholarship continuation criteria at the end of a semester (see section 14.1) and a downgrade is not suitable or not available
- a scholar is excluded by the institution because of misconduct (as defined by the institution), including academic misconduct such as plagiarism
- a scholar completes the maximum period of English language training available under the scholarship and is still unable to meet English language requirements for entry to their main programme of study
- at any time, a scholar breaches any of the Scholarship Conditions, including expectations around conduct.

If a scholar shows insufficient academic ability, rather than terminating the scholarship, the scholarship should, wherever possible, be changed to a lower-level qualification if available at the same institution (for example, bachelor's degree to diploma). The scholar may have already met the institution's completion criteria for the lower-level qualification (see section 16.2 on downgrades).



Institutions must monitor the welfare and academic progress of scholars (see section 8.2) including applying the scholarship continuation criteria (see section 14.1), and make recommendations to MFAT about termination.

MFAT makes final decisions on terminations.

If a scholar reaches the end of their original scholarship duration without completing their qualification and is not eligible for an extension or a downgrade, their institution must notify MFAT of the non-completion.

14.7 Termination process



Termination of a scholarship is serious. MFAT is responsible for making the decision to terminate a scholarship.



The institution makes the initial proposal for a termination if it believes a scholarship should be terminated. The institution must:

- meet with the affected scholar to advise that it will recommend to MFAT that the scholarship be terminated and the reasons for this
- submit the recommendation for termination to MFAT, including the reasons for this
- monitor and address any concerns about the scholar's safety, and ensure they are aware of support services available to them, such as counselling.



If MFAT agrees with the institution's recommendation, the institution will advise the scholar in writing that termination is proposed. Before a final decision is made, the scholar has the opportunity to submit a written response to the ISO about the proposed termination. This must be submitted within three working days of receiving the termination proposal letter.



MFAT must then:

- review the proposal for termination and the scholar's response (if provided)
- make the final decision on the scholarship termination and inform the scholar and institution.

If MFAT's decision is to **not** terminate the scholarship:

- MFAT must:
 - inform the institution about why the scholarship is not being terminated
 - consider issuing a warning to the scholar (for example, for breach of visa conditions or violation of expectations around conduct)
- the institution must:

- meet with the scholar to advise them that their scholarship is not being terminated and deliver MFAT's written reply, including any warning issued. If this is not possible, the institution should send the MFAT letter to the scholar by email
- put in place any scholar success plan as required by MFAT.

If MFAT's decision is to terminate the scholarship:

- the institution must:
 - monitor and address any concerns about the scholar's safety, and ensure they are aware of support services available to them, such as counselling
 - meet with the scholar to inform them that their scholarship is being terminated, and to deliver the MFAT termination letter. If this is not possible, MFAT should send the letter to the scholar by email
 - arrange the scholar's final travel.

Institutions must provide a reintegration briefing for scholars who have had their scholarship terminated (see section 20.3).



Where a scholar has had their scholarship terminated on academic grounds, they cannot apply for a further New Zealand Scholarship for a period of five years.

Where a scholar has had their scholarship terminated on grounds of inappropriate conduct, they are permanently prohibited from applying for any further New Zealand Scholarships.

14.8 Subsequent eligibility

The table below sets out a scholar's subsequent eligibility to apply for a New Zealand Scholarship, including at regional institutions, if their scholarship is terminated or downgraded, or they withdrew or did not complete. It includes the mandatory stand-down period before the scholar can apply again.

Circumstances	Subsequent eligibility to apply
Scholarship is terminated on grounds of inappropriate conduct	Scholar permanently prohibited from applying for a further New Zealand Scholarship.
Scholarship is terminated on academic grounds	Scholar prohibited from applying for a further New Zealand Scholarship for a period of five years after returning home.
Scholarship is downgraded on academic grounds	Scholar prohibited from applying for a further New Zealand Scholarship for a period of five years after returning home.
Scholar returns home without completing a qualification	Scholar prohibited from applying for a further New Zealand Scholarship for a period of five years after returning home.

Circumstances	Subsequent eligibility to apply
Scholarship is downgraded on personal grounds	Scholar can apply for a further New Zealand Scholarship after a stand-down period of two years after returning home.
Voluntary withdrawal from scholarship on compassionate grounds due to unforeseen personal circumstances	Scholar can apply for a further New Zealand Scholarship after a stand-down period of two years after returning home.

15 Majors and double majors



Scholars are selected for a scholarship based on the details of their qualification including their major subject, as listed in their application. MFAT will only support double majors in particular circumstances, unless a double major is a study programme requirement.

You must apply in writing to your ISO if you wish to start a second (double) major. When requesting to start a second major, you must provide:

- a letter demonstrating how the second major will contribute to your home country's development
- written confirmation from the institution that the double major can be completed (scheduling of papers) within the original scholarship timeframe, **and**
- a copy of the academic transcript showing successful completion of two semesters of study with strong grades (A grade average).



Institutions make decisions on supporting double majors.

16 Course, major, qualification or institution changes



16.1 Course, major or qualification changes

MFAT makes decisions on course, major or qualification changes when it receives a recommendation from an institution.



MFAT offers New Zealand Scholarships for a specific field, level of study, and qualification that meets the human resource development needs of a scholar's country. Course changes are only approved in exceptional circumstances, and must be within the original duration of the scholarship.

When requesting a change to a course or qualification, you must provide:

- a letter to the ISO advising why you want to change your course or major, and demonstrating how the proposed course will meet the development needs of your home country
- written confirmation from the faculty confirming that you would be accepted into the new course
- a copy of your academic transcript.

You must have met the scholarship continuation criteria if you request a change to a course or qualification.

When MFAT receives the change request from an institution, it may seek input from the relevant post and the partner government before reaching a final decision.

16.2 Change to a lower-level qualification (downgrade)

Sometimes you are unable to complete your original qualification for personal or academic reasons. Rather than withdrawing or terminating the scholarship, the institution must consider changing the scholarship to a lower-level or downgraded qualification (for example, bachelor's degree to diploma), if available at the same institution.



If you are undertaking a pathway qualification and do not meet the entry requirements for the next level of study, MFAT will downgrade your scholarship to the highest level of study completed. For example, a postgraduate scholar who has a pathway of postgraduate diploma to master's, but does not meet the entry criteria for master's, will complete their scholarship after the postgraduate diploma portion and must then return to their home country.

Usually the scholar will have already met the completion criteria for the downgraded qualification at the time their scholarship is varied to allow the qualification change.



If a downgrade is likely, institutions should discuss this option with scholars as soon as possible (that is, as soon as the institution becomes aware of significant academic difficulty or that the scholar has not met the continuation criteria for their intended programme of study).

Institutions can approve downgrades for personal reasons and, in such cases, inform MFAT. Personal reasons would normally be one of the following: serious family problems, either in New Zealand or in your home country, a serious medical condition or pregnancy, or a mental health condition.

Where a scholarship has been downgraded for personal reasons, MFAT considers the downgraded qualification to be successful completion of a scholarship. No penalties will apply, which means scholars can reapply for further scholarship study after the two-year stand-down period.

MFAT gives final approval for an institution's recommendation on a course downgrade based on academic performance.



Where a scholar has been downgraded due to academic performance, they will not be eligible to apply for a further New Zealand Scholarship for five years.

16.3 Institution changes



MFAT strongly prefers that scholars do not change institutions. Therefore, institution changes will be approved only in exceptional circumstances.



Institutions make a recommendation to MFAT where they believe an institution change may be appropriate for a scholar.

MFAT is responsible for final approval of an institution's recommendation about institution changes.

Institution changes may be considered in any of these cases:

- the scholar has not met the continuation criteria for their current programme of study for reasons other than fail grades (for example, the courses have a higher grade-point average standard of entry, or there are fewer places available in the programme at their current institution), and is eligible for entry to a similar qualification in the same priority sector at another institution
- the scholar has not met the continuation criteria for their programme of study at their current institution, and a relevant downgraded qualification is available at another institution
- circumstances outside the scholar's control affect their ability to continue study at the current institution, such as lack of appropriate supervisors, or compelling medical or personal situations.



The institution's recommendation to change institutions must demonstrate that:

- they have considered all options for a scholar to remain, including downgraded qualification, course change, or change of supervisor
- the scholar could complete their qualification at the alternative institution within the guidelines in this handbook for extensions of their original scholarship (that is, within one semester for coursework scholars, one year for full-year courses, or three to six months for postgraduate scholars)
- there is a high likelihood of the scholar succeeding at the new institution, **and**
- the scholar would be accepted into the proposed course at the new institution.



In deciding whether to grant the transfer, MFAT will consider whether:

- the scholar's proposed programme of study at the new institution contributes to a priority sector for their home country
- all appropriate options for remaining at the current institution have been thoroughly investigated
- there is evidence the scholar could successfully complete a qualification within the guidelines in this handbook for extensions of their original scholarship
- any budget changes resulting from the proposed institution change are reasonable.



If you receive MFAT approval to change institutions, you are entitled to funding for travel costs to the new institution.

- Travel must be taken by the most economical route possible.
- MFAT does not fund other relocation costs, such as moving furniture or loss of accommodation bonds.
- You should discuss the procedure for funding and arranging such travel with your ISO at least two months in advance of travel, where possible.

16.4 Student exchanges



You are not permitted to participate in an exchange programme between your New Zealand institution and an institution in another country. MFAT scholarships are New Zealand Government-funded scholarships for study in New Zealand.

17 Postgraduate research and PhD examinations

17.1 Home-located research criteria



If you are enrolled in a PhD or a postgraduate qualification with a mandatory research component, you are eligible for funding for fieldwork/research in your home country. MFAT does not provide this funding for small-scale research projects; it will only consider research that is a minimum of 90 credit points.

To meet the criteria the fieldwork should be:

- essential for the successful completion of your programme (your supervisor must provide evidence of this)
- undertaken in your home country, so that:
 - it is under local conditions
 - it can contribute to the development of your home country
 - it can support you to develop and maintain professional and employment networks in your home country.

As an alternative, you may choose to apply to undertake fieldwork in New Zealand or another developing country. Fieldwork in New Zealand or another developing country will only be approved on an exceptional basis; you must make a strong case to your institution that clearly demonstrates why this fieldwork will be of greater benefit to your research than fieldwork in your home country. Any request to support fieldwork in another developed country will not be approved.



Institutions approve home-located research:

- for a maximum period of up to three months for master's scholars and up to six months for PhD scholars
- only if the fieldwork will not result in the need for a scholarship extension
- normally once only per scholarship.

In exceptional circumstances, MFAT recognises that a particular research topic may require two periods of home-located research. Institutions will make the decision on this. If approved, funding to help meet relevant costs will be available.

If institutions agree to a second period, the total time spent overseas for fieldwork/research must not exceed the maximum time available to the master's or PhD scholar.

17.2 Home-located research plan



You must submit a home-located research plan to your ISO at least two months in advance of the proposed fieldwork. The plan must include:

- an itinerary/timetable and description of research
- budget information on what the post-graduate research allowance will be spent on
- any justification for home-located research that does not meet the home-located research criteria — for example, research in another developing country
- any relevant supporting documentation.

You must provide any additional information sought by the institution. The institution's ISO, in conjunction with you and the faculty, will determine whether you could feasibly

undertake primary research within the constraints of your study programme without needing an extension to your scholarship. For some scholars, depending on the duration of their programme and size of their intended research project, there will not be sufficient justification to support home-located research.

Following discussion with the ISO and the faculty, you may be expected to make adjustments to the home-located research plan that you initially submitted. If this plan is approved, you must follow it, and be aware that assessments of your scholarship progress will be made with reference to the approved plan.

17.3 Home-located research funding and insurance



MFAT limits financial assistance during home-located research to:

- your stipend, which continues at the same rate during the fieldwork research period
- one standard, return economy class travel entitlement from the town or city where you are studying to the closest arrival point to your home (airport, bus terminal, train station, or seaport) by the most economical route. Ticketing should include provision for in-flight meals. MFAT will not fund travel to multiple research locations in your home country
- in exceptional circumstances, a second standard, return economy class travel entitlement from the town or city where you are studying to the closest arrival point to your home (airport, bus terminal, train station, or seaport) by the most economical route. Ticketing should include provision for in-flight meals
- overnight accommodation for unavoidable stopovers en route, if these costs are not covered by the airline
- a postgraduate research allowance to assist with additional costs related to the fieldwork (the level of allowance provided is the same regardless of whether one or two periods of home-located research are approved)
- additional insurance in some circumstances.

A stopover needs to be over 9 hours in duration for you to qualify for an accommodation entitlement, but you also qualify for this entitlement if the stopover is of a shorter duration and the airport terminal is closed to the public.

Travel will not include any stopovers in third countries or within your home country or New Zealand, including for purposes of sightseeing or to visit family and friends.



Institutions may provide or source funding for you to undertake additional research, fieldwork, or study-related travel (including conference attendance) not covered by the scholarship. Any additional research, fieldwork, or travel must not extend the maximum periods of up to three months for master's scholars and up to six months for PhD scholars or the duration of the scholarship, and cannot be taken after the scholarship is completed.

17.4 PhD oral examinations and thesis-related tasks



If you are a PhD scholar, you must submit your thesis while in New Zealand by the end of your scholarship.

Usually, you will undertake PhD oral examinations in New Zealand three to six months after you submit your thesis. This means that, after you have submitted your thesis, you must return to your home country to await the oral examination. Where required, you must return to New Zealand to sit the examination and complete thesis tasks.

You must take your return travel to New Zealand for oral examinations within one year of submitting your thesis.

On return, you may remain in New Zealand for a maximum of six weeks to prepare for and sit the oral examination and make necessary amendments or revisions to the thesis required to complete the PhD.



Institutions must consider evidence provided by the thesis supervisor when recommending duration and timing for your PhD oral examination entitlement.



MFAT will support only the minimum amount of time required. For example, in some cases, two to three weeks will be sufficient.

If the necessary amendments or revisions to the thesis required to complete the PhD exceed the maximum six week period supported by MFAT, you must return to your home country to complete this. All MFAT entitlements and allowances cease after the maximum six week period permitted, and you are responsible for all further costs. This includes any further return travel to New Zealand for a further oral examination if this is required.

17.4.1 PhD downgrade options

If you are not awarded a PhD, the institution may decide to award a lower level qualification at the same institution or not to award any qualification.

17.4.2 PhD returning scholars – entitlements



When you return to your home country to await the oral examination and then return to New Zealand to sit it, you are entitled to:

- one standard, return economy class travel entitlement from the closest departure point to where you live (airport, bus terminal, train station, or seaport as relevant) to your accommodation in the town or city where your institution is located by the most economical route (in addition to your final travel). Ticketing should include provision for in-flight meals
- overnight accommodation for unavoidable stopovers en route, if these costs are not covered by the airline
- visa application costs, if required
- entitlements and allowances including insurance that apply to your scholarship while you are in New Zealand. This does **not** include an establishment allowance.

A stopover needs to be over 9 hours in duration for you to qualify for an accommodation entitlement, but you also qualify for this entitlement if the stopover is of a shorter duration and the airport terminal is closed to the public.

Travel will not include any stopovers in third countries or within your home country or New Zealand, including for purposes of sightseeing or to visit family and friends.

MFAT will **not** pay allowances and entitlements while you are out of New Zealand.

18 On-scholarship deferrals

18.1 On-scholarship deferral criteria and process



After commencing your study programme, you may request a scholarship deferral if you are affected by:

- serious family problems, either in New Zealand or in your home country
- a serious medical condition
- a mental health condition
- pregnancy
- being in hospital for more than three weeks during term time
- circumstances where you have been given a conditional extension, but the papers you must pass as a condition of this extension are not available in the next semester.

An on-scholarship deferral can be for the length of one semester or up to one year, but must not exceed 12 months.

Your scholarship remains in place, but you will not be entitled to a stipend while on a deferral. The travel entitlement for you returning home at the start of the deferral and returning to New Zealand at the end of the deferral is the same as for your initial travel to, and final travel from, New Zealand.

You must:

- apply in writing to your ISO outlining the reasons for the request and the duration
- return to your home country.



Institutions make decisions about on-scholarship deferrals. When approving on-scholarship deferrals, they must take into account the following:

- the scholar's situation, and seek input or additional information from the scholar, faculty, or healthcare provider, and, if necessary, from MFAT
- scholars who defer their scholarship must return to their home country and cannot remain in New Zealand during the deferral
- the scholarship can be deferred only once, except in cases when the scholar is pregnant.

Institutions must:

- issue the scholar with an on-scholarship deferral letter
- put in place a scholar success plan, where appropriate, that covers the deferral period and will support a scholar's return on the completion of the deferral
- give the scholar a deadline to contact the institution so they have sufficient time to return to New Zealand. MFAT recommends contact at least two months prior to returning for one-semester deferrals, and at least three months prior to returning for 12-month deferrals.



If you apply for a deferral and the institution decides not to grant it, you may either continue or withdraw from your scholarship.

If you have been granted an on-scholarship deferral, you may apply to extend it. The period of deferral (including any extensions to the original deferral period) must not exceed 12 months. You may extend your deferral period up to the maximum of 12 months. As long as the extension to your deferral period follows on from the original deferral period approved, it is still considered one deferral period. If you decide not to return from an on-scholarship deferral, you can withdraw voluntarily from the scholarship with no penalties applied; that means you can reapply for further scholarship study after the two-year stand-down period.

18.1.1 Pregnancy



To maximise scholars' chances of successfully completing their scholarship, MFAT strongly recommends that pregnant scholars consider deferring their scholarship and resuming their studies in New Zealand after the birth of their child (see section 8.2.4).

If you are pregnant, you may request a second deferral, which can be for the length of one semester or up to one year, but must not exceed 12 months. This provision is available only when your study programme is over 12 months in duration; that means it is not available for one-year master's or diploma programmes.

18.2 Returning from an on-scholarship deferral



If you have an on-scholarship deferral, you must:

- be reaccepted by the institution before continuing again
- be able to demonstrate that the reasons for your on-scholarship deferral have been resolved
- contact the institution, with the required supporting evidence, by the deadline stated in the on-scholarship deferral letter
- check your visa status and, where necessary, renew or reapply for an appropriate visa.



Institutions must:

- be satisfied that the circumstances that led to the deferral are no longer likely to negatively affect the scholar's studies
- confirm that the scholar has been reaccepted by the institution
- put in place a scholar success plan on the scholar's return.

If the institution is not satisfied that the scholar can be reaccepted or return to study without negative impacts, they must notify MFAT. Scholars that do not contact their institution by the deadline outlined in their on-scholarship deferral letter will have their scholarship terminated.

19 Travel while studying

19.1 Reunion travel



Reunion travel enables scholars who are away from home for an extended period to maintain links with their families, employers or potential employers, and communities. To be eligible for funding to return to your home country for visits, your scholarship must be for a period of more than 1.5 years (548 days).

Reunion travel entitlements are calculated on the duration of your study programme, starting from the first study component (includes bridging, pathway or main qualification), and concluding on completion of your study programme. It does not include arrival date or the orientation period, or the 14-day period after the completion of study before the scholar departs.

MFAT does not consider whether you have dependants or the location of those dependants when determining eligibility for reunion travel.

The number of reunion travel entitlements varies depending on the study programme duration:

Study programme duration	Reunion travel entitlements
Under 1.5 years (0–548 days)	None
1.6 to 2.5 years (549–913 days)	1
2.6 to 3.5 years (914–1,278 days)	2
3.6 to 4.5 years (1,279–1,643 days)	3
4.6 to 5.5 years (1,644–2,008 days)	4
5.6 to 6.5 years (2,009–2,373 days)	5
6.6 to 7.5 years (2,374–2,738 days)	6

You may take reunion travel at any time as long as it does not interfere with your academic obligations. For example, the Scholarship Conditions in your Letter of Scholarship Offer require that you must attend all classes, and submit all assignments on time. Where applicable, such as for block courses, you must be present for the entire period of the relevant semester or semesters. You should discuss the most appropriate time to undertake reunion travel with your ISO. Any reunion travel must be taken during the scholarship period, but not within the last six months of the scholarship. Reunion travel cannot be taken consecutively with home-located research travel or approved personal travel.

You must submit a request for reunion travel at least four weeks in advance of the date of proposed travel. Late requests will not be considered.

PhD scholars are entitled to a maximum of four weeks' reunion travel per entitlement, as they are expected to be working on their thesis full time throughout the calendar year.

The reunion travel entitlement is:

- standard economy class travel from the town or city where you are studying to the closest arrival point to your home (airport, bus terminal, train station or seaport) by the most economical route. Ticketing should include provision for in-flight meals
- overnight accommodation for unavoidable stopovers en route, if these costs are not covered by the airline.

A stopover needs to be over 9 hours in duration for you to qualify for an accommodation entitlement, but you also qualify for this entitlement if the stopover is of a shorter duration and the airport terminal is closed to the public.

Travel will not include any stopovers in third countries or within your home country or New Zealand, including for purposes of sightseeing or to visit family and friends.

If you are an undergraduate scholar, a scholarship extension may entitle you to an additional reunion travel entitlement. Any additional entitlement is calculated by the adjusted total duration of your study programme. However, if you are a postgraduate scholar, a scholarship extension does not entitle you to an additional reunion travel entitlement.

You cannot use a reunion travel airfare to pay for a dependant to travel to or from New Zealand.

Institutions approve requests for reunion travel, and will arrange and pay for this travel, including departure taxes.

19.2 Compassionate travel

You may be entitled to one compassionate travel entitlement to return to your home country in the event of the death or the critical medical condition of a family member. To be potentially eligible for this entitlement, family members are defined as:

- your parents
- your spouse or partner
- your children
- your siblings (brothers and sisters) and grandparents
- if relevant, the family member who has been your primary caregiver.

For the purposes of this entitlement, the following are **not** defined as family members, unless they have been your primary caregiver:

- your uncles and aunts
- your cousins.

Sometimes compassionate travel will be covered under medical and travel insurance. If it is not covered by insurance, MFAT will fund compassionate travel as long as you can provide medical details about the family member's death or critical medical condition. MFAT will also be contacted by institutions to verify circumstances, especially if documentation is not readily available.

If you seek the compassionate travel entitlement on the basis that the eligible family member has been your primary caregiver, you will need to demonstrate written evidence of this before travel can be approved.

You must inform the ISO if you wish to apply for compassionate travel.



MFAT provides only one compassionate travel entitlement for the duration of the scholarship. If you require additional compassionate travel, you can use your reunion travel entitlement.

Institutions approve compassionate travel requests where the above conditions are met.

The compassionate travel entitlement is:

- one standard, return economy class travel entitlement from the town or city where you are studying to the closest arrival point to your home (airport, bus terminal, train station, or seaport) by the most economical route. Ticketing should include provision for in-flight meals
- overnight accommodation for unavoidable stopovers en route, if these costs are not covered by the airline.

A stopover needs to be over 9 hours in duration for you to qualify for an accommodation entitlement, but you also qualify for this entitlement if the stopover is of a shorter duration and the airport terminal is closed to the public.

Travel will not include any stopovers in third countries or within your home country or New Zealand, including for purposes of sightseeing or to visit family and friends.

19.2.1 Additional compassionate travel



In exceptional circumstances, such as a significant natural disaster in your home country, MFAT may approve an additional compassionate travel entitlement to enable you to return home for a short period of time.



Institutions should consider whether the timing of compassionate travel means you will fail a semester. In this case, you should be granted an on-scholarship deferral, rather than compassionate travel, and return to New Zealand at the start of the next available semester.

19.3 Personal travel



You must ensure that any personal travel will not affect your scholarship, study, or academic performance. You should also check your insurance policy prior to personal overseas travel to see whether you are covered. If not, you should arrange extra cover at your own expense.

Undergraduates and scholars in taught courses can only undertake personal international or domestic travel outside semester time or periods of enrolment in taught papers.

You must ensure you return to your institution in New Zealand in sufficient time for the start of the semester or period of enrolment in taught papers.

Research scholars who are expected to continue studying outside of semester time should contact their ISO and research supervisor to determine an appropriate time and duration for any personal travel.

You must fund your own personal travel.

19.4 Work attachment



Some qualifications, such as teaching, require scholars to complete practical training during or at the end of their studies. This may take the form of a work attachment (generally paid) or practical training (generally unpaid).

Where possible, and depending on the length of the training, MFAT expects you to do your work attachment or practical training in your home country. This is so the experience is under local conditions, maintains your links with your home country, and contributes to your country's development.

Where the work attachment or practical training occurs in New Zealand at the end of your scholarship, MFAT will sometimes consider a scholarship extension to allow for this.



The institution approves scholars to undertake a mandatory work attachment or period of practical training, provided it has evidence of:

- the offer of work
- the mandatory nature, and relevance of, the work to the qualification
- support from the faculty, including confirmation that the work offered meets the course requirements — for example, that the work component can be completed outside New Zealand.



MFAT funds travel to your home country for work attachments or practical training during your scholarship if they are a compulsory component of the qualification; however, you should consider whether the timing of any reunion travel would fit to avoid duplication of travel, where possible.

- If separate travel to your home country is required for the work attachment or practical training as a compulsory component of the qualification, the travel entitlement is: one standard, return economy class travel entitlement from the town or city where you are studying to the closest arrival point to your home (airport, bus terminal, train station, or seaport) by the most economical route. Ticketing should include provision for in-flight meals.
- The entitlement includes overnight accommodation for unavoidable stopovers en route, if these costs are not covered by the airline.

A stopover needs to be over 9 hours in duration for you to qualify for an accommodation entitlement, but you also qualify for this entitlement if the stopover is of a shorter duration and the airport terminal is closed to the public.



Travel will not include any stopovers in third countries or within your home country or New Zealand, including for purposes of sightseeing or to visit family and friends.



If you are undertaking mandatory paid work attachments in New Zealand, you must hold a visa that entitles you to undertake this work. You pay for this visa, and will subsequently be reimbursed by MFAT via the institution.



Institutions should advise scholars undertaking paid work attachments in New Zealand that they need to have the correct conditions added to their visa to avoid breaching their visa conditions. These conditions prevent them from applying for further work visas in the two years following completion of their work attachment. Institutions should ensure that Immigration New Zealand attaches these conditions to the scholar's work visa.



Where paid employment is part of the course requirements, MFAT, at its sole discretion, may reduce the level of allowances and entitlements paid on a case-by-case basis.



19.5 Study-related travel and conference attendance

You must seek approval from your institution before undertaking any travel to attend conferences.



Institutions must consider the conditions in the scholarship continuation criteria outlined in section 14.1 when approving conference attendance.

Institutions may provide or source funding for you to undertake study-related travel (including conference attendance) that is not covered by the scholarship.

Study-related travel or conference attendance must not have a negative impact on, or extend the duration of, your scholarship, and cannot be taken after the scholarship is completed.

Failure to gain approval from your institution for study-related travel and conference attendance will be considered a breach of the Scholarship Conditions.

20 Preparing to return home



The purpose of the scholarship is to provide you with academic study or skills training so that you can contribute to the social and economic development of your country when you return home.

At the end of your scholarship you are obligated to return to your home country for a minimum of two years.



20.1 Scholar final travel and departure

You (and your spouse or de facto partner and any other dependants) must leave New Zealand within 14 days of you completing your study. The completion date will be one of the following:

- your final class
- your final exam
- your final assignment
- your thesis submission in accordance with the study plan
- the date of the withdrawal letter from MFAT (this is the date listed at the top of the letter)
- the date of the termination letter from MFAT (this is the date listed at the top of the letter).

The dates listed on your Letter of Scholarship Offer and/or your student visa are indicative only, and your scholarship end date is determined by the factors listed above. Once the scholarship has been completed, you and your dependants must depart New Zealand within 14 days or before your visa expires, whichever comes first.



Institutions must arrange travel at the end of the scholarship for all scholars.

The return travel entitlement for all scholars includes:

- standard economy class travel from the town or city where you are studying to the closest arrival point to your home (airport, bus terminal, train station, or seaport) by the most economical route. Ticketing should include provision for in-flight meals
- overnight accommodation for unavoidable stopovers en route, if these costs are not covered by the airline.

A stopover needs to be over 9 hours in duration for you to qualify for an accommodation entitlement, but you also qualify for this entitlement if the stopover is of a shorter duration and the airport terminal is closed to the public.



The entitlement does **not** include:

- stopovers in third countries or within New Zealand, including for purposes of sightseeing or to visit family and friends
- travel costs for any dependants.

Approval may be given for one stopover in your home country for purposes of employment or if health related.

You are not allowed to make changes to travel arrangements or dates. If you do not adhere to the flight bookings made by the institution, and the institution incurs costs in making new flight bookings, you may be required to reimburse the institution for these costs.

Immigration New Zealand will be notified if you do not depart on the expected date.

20.2 Completion ceremony



Institutions must arrange a function before the end of the semester, such as a presentation ceremony or reception for completing scholars, to mark the completion of their scholars' study and scholarships.

20.3 Reintegration briefing



You must attend and participate in reintegration planning. Your institution will provide a reintegration briefing in the final semester of your scholarship. This will include practical information and assistance to support your preparation to depart New Zealand and to reintegrate into your home country. You will only be eligible to receive the reintegration allowance if you attend the reintegration briefing in full, including any workshops related to the briefing.



Institutions must provide appropriate and comprehensive reintegration briefings for all completing scholars in their final semester prior to departure.

20.4 Reintegration allowance



A reintegration allowance is available to help you meet the costs associated with leaving New Zealand.

It also will help you to meet the costs of re-establishing yourself in your home country. These costs may include temporary accommodation, accommodation bonds, costs associated with searching for employment, and other incidentals.

You are entitled to \$1,000 regardless of the scholarship duration.

The allowance is usually paid with the last stipend payment (see section 13.2).

To be eligible for the reintegration allowance, you must attend your institution's reintegration briefing in full.



MFAT will **not** pay the reintegration allowance if the scholarship is terminated for a breach of the Personal Conduct condition in the Letter of Scholarship Offer.

MFAT pays PhD scholars either when they return home to await their oral examinations, or with allowances paid at the time they return to sit oral examinations. Institutions should determine the appropriate payment date in consultation with the scholar.

20.5 Scholars who return home early

20.5.1 Support services



The institution must ensure that if a scholar is returning home early due to scholarship termination or withdrawal, wherever possible, they have access to counselling and support services prior to their departure.

20.5.2 Notification to Immigration New Zealand



If a scholar completes their scholarship before their visa expires (for example, if the scholarship is terminated, or the qualification is completed early), the institution must advise Immigration New Zealand in writing of the departure details. The institution must also advise Immigration New Zealand that the scholar and their dependants are not permitted to remain in New Zealand.

20.5.3 Notification to MFAT



If a scholar's scholarship date of completion is significantly earlier than planned (for example, if the qualification is completed early), the institution must advise MFAT of the scholar's departure date.

20.6 Scholars who wish to remain in New Zealand



If an institution becomes aware that a scholar or their dependants wish to remain or have remained in New Zealand following the completion of their scholarship, the institution must advise MFAT and, where possible, meet with the scholar to remind them of the conditions of their scholarship. The scholar will be reminded that:

- they have agreed as a condition of their scholarship to return directly to their home country for a minimum period of two years, to use the knowledge they have gained to contribute towards the social and/or economic development of their home country

- if they remain in New Zealand in breach of the Scholarship Conditions, they will incur a debt to the New Zealand Government for the total cost of their scholarship and must repay the debt in full or return to their home country for at least two years
- they and their dependants cannot remain in New Zealand for more than 14 days following the scholarship date of completion for any reason, including:
 - to pursue other studies
 - to undertake paid or unpaid work
 - to seek medical treatment
 - to seek permanent residency
 - to continue schooling for any dependants
 - to stay with a spouse or partner who is also a scholarship scholar but has not yet completed their scholarship.

21 Definitions

Term	Definition
Academic year	The academic year at New Zealand tertiary institutions normally runs from February to November.
Alumni	Scholars who have successfully completed a study programme and obtained a qualification.
Applicant	An individual who has submitted an application for a New Zealand Scholarship.
Arrival date	The date a scholar arrives in New Zealand. Scholars are considered to be on scholarship from this time.
Academic pathway	Qualification comprising two or more levels of study. For example, a diploma followed by a bachelor's degree, or a qualification where components are studied in two or more study centres.
Breach of Scholarship Conditions	Not meeting, or failing to comply with, a condition agreed to in the Letter of New Zealand Scholarship Offer.
Bridging programme	Programme to prepare scholars who do not meet the academic or English language admission requirements to enrol in their nominated tertiary qualification. It is also for scholars who need to improve aspects of their academic skills. Bridging programmes may be short-term academic preparatory studies or English language courses, or long-term, full-time study for up to one year. An example is foundation studies for scholars who do not have a university entrance qualification.
Calendar year	A calendar year is from 1 January to 31 December.
Completion of studies	The successful completion of all requirements of the study programme. This includes any required attendance, assignments, essays, exams, assessments, dissertations, practical experience, and/or work experience.
Conditional offer of place	An offer of a place from an institution that is conditional on the fulfilment of specified criteria — for example, successful completion of senior secondary school exams.
Conduct	The manner in which a scholar behaves, especially in a particular place or situation.

Term	Definition
Conjoint degrees	Two qualifications studied concurrently (at the same time), usually with cross-crediting arrangements for optional papers – for example, Bachelor of Arts/Bachelor of Laws.
Contracted institution	A tertiary institution in New Zealand contracted by MFAT to perform a range of management services. These include making allowance/entitlement payments, monitoring academic progress, processing scholarship change requests, providing pastoral care, making travel arrangements, maintaining relevant information-management systems, and reporting.
Country programme	New Zealand Aid Programme country programme governed by a strategic plan. This includes mutually agreed development needs and priorities of the partner country, and planned development activities that will address these.
Deferral (pre-scholarship)	A nominee's status of having accepted a place at an institution and a scholarship, but having approval to postpone the commencement of their studies and scholarship for one semester or up to one year.
Deferral (on-scholarship)	A scholar's status of having commenced their scholarship, but having approval to defer their studies and return home (normally for personal or medical reasons, or on grounds of pregnancy) for one semester or up to one year.
Departure date	The date by which scholars must leave New Zealand at the end of their scholarship.
Extension	Any increase in the length of a scholarship from the original duration specified in the Letter of Scholarship Offer.
Field of study	The academic discipline or grouping of courses that are similar in vocational field of specialisation or in principal subject matter, such as agriculture or health.
Financial year	The New Zealand financial year is from 1 July to 30 June.
Home-located research	Research undertaken in the scholar's home country as part of their postgraduate research programme.
Human resource development	In this context, the development of human capabilities, abilities, knowledge, and know-how in key sectors to meet the needs of a developing country and its people to improve their standard of living and quality of life.

Term	Definition
Immediate family	The spouse or de facto partner and the dependant children (aged 19 years and under) of the scholar and/or their spouse or partner.
Institution	A tertiary education institution in New Zealand where scholars can study. Contracted to manage the on-scholarship functions of scholarship schemes for MFAT.
International Student Officer (ISO)	The main point of contact at the institution for scholars for all support and advice. In a number of institutions, this person may have a slightly different role name.
Letter of Scholarship Offer	A formal letter offering a scholarship place at a tertiary institution in New Zealand, setting out the details in the Scholarship Conditions. Acceptance of the Scholarship Offer, including the Scholarship Conditions, is a legally binding agreement between the scholar and the New Zealand Government.
Level of study	The stage at which a scholar is studying. For example, diploma, bachelor's degree, master's degree; or first year, second year, or third year.
Management Services Contractors	Organisations other than MFAT or New Zealand education institutions that are contracted by MFAT to administer specific scholarship functions.
Mandatory	Required by a law or rule; compulsory.
Major subject	The main subject that a scholar is taking for their degree, such as biology, public policy, or linguistics.
Minor subject	A subsidiary (related or supplementary) subject taken in addition to a major subject for a degree.
New Zealand Scholarship	A full tertiary scholarship funded by the New Zealand Government through the New Zealand Aid Programme for eligible international students to study full time at a New Zealand education institution.
Nominating authority/ agency	A partner government agency that may undertake pre-scholarship processes for scholarship applicants in their home country and, in some cases, approves scholarship change requests.
On scholarship	The status of a scholar who is currently receiving scholarship entitlements.

Term	Definition
Off scholarship	The status of a scholar who has either completed their scholarship or had it terminated or withdrawn.
Paper or course	The basic unit of study that is offered in a particular subject towards a qualification over a semester, trimester, or full-year period at undergraduate or postgraduate level. For example, within the subject of geography there are a number of papers/courses at the 100- (first year), 200- (second year), or 300- (third year) level.
Partner government	The government of a country with which the New Zealand Government works to implement an agreed development programme and/or development activities. This is normally via some form of bilateral arrangement.
Pastoral care	A range of support services provided for scholars' safety and wellbeing while studying in New Zealand.
Plagiarism	Taking someone else's work or ideas and passing them off as your own.
Post	A New Zealand diplomatic mission, normally an embassy or high commission.
Prerequisite	A paper that must be passed before a scholar can enrol in a subsequent, normally higher-level, paper.
Qualification	The official academic record of achievement awarded by an education institution on the successful completion of a programme of study.
Qualifying programme	Studies that an institution may require a scholar to pass — for example, a postgraduate diploma — to demonstrate they have the required level of knowledge in their major subject before proceeding to a nominated higher-level qualification.
RealMe login	A single username and password you can use to securely access government services online.
Regional programme	A programme managed by the New Zealand Aid Programme for selected countries within a specific region or subregion — for example, Latin America. Governed by a strategic plan, which includes regional development needs and priorities, and planned programmes to address these.

Term	Definition
Reserve applicants	Second-ranked nominees who have been shortlisted for a scholarship through the country or regional selection process. MFAT may ask education institutions to consider reserve applicants for placement if priority nominees are not placed or withdraw their application.
Scholar	An individual who has been offered and has accepted a scholarship.
Scholarship	Financial support from the New Zealand Government through the New Zealand Aid Programme for a scholarship to study at a tertiary institution in New Zealand.
Scholarship Conditions	The provisions of a scholarship that set out what is required of scholars by the Ministry of Foreign Affairs and Trade (MFAT). When scholars accept the Letter of Scholarship Offer, they agree to comply with the Scholarship Conditions, which is a legally binding agreement between them and the New Zealand Government.
Scholarship offer duration	The original length of the approved scholarship study programme, including any preparatory or bridging programme, from the prescribed start date to the end date specified in the original Letter of Scholarship Offer.
Scholarship change	Any approved change to the scholarship from that specified in the original Letter of Scholarship Offer.
Semester	A teaching period equivalent to one-half of the academic year of tertiary study.
SAM	The online MFAT Scholarships and Alumni Management system. Holds scholar data for all scholarships funded through the New Zealand Aid Programme, for operational and reporting purposes.
Spouse or partner	A person a scholar is legally married to, or with whom a scholar is in a civil union or de facto relationship, and with whom the scholar lives with in a genuine and stable partnership. Partners can be of the same or opposite sex.

Term	Definition
Stand-down period	The period of time a scholar is required to live in their home country after their scholarship ends (whether through completion of study, termination by MFAT, or withdrawal), before they can move to another country or apply for another scholarship. Only after this time may a scholar move to another country without incurring a debt to the New Zealand Government. A scholar working for their home government on a diplomatic assignment during the two-year period is considered to be meeting their stand-down obligations. The stand-down period may also be known as the bond service period.
Stipend	The fortnightly living allowance that MFAT pays to a scholar on scholarship.
Study programme	The approved academic qualification and components (such as any preparatory, bridging, or qualifying programme; or related work attachments, practical training, or fieldwork, where known at time of placement) for which the scholarship is offered.
Summer school	Intensive, on-campus papers taught over a period of up to six weeks of full-time study during the summer vacation period. Lecturers teach the same amount of material that an on-campus scholar would normally study within a semester period of 13 weeks.
Suspension	When an education institution temporarily ceases a scholar's enrolment for a specified period of time, usually for academic or disciplinary reasons. Sometimes the scholar can appeal their right to re-enrol.
Termination	When a scholarship is ended before the completion of a scholar's study programme for a breach of Scholarship Conditions. The scholar must immediately return to their home country.
Trimester	A teaching period equivalent to one-third of the academic year of post-secondary study.
Withdrawal	When a scholar ends their scholarship before the completion of study for personal or medical reasons that prevent them from continuing.

22 Useful websites

These websites are referred to in the relevant sections of the handbook.

Topic	Link
Immigration requirements: <ul style="list-style-type: none"> • student visas • medical checks • work visas for partners 	www.immigration.govt.nz/new-zealand-visas
Visa application portal	www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa
RealMe online access	www.realme.govt.nz/
Studying and living in New Zealand	www.studyinnewzealand.govt.nz/why-nz
Getting ready to move to New Zealand	www.nzready.immigration.govt.nz/
Pastoral care	www.nzqa.govt.nz/providers-partners/education-code-of-practice/
Eligibility for health services in New Zealand	www.health.govt.nz/new-zealand-health-system/eligibility-publicly-funded-health-services/guide-eligibility-publicly-funded-health-services/nz-aid-programme-student-receiving-official-development-assistance-funding
Family violence and the law	www.areyouok.org.nz/family-violence/thelaw/