New Zealand Development Scholarships (NZDS) and Commonwealth Scholarships

OPERATING GUIDELINES

June 2009

nzaid
New Zealand's International Aid & Development Agency

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New Zealand Development Scholarships (NZDS) and Commonwealth Scholarships Operating Guidelines

June 2009

Foreword

Through New Zealand's overseas aid programme, New Zealand's International Aid and Development Agency (NZAID) provides scholarships to enable individuals from targeted developing countries to undertake studies at post-secondary education institutions in New Zealand.

The New Zealand Development Scholarships (NZDS) and Commonwealth Scholarships schemes assist selected candidates to gain knowledge and skills in specific subject areas so that they can contribute to the sustainable development of key sectors in their home country.

The schemes play an increasingly important role in addressing identified human resource development training needs of developing countries with which New Zealand has significant ties. By building capacity in targeted sectors, such as education, health, growth and livelihoods, leadership and governance, and economic development, NZAID scholarships can contribute to NZAID's mandate of supporting sustainable development in developing countries, in order to reduce poverty and to contribute to a more secure, equitable and prosperous world.

It is expected that these Guidelines will assist all scholarships officers and managers involved in the NZDS and Commonwealth Scholarships schemes to achieve best practice in the management and delivery of the scholarships. In turn, effective delivery of the schemes should ensure that NZAID scholarships achieve greater development impact by contributing to the realisation of Millennium Development Goals targets in awardees' home countries.

1 OPERATING GUIDELINES

1.1 Purpose of the Guidelines

These Operating Guidelines are an operational tool to support the management and administration of the New Zealand Development Scholarships (NZDS) and Commonwealth Scholarships schemes.

The Guidelines set out NZDS and Commonwealth Scholarships policy and objectives, and define roles and responsibilities. They also aim to provide guidance in decision-making and on delivering a consistent, efficient, defensible and transparent approach to the management and administration of the NZDS and Commonwealth Scholarships schemes. Issues that are more complex, and not explicitly covered in these Guidelines, should be handled on a case-by-case basis in line with the guiding policies and principles.

The uniform entitlements, terms and conditions adopted for the two schemes will benefit key stakeholders by providing clarification, order and efficiencies for scholarships officers and education institutions.

Further information regarding the content and interpretation of these Guidelines may be obtained from the manager of NZAID's Scholarships Unit (SU) in Wellington.

1.2 Updating the Guidelines

These Guidelines replace earlier NZDS, Study Awards and Postgraduate Scholarships scheme reference documents. They were updated in May 2009 to include information on the domestic status of school aged dependants; new stipends and allowances rates; changes to business processes resulting from the introduction of NZAID's Scholarships Information Management System (SIMS); and a number of policy and operational amendments to the NZDS and Commonwealth Scholarships schemes.

2 SCHOLARSHIPS OVERVIEW

2.1 New Zealand Development Scholarships Scheme Overview

New Zealand Development Scholarships provide the opportunity for individuals from targeted developing countries (Table 1, page 2-3) to undertake studies at tertiary education institutions in New Zealand. The purpose of the scholarships is for candidates to gain knowledge and skills in specific subject areas that will assist in the development of their home country by contributing to identified human resource development (HRD) training needs. Awardees are required to return to their home country for at least two years after the completion of their scholarship to apply these new skills and knowledge in government, civil society or private business organisations.

Each year, NZAID offers approximately 200 new NZDS for individuals to study in New Zealand.

The NZDS scheme is funded by the New Zealand Government's Official Development Assistance (ODA) programme. New Zealand's International Aid and Development Agency (NZAID), an agency within the New Zealand Ministry of Foreign Affairs and Trade, delivers the programme.

The NZDS scheme is implemented through NZAID country programmes and regional programmes. Although the significance of the scheme within each programme varies, expenditure on the NZDS scheme continues to be a significant component overall.

New Zealand Development Scholarships support training at levels and in fields of study that are expected to have the greatest development impact. These may include technical or social fields that link to NZAID's priority development sectors, such as education, health, growth and livelihoods (including sustainable rural development), environment, gender, leadership and government (including public sector administration), economic development and community safety.

Subject to country or region-specific training needs, applications may be considered for study at:

- undergraduate level (i.e. Certificates, Diplomas or Bachelors degrees); or
- postgraduate level (i.e. Postgraduate Diplomas, Masters degrees or Doctorates).

Depending on the country or regional programme, NZDS may be available in two categories:

i. New Zealand Development Scholarships – Public category (NZDS-Public) where candidates apply to, and are nominated by, the partner government; and/or

ii. New Zealand Development Scholarships – Open category (NZDS-Open). Depending on their country of origin (Table 1, page 2-3), NZDS-Open candidates apply to:
    - a nominated New Zealand education institution;
    - the nearest New Zealand Diplomatic Post; or
    - a contracted organisation (Management Contractor – MC).

Scholarships officers and managers in the home country, region and New Zealand administer the NZDS scheme. The roles responsible for the major functions of the NZDS management cycle are listed in Table 3 (page 4-4).

Staff involved with NZAID scholarships at a New Zealand Diplomatic Post or a Management Contractor are primarily responsible for pre-award management of the NZDS scheme in the home country (or accredited country). They communicate directly with the partner government agency responsible for scholarships (for countries under bilateral programmes), and NZAID's Scholarships Unit and development programme managers (DPMs) in Wellington. They are also responsible for liaising with applicants, awardees and returnees while they are in the home country.

Scholarships Unit is responsible for overall management of the NZDS scheme. This includes managing the placement process selected countries and overseeing the on-award management of the scholarships. Traditionally NZAID has acted as a liaison between Posts and contracted education institutions in New Zealand during the placement process. From May 2009 however, a number of Posts will liaise directly with institutions during the placement process (Table 1, 2-3 identifies these Posts).

Selected tertiary education institutions in New Zealand have been contracted by NZAID for the management of awardees who are studying at their institution (Annex 3).

Through bilateral engagement, partner governments play a key role in the strategic direction of the NZDS scheme and particularly in the selection of awardees through the NZDS-Public category of scholarship. Since 2005, NZAID has been developing three to five year scholarship arrangements with partner governments. These arrangements set out the category of NZAID scholarships and the agreed number of new scholarships available each year (for the duration of the arrangement), the level and field of study priorities, and any country-specific selection criteria.

For countries or regions where these arrangements do not yet exist, the DPM and/or the NZAID manager at Post, in consultation with other stakeholders, determines the number of scholarships, scholarship categories, sector priorities, and levels and fields of study that will apply to new scholarships offered for the next intake in line with the country or regional programme strategy.

New Zealand Development Scholarship entitlements provide for the major study-related and basic living costs faced by the awardee including tuition fees, accommodation, food, international travel, textbooks etc.

2.2 Table 1: Eligible countries under the NZDS scheme

New Zealand Development Scholarships					
	Public apply to Post	**Public** apply to MC[1]	**Open** apply to Post	**Open** apply to MC	**Open** apply to institution
Pacific	*Cook Islands*[2]	Papua New Guinea	*Samoa*[2]		Federated States of Micronesia
	Fiji (on hold)				Fiji (on hold)
	Kiribati				Kiribati
	Samoa[2]				Marshall Islands
	Solomon Islands[2]				Nauru
	Tonga				Palau
	Tuvalu				Papua New Guinea
	Vanuatu[2]				Solomon Islands
					Tonga
					Tuvalu
					Vanuatu
Asia	Indonesia	Cambodia	*China*[2&3]	Cambodia	Indonesia
	Philippines	Lao PDR		Lao PDR	Maldives
	Timor-Leste				Mongolia
	Viet Nam				Myanmar
					Nepal
					Philippines
					Sri Lanka
					Viet Nam
Latin America			Argentina		Bolivia
			Brazil		Ecuador
			Chile		Honduras
			El Salvador		Nicaragua
			Guatemala		
			Paraguay		
			Peru		
			Uruguay		
Africa					Kenya
					South Africa
					Tanzania
					Zambia
					Zimbabwe

[1] Management Contractor: Organisation contracted by NZAID to manage and administer the pre-award processes of the NZDS in the home country.
[2] Post will manage the placement process for these countries and will liaise directly with institutions.
[3] NZDS-Open category applications from China must be endorsed by the Chinese Ministry of Commerce (MOFCOM) before the applicant sends their application to the NZ Embassy in Beijing (via MOFCOM).

2.3 Commonwealth Scholarships Scheme Overview

2.3.1 Background of the Commonwealth Scholarships scheme

Commonwealth Scholarships provide the opportunity for individuals from selected developing Commonwealth countries to undertake postgraduate study or research at one of the eight universities in New Zealand.

The Commonwealth Scholarships scheme was established under the Commonwealth Scholarships and Fellowships Plan (CSFP) in 1959. New Zealand, as a founder member of the CSFP, undertook to support candidates from Commonwealth countries to study in New Zealand. Through NZAID, the New Zealand Government funds the scheme for scholarships for developing Commonwealth countries. Traditionally, the New Zealand Vice-Chancellors' Committee (NZVCC) has administered and managed the scheme, on behalf of NZAID. In 2009 NZAID will manage all aspects of the Commonwealth Scholarships scheme, including the placement and selection process.

Commonwealth Scholarship applications are invited from eligible developing countries (Table 2, page 2-6), as determined by NZAID in accordance with current developmental objectives. NZAID's Scholarship's Unit (SU) invites a set number of applications from the nominating agency, normally the Ministry of Education, in the home country. Nominating agencies send applications to SU by 30 June. SU sends the applications to the education institutions nominated by awardees to be assessed for academic admission and merit grading, and for NZAID placement advice and to be entered into SIMS. Applicants are encouraged to secure placement at the education institution of their choice prior to applying. Applications which meet the Commonwealth Scholarships eligibility criteria and the institutions' admission criteria (including English language proficiency), and receive an unconditional offer of place, are considered in the Commonwealth Scholarships selection round held annually in September/October. The number of applications requested for each selection round depends on the number of current awardees and the level of funding available.

The terms and conditions, including financial entitlements, of the Commonwealth Scholarships scheme are aligned to the NZDS scheme.

2.3.2 Goal, purpose and principles of the Commonwealth Scholarship scheme

The goal of the Commonwealth Scholarships scheme is to enrich the intellectual life of each developing country of the Commonwealth by enabling a number of its promising candidates to share in the wide range of educational resources available throughout the Commonwealth, thereby promoting equality of education opportunity at the highest level.

The purpose of the scheme is to provide the opportunity for candidates of high intellectual promise from developing Commonwealth countries to undertake postgraduate level study at universities in another Commonwealth country. On completion of their scholarship, these awardees are expected to make a significant contribution to the development of their country on their return home.

The five general principles of the CSFP are that:

- the Plan should be additional to, and distinct from, any other plan in operation;
- the Plan should be based on mutual cooperation and the sharing of educational experience among the countries of the Commonwealth;
- the Plan should be sufficiently flexible to take account of the diverse and changing needs of the countries of the Commonwealth;
- while the Plan will be Commonwealth-wide, it is operated through a series of bilateral arrangements to allow for the necessary flexibility; and
- awards should be designed to recognise and promote the highest standards of intellectual achievement as well as technical and professional performance, and have regard to any expressed human resource development needs of developing countries.

2.3.3 Management of Commonwealth Scholarships in New Zealand

In New Zealand, the CSFP is funded by the New Zealand Government through NZAID. The maximum funding available for each awardee under the scheme is two years and three months for a Masters and up to four years for a Doctorate (PhD).

International student advisers at New Zealand education institutions are responsible for the on-award management of Commonwealth Scholarships awardees, including academic monitoring and pastoral care. A list of the services that the institutions are contracted by NZAID to provide are in Annex 4.

2.4 Table 2: Eligible countries under the Commonwealth Scholarships scheme

Citizens from the developing Commonwealth countries listed in the table below are eligible to apply for a Commonwealth Scholarship to study in New Zealand. Preference will be given to candidates from countries or regions where NZAID has a programme of engagement.

Developing Commonwealth Countries		
Country Programmes	**Regional Programmes**	**Other**
Cook Islands	Kenya	Antigua and Barbuda
Fiji (on hold)	Maldives	Bangladesh
Kiribati	Nauru	Barbados
Niue	Sri Lanka	Belize
Papua New Guinea	Tanzania	Botswana
Solomon Islands	Zambia	Cameroon
South Africa		Dominica
Tokelau		Gambia
Tonga		Ghana
Tuvalu		Grenada
Vanuatu		Guyana
Western Samoa		India
		Jamaica
		Lesotho
		Malawi
		Malaysia
		Mauritius
		Mozambique
		Namibia
		Nigeria
		Seychelles
		Sierra Leone
		St Kitts and Nevis
		St Lucia
		St Vincent and Grenadines
		Swaziland
		Trinidad and Tobago
		Uganda

3 POLICIES AND GUIDING PRINCIPLES

3.1 NZAID

3.1.1 New Zealand's aid programme objectives

The mission of the New Zealand Government's aid programme is to support sustainable development in developing countries, in order to reduce poverty and to contribute to a more secure, equitable and prosperous world. Although NZAID's primary focus is on the Pacific region, NZAID also has regional and/or bilateral programmes in Asia, Africa and Latin America. NZAID uses a partnership approach to work towards achievement of the Millennium Development Goals (MDGs)[4], with a focus on the following outcomes: fulfilment of basic needs; sustainable livelihoods; sustainable and equitable development; and safe, just and inclusive societies[5].

NZAID engages with a wide range of development partners, civil society organisations and other donors to achieve these goals. By aligning with partner governments' policies, strategies and systems, and working increasingly with donors to harmonise donor processes and procedures, NZAID can better support partner countries' national development goals and poverty elimination strategies.

Education, in particular, is of critical importance within NZAID's policy framework and the Agency's aim of achieving a safe and just world free of poverty. NZAID's Education Policy and Education Strategy place priority on basic education and the achievement of the Education For All goals. NZAID has a particular emphasis on achieving gender equality at this level by 2015.

Support for post-basic and tertiary education, including technical and vocational training, is agreed either in consultation with governments of core bilateral partner countries or is identified in NZAID regional programme strategies. This support may include some level of scholarships assistance for academic study or vocational training in home country, regional or New Zealand education institutions, as reflected in the country or regional programme strategy. In the absence of appropriate home country or regional education or training programmes, support for study in New Zealand is available in the cases of the highest developmental need.

3.1.2 NZAID policy documents

The management and administration of NZAID scholarships schemes should always be cognisant of NZAID's overall aid goals and guiding principles. This includes, for example, recognition and understanding of NZAID's Policy Statement, Education Policy, Human Rights Policy Statement, Asia Strategy, Latin American Development Programme Strategy 2004-2009, draft Pacific Strategy 2006-2015, and individual country programme strategies.

NZAID's operating principles and cross-cutting principles (human rights, gender, environment, HIV/AIDS, peace-building and conflict prevention) also guide scholarship policy development.

[4] The Millennium Development Goals and targets come from the Millennium Declaration signed by 189 countries in 2000 to improve the situation of people throughout the world who live in extreme poverty.
[5] Source: NZAID's Five Year Strategy 2004/05-2009/10.

3.1.3 Country and regional programme strategies

NZAID support for scholarships reflects that:

- training should be focused and managed as one part of integrated country or regional programme strategies, with clearly defined rationale for scholarships and objectives for individuals and organisations;
- there is a need for scholarships to be designed in response to adequate labour market and HRD needs data so that training programmes are managed in a way which reflects actual requirements; and
- in-country or regional study can be a more relevant and cost-effective way to meet the training needs of some developing communities and individuals than study in New Zealand.

NZAID country and regional programmes are a mechanism to assist individual developing countries or regional groupings of countries. Bilateral country programmes are governed by country strategies and negotiated through regular high-level consultation and planning between NZAID and partner government officials. This planning results in a strategy, generally for a ten year period that presents information on the development needs and priorities of the partner country and identifies the development activities and modalities to be included in the country programme

From a strategic perspective, scholarships can be a valuable capacity-building tool to provide individuals with the knowledge and skills with which to make a positive and sustainable contribution to their country's development. Country and regional programmes may include and fund scholarships as a flexible aid mechanism to help meet identified HRD training needs of partner countries, or selected countries under NZAID's regional programmes.

The extent to which scholarships are part of an NZAID programme varies considerably from country to country, and over time. Where scholarships are provided, the country or regional strategy should describe the supporting rationale, and identify the training needs and HRD priority sectors.

Country and regional programmes are managed by programme managers based at NZAID in Wellington (development programme managers) or at overseas posts (NZAID managers). They are accountable to the NZAID executive director, through directors and team leaders, for specifying and achieving the required outputs and outcomes for their programme.

3.1.4 Policy development

At the macro level, responsibility for policy development lies with the executive director and, as appropriate, the Minister of Foreign Affairs. The executive director is also accountable to the Minister and to Parliament for the efficiency and effectiveness of all aspects of NZAID scholarships schemes – policy, planning, strategy, funding, management and quality control.

In consultation with partner governments (where relevant), DPMs and/or NZAID managers are responsible for determining the strategic direction of the NZDS scheme within their programme. Since 2005, NZAID has been developing three to five year scholarship arrangements with partner governments. These arrangements set out the category of NZAID scholarships and the agreed number of new scholarships available each year (for the duration of the arrangement), the level and field of study priorities, and any country-specific selection criteria.

For countries or regions where these arrangements do not yet exist, the relevant programme manager, in consultation with other stakeholders, determines the number of scholarships, scholarship categories, sector priorities, and levels and fields of study that will apply to new scholarships to be offered for the next academic year in line with the country or regional programme strategy.

Depending on emerging needs, the focus of the NZDS may change during the life of the arrangement. The programme strategy should consider carefully the country's need for the scholarships to provide for particular qualification levels and the comparative costs involved. Similarly, the fields of study should meet the country's priority HRD training needs or NZAID's priority development sectors for that country. Depending on these needs, the NZDS may target a mix of applicant categories such as school leavers and/or public, private or civil society sector employees.

3.2 Scholarships Guiding Principles

In accordance with the NZAID country and regional programme objectives above, the policy guiding principles are set out as a frame of reference for the scholarships schemes.

They should inform scholarships managers and officers of their responsibilities in the day-to-day management and administration of the scheme. The principles should also help guide decisions where no clarification is explicitly provided in these Guidelines, or to interpret an individual awardee's circumstance on a case-by-case basis.

The guiding principles for the NZDS and Commonwealth Scholarships schemes are that they should:

- help meet the short-term HRD training needs of selected developing countries under NZAID's country and regional programmes;
- strive to maximise the long-term development impact of poverty reduction in these countries;
- place national development needs ahead of the professional development needs of individual applicants or awardees;
- have regard to principles of transparency, access and equity, including those that relate to ethnicity and gender;
- be delivered in the most cost-effective way possible; and
- be consistent with NZAID's objectives and policies, including country and regional programme strategies developed by NZAID and, where applicable, the partner government.

In support of the schemes' guiding principles, awardees are:

- encouraged and assisted through academic tuition and pastoral care to acquire skills, knowledge and a qualification;
- expected to complete their qualification in the minimum time possible; and
- required to return to their home country for at least two years on completion of their scholarship, in order to apply their training to assist in the development of their country.

3.3 Scholarships Policies

New Zealand Development Scholarships and Commonwealth Scholarships policy is contained throughout the Guidelines. Some have been highlighted below for ease of reference.

3.3.1 NZDS-Public

New Zealand Development Scholarships in the Public category (NZDS-Public) sit within bilateral country programmes. This category of scholarship is primarily intended to strengthen public sector capacity in key developing countries. Although most candidates are drawn from the public sector, the DPM and/or NZAID manager should actively encourage partner governments to include applications from the private and civil society sectors. Study may be available at undergraduate or postgraduate level, depending on the country's training needs, and is identified as country-specific criteria. The partner government in Pacific Island countries or the Post in Southeast Asian countries is usually responsible for the advertising, application vetting and shortlisting processes. The selection of nominees is usually undertaken by a joint selection committee in the home country. The Post keeps the partner government advised of awardees' academic progress, and the partner government may also be involved in scholarship variation decisions.

3.3.2 NZDS-Open

New Zealand Development Scholarships in the Open category (NZDS-Open) are available to individuals who independently apply for a scholarship, i.e. the scholarships generally sit outside bilateral programmes. Depending on their country of origin, NZDS-Open applicants apply directly to their nominated education institution, or to a Management Contractor or to the nearest Post (see Table 1, page 2-3). Study is generally only available at postgraduate level[6].

Some DPMs and/or NZAID managers use the NZDS-Open category to target specific organisations or provinces linked directly to the NZAID country or regional programme strategy, or to strengthen private sector or civil society organisation capacity. This may include, for example, prioritising applicants with relevant work experience in development organisations, non-governmental organisations or in private business. The selection process for NZDS-Open applicants who apply through an institution is undertaken by an NZAID selection committee in Wellington following consultation with the relevant programme manager, with separate meetings for Global and Pacific candidate selection. Selection may also be undertaken in the home country (e.g. for Lao, Cambodia and Samoa) or within the region (e.g. for most Latin American countries). The home government generally has no involvement with NZDS-Open applications or awardees, although some Posts may share scholarship details once awardees have been selected or when they complete their study.

See also Section 8.1.

[6] Candidates from the Federated States of Micronesia, Marshall Islands, Palau and Rapa Nui may also apply for undergraduate level study.

3.3.3 Commonwealth Scholarships

The Commonwealth Scholarships scheme is a contestable scheme providing an opportunity for citizens of selected developing Commonwealth countries (Table 2, page 2-6) to undertake postgraduate study or research at a university in New Zealand. Candidates apply to, and are subsequently shortlisted by, a nominating agency in the home country who should ensure that the candidates' proposed research meets the developmental requirements of their home country. NZAID's Scholarship's Unit seeks placement at a New Zealand education institution for priority and reserve nominees who meet the eligibility criteria (Section 12.2). A selection committee, comprising representatives of The New Zealand Vice-Chancellors' Committee (NZVCC) and NZAID, selects applicants for an award. The institution manages the pre-departure arrangements, including travel to New Zealand, and the on-award functions, including academic monitoring and pastoral care. The terms and conditions of the Commonwealth Scholarships scheme are aligned to the NZDS scheme.

3.3.4 Citizenship

New Zealand Development Scholarship applicants must be citizens of the participating country and cannot hold New Zealand or Australian citizenship, except for those from the Cook Islands as their country does not issue passports and they hold a New Zealand passport. Samoan candidates who have dual citizenship of Samoa and New Zealand must reside in Samoa to be eligible to apply for the NZDS. Generally, individuals with dual citizenship of other developed countries are ineligible to apply (see Section 8.2).

Permanent residents of participating countries, or candidates who have access to the New Zealand or Australian education system through marriage, are not eligible to apply for NZDS.

3.3.5 Commencing and completing from home

There is provision under the NZDS scheme, in approved circumstances, for awardees to either commence or complete their study programme at home, although the majority of the study is to occur in New Zealand. These arrangements are negotiated on a case-by-case basis between the Post, Scholarships Unit and the institution.

In certain circumstances, NZAID may pay the tuition fees or part of the support costs.

3.3.6 Completion ceremonies

Institutions are encouraged to arrange a function to mark the completion of NZDS/Commonwealth Scholarships awardees' qualifications, for example, a graduation, presentation ceremony or reception. All completing awardees should be invited to the function. NZAID should also be invited to send a representative to the ceremony.

NZAID allows awardees to remain in New Zealand for a maximum period of 14 days after completion of studies. On a case-by-case basis, NZAID may allow an awardee to remain in New Zealand in order to attend graduation where it falls within four weeks of completion of their studies. Awardees will not be entitled to any additional NZAID funding while remaining in New Zealand for the graduation ceremony, and institutions must ensure that awardees return home as soon as possible after the graduation ceremony. NZAID will not give approval to extend student visas so that awardees can attend the graduation ceremony.

3.3.7 Completion of scholarship

Coursework awardees are required to leave New Zealand within 14 days of completion of their final exam. Research awardees are required to leave New Zealand within 14 days of submission of their thesis, except where doctoral (PhD) awardees are approved to stay in New Zealand for their oral exams.

3.3.8 Employment in New Zealand

NZAID expects awardees to study full-time. Employment during the scholarship duration is only permitted for postgraduate awardees (to work up to 20 hours per week) where the proposed employment strongly complements their qualification, e.g. as a research assistant or tutor, or where it is a compulsory requirement for an undergraduate awardee's qualification.

If NZAID permits a NZDS/Commonwealth Scholarships awardee to apply for a variation to their student permit to enable them to work, the institution should provide any relevant supporting documents required by Immigration New Zealand.

3.3.9 Full-time study

The scholarship conditions include the requirement that awardees study full-time. Awardees are expected to undertake a full-time study load and advise institutions of any change to their enrolment, such as withdrawing from papers, which may reduce their study load. There is no provision under the NZDS/Commonwealth Scholarships schemes for part-time study.

3.3.10 Gender

It is expected that NZAID scholarships will be offered equitably to female candidates and male candidates within each country or regional programme. For the NZDS, where there is difficulty in attracting suitable candidates of a particular gender, the relevant programme manager should carefully reconsider the criteria, selection processes and/or promotion of the NZDS under their programme. For the Commonwealth Scholarships scheme, the NZVCC should liaise with the nominating agency to reconsider the focus of the pre-award processes in their country.

3.3.11 Marriage to a New Zealander of Australian

If an institution learns that an NZAID awardee marries a permanent resident or citizen of New Zealand, Australia or another developed country, the institution must advise NZAID immediately. The institution should remind the awardee of their obligations under the scholarship, i.e. to return home on completion of their scholarship for a minimum of two years.

3.3.12 'Off-Scholarship'

'Off-scholarship' refers to awardees who have:

- had their NZDS/Commonwealth Scholarship terminated or withdrawn; or
- completed their NZDS/Commonwealth Scholarship.

NZAID awardees are not permitted to go off-scholarship to pursue other privately-funded studies, to take up another scholarship or to undertake work experience in New Zealand. Awardees are not permitted to remain in New Zealand after the completion of their studies or scholarship to accompany their spouse/partner who may be studying as an NZAID or non-NZAID student, or their children who may be studying in New Zealand.

3.3.13 Permanent residency

Awardees, and their dependants, who apply for or gain permanent residency (PR) of New Zealand, Australia or another country, are expected to immediately advise the international student adviser at their institution, who will in turn advise NZAID. If an institution becomes aware that an awardee is applying for PR, they should contact NZAID to verify this through Immigration New Zealand.

Awardees lose their eligibility for NZAID assistance from the time they initiate a change from their NZAID-specific student visa, e.g. from the time they lodge their PR application with Immigration New Zealand. The awardee's scholarship will be immediately terminated.

If the awardee gains PR they will be required to repay the full cost of their scholarship to NZAID.

If an awardee's dependant spouse/partner applies for, or gains PR status for New Zealand or Australia, the awardee's scholarship is terminated and the awardee and dependants lose any scholarship entitlements.

3.3.14 Pregnant awardees

NZAID will not withdraw a scholarship on the grounds of pregnancy, where all other scholarship conditions are met.

Nominees/awardees who are pregnant at the time of scholarship selection, or prior to departure for New Zealand, are encouraged to defer their scholarship for up to one year. Institutions should liaise with NZDS-Open or Commonwealth Scholarships awardees, and the Post/partner government should liaise with NZDS-Public awardees, about deferral of the scholarship.

Awardees who become pregnant while on scholarship should be encouraged to defer their scholarship and return to their home country until after the baby's birth. If the awardee does not take up this option, pregnancy-related issues may not be grounds for applying for an extension.

Where a nominee/awardee's spouse/partner is pregnant, they can request a deferral as above.

3.3.15 Privacy

The New Zealand Privacy Act (1993) must be complied with in regard to an individual who applies for, or is awarded, a scholarship. Personal information can only be collected when there is a need to know this information. The information cannot be used for purposes other than NZDS/Commonwealth Scholarships administration, unless consent has been obtained from the awardee. There are also certain limits on disclosure of personal information, i.e. an awardee's personal information cannot be disclosed to another person or agency (Section 5.4).

3.3.16 Requirement to leave New Zealand and restriction on re-entry

New Zealand Development Scholarship and Commonwealth Scholarship awardees and their dependants are required to leave New Zealand at the end of their scholarship. This is regardless of any remaining period for which the visa is valid.

Where training is completed in advance of the visa expiry date, the scholarship end-date is brought forward to coincide with the end of training.

There is no entitlement, under these circumstances, for awardees to remain in New Zealand until the original scholarship end date.

NZAID places restrictions on NZDS/Commonwealth Scholarships awardees who seek to remain in New Zealand or seek to return to New Zealand following their return home.

Restrictions may apply to permanent and temporary visa applications and include:

- NZAID approval;
- repaying any outstanding debt to the New Zealand Government (i.e. repaying the total cost of the scholarship); and
- not re-entering New Zealand within two years of completion of the scholarship.

3.3.17 Visa policy/visa variation

While student entry requirements are determined by Immigration New Zealand, NZAID, institutions and Immigration New Zealand work closely to minimise visa 'abuse' by awardees. Awardees, and dependants, must return home for a period of at least two years before seeking re-entry to New Zealand. NZAID's policy in this regard is very strict and only in the rarest of cases is an exception made.

Immigration New Zealand regulations also preclude any NZAID awardee from transferring to a private student permit or another temporary permit category without NZAID's agreement. NZAID does not agree to permit transfers, because of NZAID's requirement for awardees to return home following completion of their scholarship.

Visas for awardees who complete their scholarship early are reduced accordingly. In such cases the institution notifies NZAID, the Post and Immigration New Zealand of the revised end date.

New Zealand Development Scholarships/Commonwealth Scholarships awardee visas may be for single or multiple entry to New Zealand.

4 ROLES AND RESPONSIBILITIES

4.1 Major Functional Responsibilities

Central scholarships coordination is essential to achieve policy coherence, scholarships scheme consistency and delivery efficiency across the countries and regions. NZAID's Scholarships Unit is responsible for this coordination role and acts as liaison between institutions, NZAID staff in Wellington, scholarships staff at Posts, and MCs.

The effective management of the NZDS and Commonwealth Scholarships schemes is dependent on the performance of many stakeholders. All staff involved in NZAID scholarships management and/or administration should take responsibility for their roles with appropriate consultation with other stakeholders.

In the context of these Guidelines, the following terms have been used to differentiate the roles involved in NZAID scholarships management and administration.

Scholarships Unit (SU)	NZAID unit in Wellington with overall responsibility for NZAID's scholarships schemes.
Development programme manager (DPM)	Programme manager in Wellington responsible for an NZAID country or regional programme.
NZAID manager	Programme manager at a New Zealand Diplomatic Post who may be fully responsible, or share responsibility with a DPM, for an NZAID country or regional programme.
Programme manager	Term used in these Guidelines when either the DPM or the NZAID manager may be involved, relevant to the situation.
Post scholarships officer	Locally-engaged staff involved in NZAID scholarships administration at New Zealand Diplomatic Posts.
Post	New Zealand Diplomatic Post. The abbreviated term used in these Guidelines to refer to the staff responsible for NZAID programmes, and scholarships in particular, at the Post. In some cases, this may be a MFAT official.
Partner government	The government of a country with which New Zealand has a bilateral arrangement. In this context, primarily the partner government agency with which Post scholarships staff liaise in relation to NZAID scholarships.
Home government	Refers to the government of a country for awardees under a non-bilateral programme. May also be used when referring to situations relevant to awardees funded under both bilateral and non-bilateral programmes.
Education institution or institution	Tertiary education institution in New Zealand contracted by NZAID to perform a range of management services in relation to the NZDS and Commonwealth Scholarships.
Management Contractor (MC)	Organisation (other than a New Zealand education institution) contracted to administer specific NZDS or Commonwealth Scholarship functions (e.g. IDP Cambodia), either in New Zealand or overseas.

The actual responsibility for major scheme functions will vary by country and over time according to the:

- scholarship category (NZDS-Public, NZDS-Open or Commonwealth Scholarship);
- stage of the scheme function (application, selection, placement, on-award management);
- the functionality and availability of NZAID's scholarships information management system (SIMS);
- stage of alignment with the partner government's scholarship systems and processes (where relevant);
- harmonisation initiatives between donors (e.g. joint selection); and
- extent of any outsourcing arrangements with education institutions or Management Contractors (e.g. pre-award management of the NZDS-Public by a MC in Papua New Guinea).

Table 3 on page 4-4 identifies the roles responsible for the different functions of the NZDS and Commonwealth Scholarships schemes.

4.2 Overview of the NZDS and Commonwealth Scholarships Cycles

i. Target scholarships

The development programme manager and/or NZAID manager at Post annually confirms the number of NZDS to be offered, in consultation with the partner government (where applicable). New Zealand Development Scholarships are targeted to meet the partner government's human resource development training priorities and/or the country or regional programme's development priorities.

NZAID annually confirms the number of new Commonwealth Scholarships to be offered and works with nominating agencies in developing Commonwealth countries to ensure that nominees' proposed study or research corresponds to the developmental needs of their home country

ii. Call for applications

Applications for NZDS and Commonwealth Scholarships are sought annually. Applicants nominate a field of study and qualification, relevant to partner government training needs and/or priorities identified within the country or regional programme, to study at an approved New Zealand institution (Annex 3). To assist applicants make an informed choice, information regarding country or regional programme development priorities is found on the scholarships pages of NZAID's website (www.nzaid.govt.nz). Posts should hold current information on availability of qualifications at New Zealand institutions.

iii. Selection

In most countries, following the vetting, ranking and shortlisting process, NZDS-Public awardees are selected through a joint selection process involving the partner government and NZAID. Depending on their country of origin, NZDS-Open awardees are selected through a process involving New Zealand institutions and NZAID in Wellington, or the relevant Post and/or Management Contractor. Commonwealth Scholarship awardees are selected by a selection committee comprising representatives of NZVCC and NZAID.

Selection may be based on academic merit, consideration of gender equity, agreed partner country training priorities, NZAID development priorities, previous employment experiences, and links to home country etc (Sections 9.1 and 9.2).

iv. Placement

Scholarships Unit requests placement at the nominated institution for most NZDS-Public nominees and NZDS-Open nominees who are selected in-country or in-region (i.e. via a Post or Management Contractor, identified in Table 1 on page 2-3). Should the institution not make an offer, the nominee's application may be sent to a second institution.

From May 2009, a small number of Posts, Partner Governments and/or Management Contractors (MCs) will pilot the management of the placement process and will liaise directly with institutions to place applicants. The Posts/PGs/MCs that will manage the placement process in 2009 are Apia - Samoa (Post), Beijing – China (Post), Honiara – Solomon Islands (Post), Port Vila – Vanuatu (Post) and Rarotonga, Cook Islands (Partner Government).

NZDS-Open applicants from other eligible countries apply directly to an institution for an offer of place. Institutions will offer a place once they are satisfied that the applicant is academically capable of completing the qualification.

NZAID Scholarships Unit (SU) requests placement at the nominated institution for priority and reserve Commonwealth Scholarships nominees who meet the eligibility criteria. Should the institution not make an offer, the nominee's application is sent to a second institution.

v. Scholarship offers

Depending on the country of origin, the Post or Management Contractor generates the NZDS Letter of Scholarship Offers for priority NZDS-Public nominees and, in some cases, NZDS-Open nominees, who have been successfully placed at an institution.

Following the NZAID selection meeting, Scholarships Unit generates NZDS Offers for successful NZDS-Open candidates who have applied directly to an institution. The institution forwards the NZDS Offers to the new awardees.

Following the Commonwealth Scholarships selection meeting, NZAID generates Commonwealth Scholarship Offers for successful candidates. The institution forwards the Commonwealth Scholarships Offers to the new awardees.

vi. Pre-departure arrangements

Institutions arrange NZDS and Commonwealth Scholarships awardees' international travel to New Zealand with the exception of NZDS-Public and NZDS-Open awardees from Cambodia and Lao, and NZDS-Public awardees from Papua New Guinea for whom the MC arranges travel.

The Post facilitates the visa application process for NZDS/Commonwealth Scholarships awardees. They also provide a pre-departure briefing for NZDS awardees (and Commonwealth Scholarships awardees, where practicable) so that awardees are aware of the terms and conditions of their scholarship and are prepared for full-time study in New Zealand.

vii. Education and support services

Institutions are responsible for providing academic tuition to all NZAID awardees, monitoring their academic performance, and providing pastoral care and counselling support. The services that institutions are expected to provide to awardees and NZAID are detailed in Annex 4.

viii. Scholarships management

The institutions pay NZAID awardees the establishment allowance and a fortnightly stipend, and make other scholarship-related payments directly to providers (e.g. for international travel, insurance providers, etc). They monitor awardee progress and advise on any scholarship variations that may be required, in consultation with Scholarships Unit.

ix. Return home

All NZAID awardees, and dependants, are required to return home on completion of their scholarship and apply their new skills to assist in their country's development. The Post should keep in contact with returnees for at least two years following completion of the scholarship, so that they can monitor the development outcomes of the scholarships.

4.3 Table 3: Responsibility for NZDS and Commonwealth Scholarships functions

This table provides an indication of the primary roles responsible for the various NZDS and Commonwealth Scholarships functions. It can be updated for each country as functions and responsibilities evolve.

Scheme Management	NZDS-Public	NZDS-Open	Commonwealth
Overall responsibility for scheme	SU	SU	SU
Policy development	SU	SU	SU
Scheme planning and coordination	SU	SU	SU
Country/regional programme strategies	DPM/Post	DPM/Post	SU
Setting annual budgets and scholarship availability	DPM/Post/SU	DPM/Post/SU	SU
Financial management	SU/Institution	SU/Institution	SU/Institution
Updating Operating Guidelines	SU	SU	SU
Liaison with partner/home government	Post	Post (if relevant)	SU/Post
Liaison with other donors	Post/SU	Post/SU	Post/SU
Development of scholarship information management system (SIMS)	ISU/SU	ISU/SU	ISU/SU
Maintenance of SIMS data	ISU/SU Post/Institution/MC	ISU/SU Post/Institution/MC	ISU/SU Institution
Contract management	SU/Post	SU	SU
Scholarship evaluation	SU/Post/DPM	SU/Post/DPM	SU

Pre-Award	**NZDS-Public**	**NZDS-Open**	**Commonwealth**
Course and institution counselling	PG/Post	Post/MC/Institution	Awardee
Advertising/promoting the schemes	PG/Post	Post/MC/Institution	Nominating agency
Distributing/receiving applications	PG/Post	Post/MC/Institution	Nominating agency
Vetting applications	PG/Post	Post/MC/Institution	Nominating agency
Shortlisting, ranking and selecting nominees	PG/Post	Post/MC/SU	Nominating agency
Placement of nominees	SU/PG/Post	SU/Post/Institution	SU
Selecting awardees	PG/Post	NZAID selection committee/Post	NZVCC and NZAID
Financial approval	SU/Post	SU/Post	SU
Advising PG/awardee of scholarship offers	Post/PG	Institution/Post/MC	SU/Institution
Facilitating visa application	Post/PG	Post	Post
Conducting pre-departure briefing	Post	Post	Post (if practicable)
Arranging/funding in-country travel	PG/Awardee	Awardee	Awardee
Arranging/funding international travel	Institution/MC	Institution/MC	Institution
On arrival reception, first year accommodation and orientation	Institution	Institution	Institution

On-Award	**NZDS-Public**	**NZDS-Open**	**Commonwealth**
Institution liaison	SU	SU	SU
Education delivery, academic reporting and issue of qualifications	Institution	Institution	Institution
Provision of pastoral care	Institution	Institution	Institution
Payments to awardees	Institution	Institution	Institution
Monitoring awardee academic progress	Institution/SU/Post	Institution/SU	Institution/SU
Scholarship variations	Institution/SU/Post	Institution/SU	Institution/SU
Payments to others (e.g. airfares, insurance)	Institution	Institution	Institution
Facilitate family entry Arrange family travel	Post/Institution Institution	Post/Institution Institution	Institution
Notification of final results	Institution/SU/Post	Institution/SU	Institution/SU
Arrange end of scholarship travel	Institution	Institution	Institution
Returnee contact	Post	Post	Post

5 SCHOLARSHIPS MANAGEMENT

5.1 Financial Management

5.1.1 Financial delegations

All decisions that result in expenditure of government monies on NZAID scholarships must comply with the New Zealand Public Finance Act 1989 and Treasury Instructions respectively. These regulations require that the entitlement be clearly established before any payment is made, and that the officer making the decision to pay has the financial delegation to do so.

The Scholarships Unit manager or Head of Mission (for posts piloting the placement process) have the delegation to financially approve expenditure on awardees' NZDS or Commonwealth Scholarships.

5.1.2 Financial management responsibilities

Development programme managers and/or NZAID managers at Posts (as relevant) are responsible for the Programme Activity Authority approval of funds allocated for NZDS under the country and regional programmes. They have overall responsibility for determining the funding available for the scholarships and for monitoring NZDS scholarships expenditure for their country or region.

Development programme managers or NZAID managers (as relevant) are responsible for:

- determining the annual allocation of funds for the NZDS;
- promptly advising Scholarships Unit of the NZDS funds allocation for their country or regional programme once determined;
- confirming the number of NZDS that can be offered with the available funds;
- approving funding for NZDS scholarship variation requests (Section 5.1.6).

For both the NZDS and Commonwealth Scholarships schemes,

Scholarships Unit is responsible for:

- maintaining financial data through the scholarships information management system (SIMS);
- preparing and advising DPMs/NZAID managers of the committed funds;
- monitoring expenditure and advising DPMs/NZAID managers of variations to NZDS expenditure;
- approving funds allocated through the relevant authority (Placement Budget Form - Annex 13);
- reviewing invoice schedules in SIMS from institutions; and
- actioning payments to institutions.

Institutions are responsible for:

- preparing placement advice and placement budget forms for NZDS-Open category applicants (Annexes 12 and 13);
- Entering placement and budget advice onto SIMS for NZDS-Public and NZDS-Open via Post/MC;
- arranging all payments to, and in respect of, awardees in New Zealand;
- forwarding invoices and supporting documentation, including invoices for the management fee; and
- generating scholarship variation requests on SIMS to obtain approval (including financial approval) from Scholarships Unit.

5.1.3 Financial estimates

For each participating country, Scholarships Unit, on behalf of the DPM, makes estimates of the direct expenditure on the schemes as required. Development programme managers are responsible for NZDS cashflows.

5.1.4 Financial approval for scholarship offers

Once a priority nominee has been successfully placed (or selected, in the case of Commonwealth Scholarships and NZDS-Open applications from institutions) and a scholarship is to be offered for study in New Zealand, financial approval for the estimated cost of the scholarship must be approved. The estimated cost of the scholarship is based on the placement information provided by the institution, including all anticipated awardee entitlements and allowances.

Institutions complete and forward placement advice and placement budget forms (Annexes 12 and 13) to Scholarships Unit for all NZDS Open candidates who apply directly to the institution and Commonwealth Scholarship nominees/applicants who meet their admission criteria.

Institutions enter placement and budget advice onto SIMS for all NZDS Public and NZDS Open via Post/MC nominees/applicants who meet their admission criteria.

On receipt of the placement and budget advice, Scholarships Unit/Post/MC will ensure that:

- the study programme offered is in accordance with that requested by the applicant (and partner government, where applicable);
- the placement offer is for the full duration of the training envisaged, including any required preparatory or bridging programme;
- the placement offer clearly specifies any conditions on which progression from any bridging/qualifying programme to the main qualification is dependent;
- the scholarship start and end dates (taking account of travel, orientation, preparatory or bridging programme start/end dates) are satisfactory; and
- the estimated costs include all the anticipated allowances and entitlements to which the candidate is eligible over the full scholarship period.

Once these have been confirmed, the Scholarships Unit manager should approve the estimated cost of the scholarship to the level of expenditure detailed in the placement budget.

5.1.5 Approval for scholarship variation requests

In most cases, a scholarship variation will have financial implications that require the DPM's approval for either an increase or reduction to the cost of the scholarship. The DPM needs to closely monitor scholarship expenditure, in particular, at times of scholarship variation (e.g. early completion, extension, deferral or termination) in case approval needs to be sought for unexpected expenditure.

The institution is responsible for generating the scholarship variation request in SIMS for any variations to an awardee's scholarship. This form outlines the reasons for the variation, its implication on scholarship expenditure (through a revised budget), and on start and end dates, where applicable.

In particular, extension requests should be made six months prior to the awardee's original completion date. The DPM or delegate will be requested to give financial approval for the expected variation to the total cost of the scholarship. Most variations to NZDS-Public scholarships require the endorsement of the partner government.

Changes to an awardee's family status, which would change the expenditure on a scholarship (e.g. family entry changing the awardee's stipend to an accompanied rate), must also be processed as a variation request on SIMS, approved by the DPM and recorded by Scholarships Unit.

5.1.6 Scholarship payments

All NZDS scholarship payments are made from country or regional programme funds, previously approved by the DPM, or from the Commonwealth Scholarships programme fund. Payments should be costed against the relevant charge code for the awardee's home country or the Commonwealth Scholarships programme.

The institution is responsible for arranging all payments to, and in respect of, NZAID awardees in New Zealand.

On the rare occasion that it is needed, the Post is responsible for arranging any payments to, or in respect of, awardees in the home country.

After an awardee has accepted their scholarship offer, the institution should prepare for their arrival including arranging their travel to New Zealand (except in the case of NZDS Public and NZDS-Open awardees from Cambodia and Lao, and NZDS-Public awardees from Papua New Guinea for who the MC arranges travel) and preparing an establishment allowance cheque to give to them on their arrival. All stipend and other allowances are to be made through the awardee's bank account or directly to a provider (e.g. insurance provider or school). Awardees are advised to open a bank account as soon as possible, so that their fortnightly stipend payments can be credited directly to their bank account from the first payday following their arrival.

NZAID makes payments for tuition and other institution costs (e.g. Student Association fees), stipends, international travel, travel and medical insurance, and dependants' school donation etc directly to institutions on a monthly basis through an invoice schedule in SIMS. A covering invoice from the Institution and supporting documentation should be provided to support the invoice schedule.

5.1.7 Overpayments and recovery action

All recoverable overpayments are to be recovered in full unless there are special circumstances.

Overpayments occur when an awardee has:

- contravened scholarship conditions which has led to ineligibility of stipend or other NZDS/Commonwealth Scholarships-related payments;
- been paid at the incorrect stipend rate; or
- returned to their home country or has completed the qualification requirements without advising the institution or NZAID.

When an overpayment is identified and the awardee is still in New Zealand, the institution should contact the awardee to return the overpaid funds as soon as possible within the remaining scholarship period. Where there are future entitlements, the recovery would normally be undertaken by withholding in whole, or in part, those future entitlements (such as stipend payments).

When the overpayment occurs at the end of a scholarship, or it is known that there are no future entitlements, the awardee should be requested to repay the overpayment in cash. If the awardee has returned home before the identification of the overpayment, or it was incurred during overseas fieldwork, the Post should be requested to assist in the recovery of the overpayment, e.g. where an undergraduate student from the Pacific is on home leave and the scholarship is terminated, the Post should be requested to recover the return air ticket.

5.1.8 Repayment of scholarship costs

Awardees will be required to repay the total cost of their scholarship if they apply to change their visa from a student visa without returning to their home country for at least two years on completion of their scholarship.

If requested by NZAID, and on receipt of a copy of the NZDS/Commonwealth Scholarships Offer declaration signed by the NZAID awardee, Immigration New Zealand is able to advise NZAID if specific awardees have applied for further visas or permits. The signed declaration grants Immigration New Zealand the right to disclose information from its immigration records to NZAID. NZAID will not support such applications, and, where appropriate, will inform Immigration New Zealand that the awardee has an outstanding debt to the New Zealand Government. Where an awardee is granted refugee status, the outstanding debt will be waived.

5.2 Coordination and Communication

The scholarship schemes are managed through effective coordination, communication and knowledge sharing to achieve scheme outcomes. Scholarships Unit is the central coordination point for all communication with institutions, Posts, DPMs, partner governments and MCs.

Regular communication with the partner government should be through the Post or DPM.

5.2.1 Donor harmonisation

Effective development depends on sound partnerships that identify the right priorities for attention. Increasingly the international development community is requiring donors to align with developing country priorities and to harmonise their programmes with other donors to achieve more coordinated impact and simplified procedures[7].

The objective of harmonisation is to align the policies, programmes, practices and procedures of donors so as to reduce inefficiencies and inconsistency in aid delivery, and to increase aid effectiveness. Harmonisation is now an accepted part of NZAID and AusAID's strategies.

Scholarships schemes generate a large amount of complex administrative work. Simplification of procedures and records, harmonisation with other development partners and alignment of donor processes with partner government systems and processes will ultimately reduce transaction costs for all parties. Donor coordination is of key importance in identifying training needs not already being met by other sources.

Wherever possible, NZAID and AusAID Post staff should meet or communicate routinely to adopt consistent or complementary approaches to the management of scholarships, for example, by:

- consulting on policy issues as early as possible in the policy development process; and
- exchanging information, identifying best practice and discussing implementation issues, such as joint pre-selection processes.

5.3 Management Information Systems

Effective record keeping and file management contributes to clear communication, transparency and a well-managed scholarships scheme. All those involved in NZAID scholarships schemes – whether employed by NZAID or the education institution, MC or partner government– should ensure that their electronic and hardcopy files are efficiently maintained so that timely, accurate, reliable and relevant information on all aspects of the schemes can be readily retrieved.

Core awardee data should be collected, captured and regularly updated to:

- maintain contact with current awardees and returnees;
- enhance the placement process;
- report on awardee and scholarship characteristics (e.g. gender, age, field of study etc);
- generate pro-forma forms and letters (e.g. NZDS Offer);
- monitor awardees' academic progress, including variation and completion rates;
- monitor and forecast programme expenditure; and
- analyse and report on scholarship performance at a country level.

Institutions and the Scholarships Unit should maintain the following personal and financial data for each awardee through SIMS:

- awardee name, study programme and nominating country;
- institution, campus and study centre;
- awardee status (e.g. completed, withdrawn, terminated etc);

[7] Source: 2006-07 Statement of Intent, Ministry of Foreign Affairs and Trade

- family status (i.e. single/married and accompanied/unaccompanied);
- start and original/revised end dates; and
- dates for commencing and ceasing stipends.

5.3.1 NZAID scholarships information management system

From 2007, scholarships staff at NZAID in Wellington and at Posts, contracted institutions, and in the future partner governments' scholarship officers, will access NZAID's SIMS to record applicant and awardee data, to assist in on-award management, to provide accurate scholarship statistics and reports, and to capture post-award information for monitoring and evaluation of NZAID's scholarships schemes.

These Guidelines have been updated to reflect changes in process with the introduction of SIMS. Further updates to processes are likely as the functionality of SIMS continues to grow.

5.4 Awardee Privacy

All stakeholders must comply with the information privacy principles set out in the New Zealand Privacy Act 1993 (www.legislation.govt.nz).

In summary, unless the awardee has given consent, personal information can only be collected or disclosed on a need to know basis, and the information can only be used for NZAID scholarship management.

An awardee's personal information cannot be disclosed to another person or agency unless the:

- individual concerned is reasonably likely to be aware that information of that kind is usually passed to that person or agency;
- individual concerned has consented to the disclosure;
- keeper of the personal information believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person;
- disclosure is required by, or authorised under, law; or
- disclosure is reasonably necessary for the enforcement of the criminal law, or of a law imposing a pecuniary penalty, or for the protection of public revenue.

Awardees give consent to the release of specified personal information when signing the declaration in their NZDS/Commonwealth Scholarship Offer (Annex 15), including for social and alumni purposes.

In previous years, information shared with home governments was limited to NZDS-Public scholarships. In the interests of partnership and transparency, some Posts may share relevant details of NZDS-Open awardees' scholarship with the home government. Awardees give consent to information sharing when they accept their NZDS Offer. Posts and institutions should therefore advise NZDS-Open candidates of this during pre-departure and arrival briefings.

5.5 Outsourcing

Outsourcing, or the use of a contracted external organisation (Management Contractor) to carry out a scholarships management or administrative function, may be appropriate to:

- obtain value for money through a purchasing model that encourages competition among providers;
- ensure selection processes are transparent;
- achieve efficiency gains; and
- provide greater programme flexibility.

Some outsourcing is carried out under the NZDS scheme. The prime example is the outsourcing of post-selection and on-award NZDS functions to the contracted institutions. Other examples include the shortlisting and ranking of NZDS-Open candidates by the South Pacific Board of Education Assessment for Samoa; the pre-award management of the NZDS-Public and NZDS-Open in Cambodia and Lao PDR; and the provision of English language training in Indonesia, Cambodia and Lao PDR.

Where a fee is paid for the delivery of NZDS or Commonwealth Scholarships-related services, the arrangements should be covered by an exchange of letters or by a formal contract. Even when there is no fee involved, benefits will be gained from the clarification of responsibilities through an exchange of letters. Contracts for the provision of services should include the scope of services, roles and responsibilities of all parties involved, performance monitoring, lines of communication, timetable, basis for payment and milestones, continuous improvement, contract variations, dispute resolution and risk management.

Assistance with developing an exchange of letters or contract is undertaken through NZAID's Contracts Team.

5.6 Risk Management

Risk management involves identifying risks, estimating their seriousness and likelihood and assigning responsibility for pre-emptive or corrective action. These risks may include, for example:

- institutions not delivering academic training of an appropriate standard;
- natural disasters;
- political influence resulting in selection and other decisions which are less than equitable and transparent; and
- budget restrictions reducing the number of available scholarships.

A risk management plan for the NZDS and Commonwealth Scholarships schemes should be developed by Scholarships Unit and tailored by programme managers for each country or regional programme, in consultation with institutions and partner governments. Once the plans have been developed, they should be reviewed and updated as necessary to ensure that they remain relevant and that lessons learned can be incorporated into a reassessment of risk management strategies.

Institutions are required to produce a Risk Management Matrix based on the template provided by NZAID. The institution is responsible for:

- agreeing to a Risk Management Matrix for management of the risks associated with the delivery of services by 30 June 2008;
- managing those risks which are the institutions responsibility under the Contract;
- ensuring the Risk Management Matrix is updated, at least annally;
- providing NZAID with a copy of each updated Risk Managemnet Matrix by 30 June of each calendar year.

6 NZDS MODES OF STUDY

6.1 On-Campus Study

In line with country and regional programme strategies, the majority of scholarships are for full-time, on-campus study. This study mode provides the highest level of academic and other support necessary for awardees to complete their qualification in the minimum time possible.

6.2 Distance Learning

Distance learning is a flexible mode of study that can suit both awardee and employer. It is particularly suited, for example, for people wanting to undertake postgraduate study who are senior managers or other key personnel who cannot be spared from the workplace. It may also be appropriate for persons who have family commitments that make it difficult for them to study overseas.

Decisions about providing NZDS through distance learning should take into consideration other factors such as the quality of education attained through this study mode and the value of overseas experience for awardees.

Depending on the country or regional programme strategy and the relevant programme manager/partner government approval, to be considered for a NZDS-Public through distance learning applicants should:

- have the full support of their employer and their family (if relevant);
- be able to take time off for study and examinations;
- be mature or have a proven success record in academic study; and
- have adequate access to suitable and reliable communication technology (e.g. email, internet, etc).

6.2.1 Commencing and completing from home

There is provision under the NZDS scheme, in approved circumstances, for awardees to either commence or complete their approved study programme at home, although the majority of the study is to occur in New Zealand.

This may include an awardee whose request for an extension has been declined and they have one or two papers to complete. This may depend on whether the institution can offer the paper as a distance option. These arrangements are negotiated on a case-by-case basis between the Post, Scholarships Unit and the institution.

In certain circumstances, NZAID will pay the academic tuition fees or part of the support costs.

7 NZDS LEVELS AND TYPES OF STUDY

7.1 Levels of Study

Depending on country or region-specific training needs, NZDS may be available for:

- undergraduate study (e.g. Certificates, Diplomas or Bachelors); or
- postgraduate study (e.g. Postgraduate Diplomas, Masters or PhD).

An NZDS supports only one qualification, except where the additional qualification forms part of the original scholarship offer and has partner government approval (where required), such as bridging or qualifying studies (e.g. Graduate Diploma leading to a Masters degree).

7.1.1 Undergraduate level study

New Zealand Development Scholarships are available at undergraduate level for:

- most NZDS-Public candidates from the Pacific region (depending on country-specific criteria);
- NZDS-Public candidates from Timor-Leste; and
- NZDS-Open candidates from the Federated States of Micronesia, Marshall Islands, Palau, and Rapa Nui.

If an undergraduate Pacific applicant's nominated field of study/qualification is available at an approved education institution in the Pacific region, they will be directed to apply to study through the New Zealand Regional Development Scholarships (NZRDS) scheme (where this scheme is available under a bilateral programme).

As well as Bachelors degrees, undergraduate study may include technical or vocational tertiary qualifications, e.g. Certificate or Diploma qualifications, if available at a contracted New Zealand institution.

7.1.2 Conjoint degrees

NZAID does not support candidates undertaking conjoint degrees (e.g. Bachelor of Arts/Bachelor of Laws).

7.1.3 Postgraduate level study

New Zealand Development Scholarships are available at postgraduate level for:

- NZDS-Open candidates;
- NZDS-Public candidates from the Asia region;
- NZDS-Public candidates from some Pacific countries, depending on country-specific criteria (e.g. NZDS-Public candidates from Samoa are selected from the National University of Samoa Foundation Year and can only apply for Bachelor degrees).

Pacific postgraduate applicants can apply to study in New Zealand, even if their nominated study programme is available in the Pacific region, because of the benefits of exposure to and experience of postgraduate study and research taught in a developed country. This may include greater access to a wider range of research resources, consistently higher-qualified lecturers, a greater range of potential supervisors, and a wider networking base etc.

NZAID gives preference to applications nominating study for Postgraduate Diploma and Masters qualifications, rather than Doctorates (PhD) (see below).

7.1.4 Honours degrees

NZAID funding is only available for Honours where it has been identified and approved as a part of the original NZDS Offer, e.g. Bachelor of Engineering with Honours, where the Honours component is an integral part of the four-year degree and it is considered to be a single qualification.

Upgrades for a separate, standalone Honours qualification, e.g. a Bachelor of Arts with Honours (an additional year following completion of the three year Bachelor of Arts), will not be supported.

An Honours year may also be approved where an institution requires a postgraduate candidate to undertake a Bachelor with Honours in their first year before proceeding to a Masters degree in their second year (e.g. a one year Bachelor of Social Sciences (with Honours) leading to a one year Master of Social Sciences).

7.1.5 Doctorates (PhDs)

New Zealand Development Scholarship availability for candidates to undertake a Doctorate (PhD) is dependent on country or region-specific criteria. For NZDS-Public applicants, study towards a PhD is limited to situations where the partner government has identified a strong developmental need for the applicant to be trained to that level.

Funding for PhD awardees is generally for a three and a half year period, depending on the field of research. No extensions will be considered for PhD awardees beyond the maximum total funding duration of four years. Institutions should make every effort to ensure that awardees are able to submit their thesis and undertake their oral examination within a total period of four years. This does not need to be a consecutive four year period, e.g. an awardee may submit their thesis after three years and nine months, but not sit their oral examination until six months later. The length of the PhD programme, including the period for orals, must be specified in the placement advice.

Only where the institution can ensure that the awardee is able to undertake their oral examination within three months of submitting their thesis can the awardee elect to stay in New Zealand.

Awardees can also elect to return to their home country while waiting for their oral examination date to be finalised. Awardees who are required to return to New Zealand to sit oral examinations are entitled to an airfare to travel to New Zealand and return home at the completion of their oral examination. Awardees will receive one month’s allowances at the unaccompanied stipend rate while they undertake their orals. Any additional costs such as stopover accommodation, if required, are to be met by the awardee.

Institutions should advise Scholarships Unit once the oral examination is completed and the qualification conferred.

7.2 Additional Components of the Study Programme

7.2.1 English language training

A request for placement should not be made unless a nominee has reached, or can reach within a reasonable period of time, the minimum standard of English language required by the institution. New Zealand Development Scholarships applicants from some countries may be eligible to undertake English language training for up to one year in their home country[8] or for up to six months in New Zealand, depending on country-specific criteria.

NZDS-Open applicants who apply directly to an institution (see Table 1, page 2-3) and Commonwealth Scholarships applicants are required to meet the institution's English language criteria for admission (i.e. have an unconditional offer of place) before the application is submitted to NZAID.

To gain admission to undergraduate qualifications at New Zealand tertiary institutions, candidates are generally required to have a minimum IELTS academic score of 6.0 overall, with a writing band of 6.0 and no other band less than 5.5. For postgraduate qualifications, candidates are generally required to have a minimum IELTS academic score of 6.5 overall, with no band less than 6.0. Institutions may require higher IELTS scores for certain fields of study or qualifications. As a general rule, it takes candidates approximately six months to raise their IELTS score by half a band (0.5).

As a general guideline, the minimum TOEFL score required for undergraduate study is a paper-based TOEFL (PBT) score of 550, plus a Test of Written English (TWE) of 4.5; or a computer-based TOEFL (CBT) score of 213, plus an essay score of 4.5; or an internet-based TOEFL (iBT) score of 80. The minimum TOEFL score required for postgraduate study is generally a PBT score of 600, plus a TWE of 5.0; or a CBT score of 250, plus an essay score of 5.0; or an iBT of 90 with (preferably) a writing score of 20.

Where a candidate has a choice to take an IELTS or TOEFL exam, most institutions prefer an IELTS result. New Zealand institutions require **original** IELTS or TOEFL results.

7.2.2 Preparatory, bridging and qualifying programmes

Adequate preparation of awardees in the transition to studying in New Zealand is crucial to the success of their study and scholarship. During the placement process, institutions should individually assess an awardee's academic needs for additional support and include in the placement advice any required preparatory, bridging or qualifying programme/s that the awardee must undertake before commencing their main qualification.

Preparatory programmes: These may include short-term English language training programmes (e.g. six weeks to six months) or academic preparatory programmes (e.g. two days to three weeks); or a longer-term (up to 12 months) foundation programme.

Bridging programmes: An institution may require an awardee to undertake and pass a bridging programme before enrolling in a higher level qualification (e.g. a Graduate Diploma leading to a Postgraduate Diploma) to gain the required background knowledge in a particular subject or, in

[8] At December 2006, this provision is limited to NZDS-Public awardees from Indonesia and Viet Nam and NZDS-Public and NZDS-Open awardees from Cambodia and Lao PDR.

some cases, to demonstrate that they have the academic capability by attaining a prescribed grade average. These programmes are expected to be no longer than twelve months.

The NZDS Offer should specify the conditions that an awardee is required to meet in their bridging programme before the institution will permit them to enrol in the higher level qualification (e.g. requires a B grade average in the Graduate Diploma before proceeding to the Postgraduate Diploma). If the awardee does not meet the institution's conditions but is able to complete the lower level qualification without an extension, the awardee may complete early with the lower qualification and return home. Where the awardee does not meet the conditions of the bridging programme and is unable to complete the lower level qualification within the time allowed, they are not permitted to apply for an extension and the scholarship will generally be terminated.

Qualifying programmes: A one-year Postgraduate Diploma followed by a one-year Masters is considered to be the first year of a two year programme. The NZDS Offer should specify the conditions that an awardee is required to meet in the qualifying year before the institution will permit them to enrol in the Masters. If the awardee does not complete the Postgraduate Diploma within the standard one year period, they can apply for a six month extension to complete the Postgraduate Diploma but will not be permitted to proceed to the Masters degree.

Articulated programmes: To gain a secondary school teaching qualification, Cook Islands applicants may be supported to undertake a Bachelors degree followed by a Graduate Diploma in Teaching. These are assessed on a case-by-case basis by Scholarships Unit at time of placement.

7.2.3 Work attachments and practical training

Some qualifications require awardees to complete a period of practical training during or at the end of their studies before the qualification is awarded. This may take the form of a work attachment (generally paid) or practical training (generally unpaid) connected with the academic programme. The duration of the training should be limited to the period prescribed in the course outline, up to a maximum period of 12 months over the duration of the scholarship.

Where possible, and depending on the length of the training, undergraduate awardees are expected to do their work attachment or practical training in their home country so that the experience is under local conditions, it maintains their links with home, and so that it contributes to their country's development. The work attachment/practical training must be relevant to the qualification.

The work attachment/practical training may be approved where:

- it is specified in the institution's original offer of place and the placement advice;
- it is supported by the institution; and
- it is a compulsory component of the qualification, which will not be awarded without the training.

The institution arranges the attachment or provides the awardee with sufficient information to enable him or her to make the arrangements.

If an awardee is required to undertake a compulsory period of practical training in their home country during the course of their study, and the position is unpaid, the stipend will be paid at their current rate (either accompanied or unaccompanied) up to a maximum of 12 weeks.

If the awardee receives wages for the work undertaken, whether in New Zealand or in their home country, the stipend will cease. Where a work attachment or practical training undertaken in New Zealand is unpaid the stipend will continue to be paid at their current rate.

7.2.4 Internships and professional registration

NZAID does not support awardees undertaking a professional qualification or (post-degree) training or an internship for professional registration in New Zealand.

In exceptional cases, NZAID may provide support for an internship to be undertaken in New Zealand where it is a compulsory component of the qualification, it was specified in the institution's original offer of place and it is clearly stated in the NZDS Offer.

Medical and Pharmacy internships are supported in New Zealand under the NZDS. Medical awardees are required to undertake a practical attachment in a hospital for three months as part of their internship. The location of the elective[9] must be approved by the respective medical school, but it is the awardee's responsibility to arrange the elective and may, with partner government approval, be undertaken in the home country or in New Zealand.

Pharmacy awardees are not recognised as having completed their qualification in Pharmacy until they have completed 52 weeks of practical training under the supervision of a New Zealand-registered pharmacist. Awardees can undertake the internship year, which is a paid position, in New Zealand provided they have sought and obtained agreement themselves from their home government. It is the awardee's responsibility to apply for internship positions and the internship must begin by the end of January at the latest. No further NZAID allowances or entitlements are paid during this year, but awardees remain eligible for the airfare to return to their home country and baggage entitlement.

Professional registration for medical awardees (the House Surgeon year, following completion of the qualification and scholarship) should be undertaken in the awardee's home country or region. No further NZAID allowances or entitlements are paid during the House Surgeon year.

7.3 Study Programme Restrictions

New Zealand Development Scholarships will only be offered for agreed fields of study that are expected to have the greatest development impact. These are identified by the partner government in consultation with NZAID, or in country or regional programme strategies, and are prioritised during the selection process.

Where an undergraduate Pacific applicant's nominated field of study/qualification is available at an approved education institution in the Pacific region, they will be directed to apply through the NZRDS scheme.

New Zealand Development Scholarship applications are further restricted as outlined below.

[9] The elective is the three-month practical attachment within the internship year.

7.3.1 Aviation training

NZAID does not support NZDS applicants undertaking aviation qualifications because of the high costs of aviation training and difficulty in arranging the pre-sessional assessment requirements, which must be undertaken in New Zealand.

7.3.2 Conference attendance

While NZAID recognises that attendance at conferences for postgraduate research awardees enhances their research experiences, this should not impact on an awardees' ability to complete their study programme within the allocated timeframe. Funding for attendance at conferences is not provided by NZAID.

7.3.3 Law

There is provision under the Samoa/New Zealand Scholarship Arrangement for the top ranked Faculty of Arts student, who must have achieved an A grade average across all subjects in the National University of Samoa (NUS) Foundation Year, to undertake a Bachelor of Laws (LLB) in New Zealand through the NZDS scheme. The nominee must also meet university requirements for entry to the LLB. If the top Arts student does not wish to study law, the place is foregone for that year. All other Pacific applicants wanting to undertake a LLB are required to apply to the University of the South Pacific under the NZRDS scheme

7.3.4 Medicine and health

There is provision under the Samoa/New Zealand Scholarship Arrangement for the two top ranked Faculty of Science students, who must have achieved an A grade average across all maths and science subjects in the NUS Foundation Year, to undertake a Bachelor of Medicine and Bachelor of Surgery (MB ChB) in New Zealand. The nominees must also meet university requirements for entry to the MB ChB. If these two students do not wish to study medicine, the places are foregone for that year. The professional registration year (House Surgeon year), following completion of the MB ChB, must be undertaken in Samoa or in the Pacific region.

Posts and MCs should ensure that requests for any other health-related qualifications are in accordance with country or regional programme strategies for health and family planning. Where possible, health-related study should:

- provide an emphasis on preventive medicine and public health; and
- allow awardees to concentrate on forms of preventive and curative medicine for which facilities exist in the home country for a substantial proportion of the population.

Note: Applicants for the Postgraduate Diploma in Clinical Dentistry at the University of Otago must apply before May each year.

7.3.5 Military training

Training of a military nature is not available under NZDS, including training of defence force personnel.

7.3.6 Police training

While it is permitted to allow civil servants from law enforcement agencies to be granted a scholarship, strict care must be taken to ensure that the course meets a training or development priority of the county in question.

8 NZDS APPLICATIONS

The partner government and/or Post are responsible for NZDS-Public application functions.

Depending on an applicant's country of origin, the institution, Post or Management Contractor is responsible for the NZDS-Open application functions.

8.1 Applicant Categories

Depending on the country or regional programme, applications for NZDS may be available in the categories below.

8.1.1 NZDS-Public

New Zealand Development Scholarships in the Public category (NZDS-Public) sit within bilateral country programmes. This category of scholarship is primarily intended to strengthen public sector capacity in key developing countries. Although most candidates are drawn from the public sector, the DPM and/or NZAID manager should actively encourage partner governments to include applications from the private and civil society sectors. Study may be available at undergraduate or postgraduate level, depending on the country's training needs, and is identified as country-specific criteria. The partner government in Pacific Island countries or the Post in Southeast Asian countries is usually responsible for the advertising, application vetting and shortlisting processes. The selection of nominees is usually undertaken by a joint selection committee in the home country. The Post keeps the partner government advised of awardees' academic progress, and the partner government may also be involved in scholarship variation decisions.

8.1.2 NZDS-Open

New Zealand Development Scholarships in the Open category (NZDS-Open) are available to individuals who independently apply for a scholarship, i.e. the scholarships generally sit outside bilateral programmes. Depending on their country of origin, NZDS-Open applicants apply directly to their nominated education institution, or to a Management Contractor or to the nearest Post (see Table 1, page 2-3). Study is generally only available at postgraduate level[10].

Some DPMs and/or NZAID managers use the NZDS-Open category to target specific organisations or provinces linked directly to the NZAID country or regional programme strategy, or to strengthen private sector or civil society organisation capacity. This may include, for example, prioritising applicants with relevant work experience in development organisations, non-governmental organisations or in private business. The selection process for NZDS-Open applicants who apply through an institution is undertaken by an NZAID selection committee in Wellington, following consultation with the relevant programme manager, with separate meetings for Global and Pacific candidate selection. Selection may also be undertaken in the home country (e.g. for Lao, Cambodia and Samoa) or within the region (e.g. for most Latin American countries). The home government generally has no involvement with NZDS-Open applications or awardees, although some Posts may share scholarship details once awardees have been selected or when they complete their study.

[10] Candidates from the Federated States of Micronesia, Marshall Islands, Palau and Rapa Nui may also apply for undergraduate level study.

8.1.3 NZDS-Open for Cambodia and Lao PDR

The pre-award functions of the NZDS-Open in Cambodia and Lao are managed by an in-country Management Contractor. The MC calls for applications (including the NZDS-Public), and receives, vets and ranks applications. Selection is undertaken by the MC and an NZAID representative. The MC liaises with Scholarships Unit to place the awardees, assist Post in offering the scholarships, and provide in-country English language training for successful candidates. Once the candidates have attained the required level of English language proficiency, the MC facilitates the pre-departure arrangements for New Zealand, including initial travel.

8.1.4 NZDS-Open for China

Candidates from China applying for the NZDS-Open are required to receive endorsement from the Chinese Ministry of Commerce before sending their application to Beijing Post (via MOFCOM). Post will select candidates and reserves and liaise directly with institutions in placing applicants.

8.1.5 NZDS-Open for Latin America

New Zealand Development Scholarship applications from Latin America are categorised as Open scholarships, as there is no direct involvement from the home governments of eligible countries in the nomination or selection of applicants, or the on-award monitoring of awardees.

Candidates from Argentina, Brazil, Chile, El Salvador, Guatemala, Paraguay, Peru and Uruguay apply directly to the relevant Post (Annex 7). Apart from candidates from Rapa Nui who can apply for undergraduate level study, the NZDS-Open are only available for postgraduate level study. Post advertises the availability of NZDS-Open to countries under their accreditation, and undertakes the distribution and collection of applications; vetting, ranking and shortlisting; and selection of candidates. Post forwards applications to Scholarships Unit for placement. Post is not involved in the on-award management of awardees, and scholarship variation decisions are made in Wellington.

The relevant accredited Post also advertises the availability of NZDS-Open to candidates from Bolivia, Ecuador, Honduras and Nicaragua but directs them to apply for a NZDS-Open through a New Zealand institution.

8.1.6 NZDS-Open for Samoa

In-service candidates from Samoa apply for NZDS-Open through the Samoa Scholarships and Training Division in the Ministry of Foreign Affairs and Trade. Candidates can apply for undergraduate or postgraduate level study. Ranking and shortlisting of applications is undertaken by a contracted organisation, and selection is undertaken by a joint selection committee, comprising representatives of the Samoan Government, NZAID and AusAID. Post liaises directly with institutions for placement.

8.1.7 Placement with institutions for NZDS-Public and NZDS Open via Post/MC

From May 2009, selected Posts and Management Contractors (MCs) will pilot the management of the Placement process directly with institutions. This will apply to the following countries: Cook Islands, where the Partner Government will liaise directly with institutions; and China, Samoa, Solomon Islands and Vanuatu, where the respective Posts will liaise directly with institutions.

8.2 NZDS Eligibility Criteria

Eligibility to apply for a NZDS is restricted to citizens of countries where NZAID offers NZDS (Table 1, page 2-3). A current list of eligible countries is also on the Scholarships pages of NZAID's internet site (www.nzaid.govt.nz). NZAID has the right to amend the eligibility of countries as needed and it is the responsibility of applicants and institutions to check country eligibility on a regular basis.

Applicants must meet the general eligibility criteria stated below before their application will be considered further against the generic selection criteria and any country or region-specific criteria (Sections 9.1 and 9.2).

Depending on the country's training needs, applicants may be:

- students currently completing their final year of senior secondary studies (including a Foundation year) in their home country; or
- individuals who have completed their secondary studies and who are working in the public, private or civil society sector.

To be eligible to be considered for a NZDS, an applicant must:

- have citizenship of a NZDS participating country (i.e. permanent residents of a participating country are not eligible to apply);
- be residing in their country of citizenship, preferably for at least two years prior to application;
- not have citizenship or permanent residence status of New Zealand or Australia, or another developed country[11], except where:
  - their country does not issue passports and they hold a New Zealand passport, i.e. NZDS-Public applicants from the Cook Islands and Tokelau; or
  - they are dual citizens of Samoa and New Zealand, and the applicant has been schooled, and their parents are living, in Samoa;
- not be married or engaged to be married to a person who holds, or is eligible to hold, citizenship or permanent residence status of New Zealand, Australia or another developed country, except where their country does not issue passports and they hold New Zealand passports (i.e. the Cook Islands, Niue and Tokelau), or dual citizens of Samoa and New Zealand;
- be aged 17 or over before the scholarship start date[12];
- be applying to commence a new qualification and not be seeking funding for one already commenced in New Zealand or another country[13];
- not have completed, or nearly completed, a qualification at a similar level (i.e. applicants must be applying to commence a qualification which is at a higher level than any previously attained), unless strong developmental relevance is demonstrated;

[11] A developed country is defined as a country not included on the OECD's Development Assistance Committee's list of aid recipients.

[12] Some countries have upper age limits under country or region-specific selection criteria.

[13] NZAID will not pick up funding for any students to continue a qualification they have commenced outside their home country. With prior agreement of the partner government, NZAID will consider funding qualifications being studied in the home country by self-sponsored, part-time students on a case-by-case basis.

- satisfy the admission requirements of the New Zealand education institution in which the qualification is to be undertaken, including English language criteria;
- (for those applying directly from secondary school) have completed their senior schooling in their country of citizenship;
- (for in-service applicants) have been working in their country of citizenship, preferably for at least two years prior to application;
- if applying for postgraduate study, preferably have worked for two years in their home country since completing their first degree;
- be able to demonstrate a strong commitment to their home country's public, private or civil society sector (as relevant), and to the development of their home country in general; and
- be able to take up the scholarship in the academic year for which it is offered.

Applicants cannot:

- be studying full-time at post-secondary level;
- be transferring from another tertiary scholarship (either in New Zealand or in another country) to a NZDS;
- hold, or have held, a New Zealand Government or Australian Government scholarship in the 24 months preceding the scholarship start date; or
- have been terminated from a New Zealand or Australian Government scholarship previously.

It is expected that applicants will continue to reside in their country of citizenship during the NZDS application and selection process. If offered a NZDS, a candidate must:

- be able to satisfy Immigration New Zealand requirements for international student entry to New Zealand (i.e. medical examination and police clearance/character checks, etc);
- not hold another scholarship during the period of the NZDS; and
- agree in writing that they will return to their country of citizenship for a minimum period of two years following completion of their scholarship in order to contribute to their country's social or economic development.

8.3 Advertising and Promotion

The partner government and/or the Post should publicise the availability, eligibility criteria and priority study areas for the NZDS-Public. Depending on the number of NZDS-Public available under the country or regional programme, promotional strategies could include media advertising and/or direct promotion to key agencies or organisations to reach target groups, in urban and rural areas. Where appropriate, this could include joint advertising by NZAID, AusAID and the partner government.

Posts or MCs should advertise the availability, eligibility criteria and priority study areas for the NZDS-Open in the local media, and/or promote the availability of the NZDS-Open to identified organisations with links to the county or regional programme strategy.

All promotion of the NZDS should help potential applicants make realistic assessments of their scholarship prospects before deciding whether to apply. This assists in minimising low-qualified applicants in areas where demand is expected to be high, or to target areas where more

applications would be welcomed. The advertisements should indicate if receipt of applications is not able to be acknowledged.

Institutions should provide NZAID and New Zealand diplomatic posts and relevant offshore MCs with up to date prospectuses and course information booklets so that a potential NZAID applicant visiting post can obtain more detailed information on the institutions. Institutions may also promote the NZDS scheme on their websites.

8.4 Distribution of Application Forms to Applicants

8.4.1 Expressions of interest

In countries where there are likely to be significantly more applications than the number of scholarships, an initial expression of interest (EOI) phase may be undertaken by the partner government, Post or MC, as relevant. In such cases, EOI can be sought using a preliminary application form (Annex 10). Applications go through a vetting and selection before NZDS application forms are sent out to shortlisted candidates.

8.4.2 Distribution of application forms

The partner government is generally responsible for distributing application forms to NZDS-Public applicants. Most partner governments require applicants to complete the government's own application form initially. In such cases, either the partner government or Post is responsible for ensuring that shortlisted NZDS-Public nominees complete the NZDS application form following the selection meeting.

Institutions, Posts or MCs distribute the NZDS application form to NZDS-Open applicants, as relevant.

8.5 Course Selection

8.5.1 Course information and counselling

Applicants need to apply for a field of study and qualification that are consistent with their country's human resource development training priorities and/or NZAID's development priorities (Section 9.2), as well as meeting their own professional development needs. If their selection is appropriate, the need for scholarship variations is reduced and the chances of successful completion and realising post-scholarship outcomes are increased.

Applicants therefore need to make an informed choice to nominate a relevant field of study (or major subject), qualification and institution. The applicant's choice must also comply with any restrictions regarding levels and fields of study outlined in Section 7.

To improve qualification and institution selection, Posts and/or partner governments should ensure that applicants have access to current information on training and development priorities (country information sheets are available on the scholarships pages of the NZAID website - www.nzaid.govt.nz) and current course information. Institutions should annually provide Posts with up-to-date, comprehensive information on their qualifications, services and facilities.

The scholarships officer undertaking course counselling should have a good knowledge of relevant qualifications available at New Zealand institutions.

When counselling applicants, consideration should be given to the:

- academic ability of the applicant and course entry requirements;
- relevance of the applicant's academic background to their nominated field of study;
- vocational interests and study goals of the applicant;
- applicant's cultural fit to the institution;
- extent to which any professional qualification is recognised in their home country; and
- consistency of the study programme with the partner country training needs and/or NZAID's development priorities.

The choice of qualification/field of study and institution is made by the applicant. Where it is considered that an applicant has clearly made an unwise course selection on their application form, the Post or MC may advise the applicant to reconsider their choice. In most situations, course advice should be informative and advisory but not directive. Any moderation of applicant choice must be both transparent and defensible.

8.5.2 Institution choice

New Zealand Development Scholarship awardees can only study at those institutions that have a Management Services Contract with NZAID (Annex 3). In their application, NZDS-Public applicants (or NZDS-Open applications that are sent to Scholarships Unit for placement) may nominate two qualifications at any of these institutions.

In most cases, NZDS-Open applicants apply directly to a self-selected institution that provides a qualification or academic supervision relevant to their proposed study and/or research.

8.6 Completion and Submission of NZDS Application Forms

The Post and MC must ensure that all NZDS applications submitted to Scholarships Unit are checked against the application form's checklist for completeness, including all required supporting documentation (see below). Incomplete application forms should not be submitted to Scholarships Unit for placement.

All NZDS applicants must provide **two copies** of the NZDS application form:

- **one** original application form, including one set of original or certified copies of the supporting documents (in English); and
- **one photocopied set** of the application form and supporting documents.

Shortlisted NZDS-Public applicants return the NZDS application form and supporting documentation to either the partner government or Post, as advised.

NZDS-Open applicants return the NZDS application form and supporting documentation to the Post, MC or institution, as advised (see Table 1, page 2-3). NZDS-Open applicants from China must have their NZDS application endorsed by the Chinese Ministry of Commerce before submitting it to the institution for assessment.

8.6.1 Certified supporting documentation

Supporting documents must be either the original documents or copies certified by the Post or another authorised official as being true copies of the original documents. Where original documents are not in English, applicants must provide certified true copies of official English translations.

The supporting documentation should include certified copies of academic transcripts and completion certificates to substantiate the educational qualifications listed by the applicant; birth certificate or adoption certificates (for the applicant and any dependant children for whom the applicant intends to claim the accompanied stipend); and, if relevant, a certified copy of their marriage certificate. Applicants should also provide a current curriculum vitae and three supporting references. References should support the applicant's application for a NZDS, be provided on official letterhead and should be no more than 24 months old when submitted. The full list of required supporting documentation is listed in Annex 6.

Where English is not an applicant's first language, institutions require an **original** copy of an IELTS or TOEFL result to assess their eligibility for admission to the institution (Section 7.2.1). Certified copies or photocopies of English language exam results will not be accepted.

The Post or MC should ensure that correctly certified documents are attached to the NZDS application forms before sending the forms to Scholarships Unit, as the placement process cannot continue until certified copies are received.

8.6.2 Application checking

Application checking is a critical step before shortlisting and placement. It identifies ineligible applicants (those that do not meet the eligibility criteria) so as to reduce the number of applications considered by the selection committee.

All NZDS applications should be checked by the Post, institution or MC (as relevant) to ensure that they:

- are accurate and complete;
- meet the eligibility criteria (and for the NZDS-Public, in particular, that they meet the generic and country or region-specific selection criteria);
- clearly identify the applicant's nominated study programme, including qualification, field of study and institution; and
- include certified copies of all the required supporting documentation (Annex 6).

8.6.3 Distribution of completed NZDS applications

NZDS-Public/Open applications from Posts/MCs: The Post or MC should send the original copy of the NZDS application form and certified supporting documents, plus the photocopied application form and set of supporting documents, for each shortlisted nominee to Scholarships Unit. The Post or MC should include a covering letter which ranks the priority and reserve nominees in a single list, including their qualification/field of study, institution and gender. The Post should retain a photocopy of the complete application and supporting documents for their own records.

NZDS-Public/Open applications from Posts/MCs placing directly with institutions: The Post or MC should send the original copy of the NZDS application form and certified supporting

documents for each shortlisted nominee directly to the institution indicated on the application form. The Post should retain a photocopy of the complete application and supporting documents for their own records. Once a student has been confirmed, a copy should be sent by Post/MC to Scholarships Unit.

NZDS-Open applications from institutions: The institution should send the original copy of the completed NZDS application form and the photocopied set of certified supporting documents for each applicant to Scholarships Unit. The institution should retain the photocopy of the application form and the original supporting documents for their own use. The institution should provide a covering letter listing the applicants' names, gender, qualifications/fields of study and countries.

The institution must include an unconditional offer of place and NZAID placement advice and budget forms (Annexes 12 and 13) with each applicant's NZDS application form and supporting documents.

8.6.4 Completion of institution application forms

NZDS-Open applicants (except for those from Latin America countries who apply to a Post or applicants from Cambodia, Lao PDR and Samoa) are required to complete the relevant institution's application form when applying for admission to the institution. The institution will assess the applicant's application for admission (and qualification) before submitting their NZDS application to NZAID.

NZDS applicants from other countries are generally not required to complete institution application forms. In some circumstances, PhD applicants may be required by their nominated institution to complete a specific PhD application form. (This form will be forwarded to the Post by Scholarships Unit.)

9 NZDS SELECTION POLICIES AND PROCEDURES

The partner government and/or Post are responsible for selection functions for the NZDS-Public.

The responsibility for NZDS-Open selection functions may lie with NZAID in Wellington, the Post and/or the MC, depending on the applicants' country of origin.

9.1 Selection Policies and Criteria

The policies for selecting awardees will vary from country to country, and across regions. What should be common across all countries is that selection and non-selection must be transparent, fair and merit-based in accordance with the scholarship scheme principles. The reasons for selection and non-selection should be clear from documentation kept on file.

New Zealand Development Scholarship applicants must first meet the NZDS eligibility criteria (Section 8.2) before their application will be considered against the generic selection criteria and any identified country or region-specific criteria.

For the NZDS-Public, the selection policy and process should be jointly agreed, and reviewed annually, through consultation between the NZAID manager and/or DPM and the partner government. Any agreed country-specific selection policies should be documented through the selection criteria. The selection criteria should be made available to all applicants and other stakeholders on request. An up-to-date copy of the country or region-specific selection criteria should also be provided to Scholarships Unit (for posting on NZAID's website) and attached to these Guidelines.

The selection criteria should clearly indicate that selection is based on the following principles:

- identified country or region-specific priority fields of study. For the:
    - NZDS-Public and NZDS-Open for bilateral country programmes, these should be developed and agreed between NZAID and the partner government and reflect the partner country's human resource development training priorities (based on national training plans), and/or the link to the priority development sectors in the country programme strategy;
    - NZDS-Open for non-bilateral programmes, these should directly link to the priority development sectors in the country or regional programme strategy;
- developmental relevance and applicability of the proposed study programme;
- academic merit;
- gender equity;
- special equity considerations (if applicable, such as applicants facing ethnic (e.g. indigenous peoples) and/or geographic disadvantage);
- the applicant's links to their home country (including relevant paid or unpaid work experiences or community involvement) and their ability to influence change.

Country or region-specific selection criteria should clearly state:

- the fields of study which directly relate to the agreed training priorities and/or NZAID development priorities for that country or region;
- the level and types of study (e.g. undergraduate or postgraduate level study, PhDs not permitted etc);
- the applicant categories (e.g. available to in-service or pre-service applicants only etc);
- the minimum academic qualifications to be met;
- any employment restrictions (e.g. must have worked for a specified minimum period in the home country);
- any target groups (e.g. targeted provinces, employment groups or organisations); and/or
- any age restrictions.

NZAID and AusAID Posts are encouraged to consider joint selection of NZDS and Australian Development Scholarship (ADS) awardees wherever possible.

9.2 Selection Principles

9.2.1 Partner country training needs

New Zealand Development Scholarships in the Public category will be most effective if they are offered in direct response to identified short-term human resource development needs of the partner country, with future employment guaranteed.

The NZAID manager and/or DPM and partner government should confirm the training priorities (and the related study areas) for the next intake of NZDS-Public on an annual basis. These should be based on labour market or human resource development needs data, identified in national or organisational training plans, that reflects actual requirements.

So that there is sufficient time for the agreed training/study priorities to be advertised to potential applicants and relevant organisations, these talks should take place as early as November of the preceding year, but no later than February of the current year.

Selection committees should also recognise those departments, organisations and institutions that:

- demonstrate effective systems for identifying training needs and the nomination of applicants;
- clearly indicate the organisation's employment need for the applicant's proposed training, knowledge and skills; and
- show commitment to support the applicant's reintegration into the work place, and the effective use of the applicant's education, on the applicant's return to the organisation.

9.2.2 NZAID development priorities

Where there are no identified home government training priorities, at a minimum, the applicant's nominated qualification and field of study should link to an NZAID development priority. NZAID priority sectors for assistance are those expected to have the greatest developmental impact overall within the context of the country or regional programme.

These may include education, health, growth and livelihoods (including sustainable rural development), leadership and governance (including public sector administration), economic development and community safety.

Gender, human rights, environment, HIV/AIDS, and peace-building and conflict prevention are themes that cut across all NZAID programmes.

Selection committees should give higher weighting to applications proposing study directly related to the development priorities of the country or regional programme, including those demonstrating a strong link to NZAID's cross-cutting themes. Information identifying priority development sectors by country or regional programme is available to applicants through country information sheets, which are annually updated and posted on the scholarships pages of the NZAID website (www.nzaid.govt.nz).

9.2.3 Developmental relevance/applicability of proposed study programme

New Zealand Development Scholarship applications should reflect the candidate's understanding that they are applying for a **development** scholarship. Candidates should also be explicit in their application as to the relevance of their proposed study to an identified training need in their home country and/or NZAID development priority.

During the shortlisting process, selection committees should differentiate applicants who can clearly demonstrate how completion of the proposed study programme will enhance their capacity to directly contribute to the development of their home country, and their anticipated employment on their return. Applicants should state how they will apply their study in practical ways that will contribute to poverty reduction in their home country.

9.2.4 Academic merit

Country or region-specific selection criteria may specify the minimum academic qualification or standards to be met. This should ensure that the applications received meet minimum academic requirements for admission to the institutions. It can also be used to minimise unrealistic applicant expectations of being successful in their application, as well as limiting the number of applications to be considered.

The NZDS scheme aims to award scholarships to qualified individuals who have not had such an opportunity before. In general, NZDS should therefore not be offered to previous scholarship recipients, or applicants who already hold a degree from a developed country, unless there is a compelling argument for further study at a higher level. In these cases, the applicant must have worked for a minimum two year period since completing their degree and should clearly demonstrate the specific need for additional study to better contribute to their home country's development.

All NZDS applicants should have a strong academic background or should otherwise express their commitment to succeed in their studies. Those applying for postgraduate level study must hold a Bachelors degree of good standard and, in general, it should be relevant to the proposed postgraduate qualification. Through their research statement, postgraduate research applicants should demonstrate academic preparedness and an understanding of the academic requirements of, and commitment to, higher level study.

9.2.5 Gender equity

Gender equity is an important principle for all NZAID policies, strategies and programmes, including the NZDS scheme. It is expected that every effort will be made to ensure that scholarships are offered equitably to female candidates and male candidates within each country and regional programme. The pre-award processes, including selection, should be designed and implemented so that, wherever possible, fifty percent of NZDS will be awarded to female candidates and fifty percent to male candidates. Promotional activities and/or the selection criteria and processes should be reviewed where there is difficulty in attracting suitable candidates of either gender.

9.2.6 Special equity considerations

Selection committees may give higher weighting for any other equity considerations specified in country or regional programme strategies. For example, as a comparatively smaller donor, some NZAID country or regional programme strategies may include a specific geographic focus to ensure that the limited resources available reach least developed provinces or regions.

9.2.7 Links to home country/ability to influence change

Applicants must be able to demonstrate past and continuing commitment to their home country.

Shortlisting should take into consideration the relevance of the proposed qualification/field of study to the:

- applicant's recent paid and/or unpaid work experiences;
- training needs of the employing organisation;
- applicant's service to their community or participation in community activities; and
- identified employment opportunities in the home country on completion of the study.

Preference will be given to in-service applicants who have been working in their home country for at least two years prior to application. In general, the scheme will not support individuals whose professional experience has mostly been obtained overseas.

To ensure greater effectiveness of the NZDS scheme, selection committees may want to prioritise applicants who can demonstrate an ability to influence positive and sustainable change in key development sectors through a senior position of responsibility in a public sector, private sector or civil society organisation.

An applicant's links to their home country and/or ability to influence change should be substantiated by home country support (e.g. references from suitably qualified government, civil society or private sector representatives), wherever possible.

9.2.8 Rationale for New Zealand-based study

Where appropriate fields of study/qualifications are available in the Pacific region, undergraduate applicants should be directed to apply through the New Zealand Regional Development Scholarships scheme.

Postgraduate applicants can apply to study in New Zealand, even if their nominated study programme is available in the Pacific region, because of the benefits of greater access to additional research resources, academically higher-qualified lecturers, a greater range of potential supervisors, and a wider networking base etc.

9.3 Selection Committees

9.3.1 NZDS-Public selection committees

Wherever possible, a joint selection committee (JSC) should be formed with NZAID and partner government representatives to be involved as equal partners in the shortlisting of NZDS-Public applications in accordance with the eligibility and agreed selection criteria, and to rank the priority and reserve nominees. In some countries, selection meetings may include AusAID participation.

The JSC may also advise on the country-specific selection criteria and other issues that may affect the success of the scholarship scheme.

To ensure transparent and defensible selection decisions, the selection committee should include at least one senior representative of NZAID and representatives of the partner government and/or the private or civil society sectors. These persons should be knowledgeable about the education system in their country, tertiary education in New Zealand and/or the human resource development needs of the country.

In countries where there is no NZAID representative on the selection committee, particularly in the Pacific region, NZAID managers should discuss greater involvement in the selection processes with the partner government, including shortlisting and selection committee representation.

At a minimum, the partner government should provide Post with a list of all NZDS-Public applicants (i.e. a summary of their name, gender, academic qualifications and the proposed qualification/field of study) and an indicative ranked shortlist. Post should review and comment on the shortlist, and seek explanation from the partner government regarding the inclusion or exclusion of any applicant in the shortlist. In some countries (particularly in Asia), Post may be responsible for vetting, shortlisting and/or final selection of awardees.

Some selection functions may be outsourced to a Management Contractor where this is identified as being cost-effective and a more transparent process.

NZAID retains the right to make the final decision on the offering of scholarships.

9.3.2 NZDS-Open selection committee

Although institutions are expected to vet NZDS-Open applications using the NZDS eligibility criteria, the final shortlisting and selection of NZDS-Open applicants (who apply directly to an institution) is undertaken by an NZAID selection committee in Wellington. Institutions, however, are encouraged to rank submitted NZDS-Open applications based on the selection principles in Section 9.2 above.

The selection committee meeting to award NZDS-Open to applicants from the Global group (i.e. from countries in Africa, South and Southeast Asia, and Latin America) generally takes place in August. The selection committee meeting for NZDS-Open applicants from the Pacific region generally takes place in late September/early October.

Prior to the selection meeting, NZAID managers and DPMs are asked to rank shortlisted applicants according to their country or regional programme's development priorities.

The NZAID selection committee comprises representatives from Scholarships Unit, the Global or Pacific groups, and an education adviser.

For NZDS-Open applicants from Latin America who apply directly to the Post, the relevant Post is responsible for shortlisting and selecting candidates before sending the shortlisted applications to Scholarships Unit.

9.4 Ranking and Shortlisting

The shortlisting process should consider NZDS-Public applications, and NZDS-Open applications submitted to Scholarships Unit for placement, against the generic selection criteria and any identified country or region-specific selection criteria (Sections 9.1 and 9.2). Pre-determined weightings for the selection criteria will reduce the amount of time needed for the selection committee to assess and discuss the applications.

Although it is a fundamental NZAID principle that NZDS are to be awarded equitably to female and male candidates, the shortlist should not separate applicants by gender.

The Post and partner government may discuss the option of outsourcing NZDS-Public applicant shortlisting and ranking to an independent contractor, with the final selection decision remaining with NZAID and/or the partner government.

9.4.1 Interviewing shortlisted applicants

Interviews with shortlisted applicants can give greater assurance that NZDS are being offered to suitable, high-quality applicants. This may be especially useful for countries which have high awardee failure rates. Although it may increase the workload and administrative costs, Posts/MCs are strongly encouraged to consider forming an interview panel comprising NZAID, partner government and other stakeholder representation as part of their selection process.

9.4.2 Priority and reserve nominees

The shortlist should include details of the ranked priority nominees equal in number to the number of scholarships available.

To cover situations where a nominee is unable to be placed at an institution, or declines the scholarship offer, the shortlisting process should also nominate sufficient ranked reserves. For the NZDS-Public (and NZDS-Open applications which are submitted to Scholarships Unit by Posts and MCs), the reserve list should generally be no more than one third of the total number of scholarships to be awarded to that country.

The Post or MC should send a covering letter with the checked application forms. The letter should include the shortlist detailing the nominees':

- full name;
- gender;
- priority or reserve status;
- ranking;
- nominated qualification and field of study; and
- nominated institution.

NZDS application forms for reserve nominees should be clearly marked "Reserve".

After the shortlisting process, the Post or MC forwards the shortlisted applications to Scholarships Unit by the publicised deadline. Scholarships Unit's placement coordinator will discuss the shortlisted applications with the DPM, if applicable.

So that priority candidates have sufficient time to prepare for a possible scholarship offer and departure from their home country, Posts should advise candidates that they have been shortlisted and that they may be offered an NZDS subject to acceptance by an institution and sufficient scholarships being available.

9.5 Language Testing and Preparation

A NZDS should not be offered unless the shortlisted applicant has reached or can reach, usually within six months, the minimum standard of English language required by the institution (Section 7.2.1).

Where provided for under the country or regional programme[14], the Post should arrange and pay for English language testing for shortlisted applicants. This provision is funded under some programmes to determine the final list of priority and reserve nominees.

Subsequent to selection of awardees, English language training may be available either in-country or in New Zealand, again where provided under the country or regional programme.

9.6 Selection Documentation

Documentation of selection decisions is in the interests of good governance, transparency of decision-making and overall accountability to the benefit of all stakeholders. Comprehensive documentation relating to the selection policies and selection decisions should be filed appropriately.

SU, Posts, MCs and institutions are required to keep comprehensive documentation relating to NZDS selection. The reasons for selection and non-selection of applicants should be clear from the recorded documentation. All selections must be in accordance with the identified selection criteria, including country or regional programme development priorities and general NZAID policies such as gender equity. If an applicant's nominated study programme is incompatible with identified selection principles and country or region-specific criteria, then the applicant should not be selected.

[14] This provision is generally limited to bilateral programmes in Southeast Asia, but may be extended to other countries following consultation between the relevant programme manager and partner government, with advice from Scholarships Unit as needed.

10 PLACEMENT PROCEDURES

Scholarships Unit is responsible for placement functions for NZDS-Public applicants from Kiribati, Tonga, Tuvalu, Indonesia, Philippines, Timor-Leste and Vietnam and NZDS-Open for Cambodia, Lao-PDR and Latin America.

Post/Partner Government are responsible for placement functions for China, Cook Islands, Samoa, Solomon Islands and Vanuatu

Institutions are responsible for the placement functions for the other NZDS-Open countries.

10.1 Placement Policy

Applicants nominate the qualification, field of study and the institution where they would prefer to study. NZAID staff should take into account an applicant's choice of study programme and institution provided that they are available and appropriate to the selection policies and criteria. Scholarships Unit reserves the right to seek placement at an alternative institution to that nominated by the applicant (Section 10.3). The nominated institution must also have a Management Services contract with NZAID (Annex 3). Post should ensure that applicants have access to sufficient information for them to make a considered choice of programme and institution.

10.2 Placement Timeframes and Deadlines

Processing applications for placement is time-consuming with decisions needing to be made within strict time constraints. The placement process therefore relies on efficient information exchange between all stakeholders. A minimum of four months before the start of the semester should be allowed for placement so that once advised of their scholarship offer, new awardees have enough time for pre-departure arrangements.

All applications should be submitted to Scholarships Unit before the closing dates.

Scholarships Unit's deadlines to receive NZDS-Public and NZDS-Open applications from Posts and MCs

The annual deadline for Posts to submit NZDS-Public applications from Southeast Asia, and NZDS-Open applications from Latin America and Cambodia, to Scholarships Unit or Institutions is 30 June.

The annual deadline for Posts to submit NZDS-Open applications from China to Institutions is 30 June.

The annual deadline for Posts to submit NZDS-Public applications from the Pacific, and NZDS-Open applications from Samoa, to Scholarships Unit or Institutions is 31 August.

Scholarships Unit's deadlines to receive NZDS-Open applications from institutions

The annual deadline for institutions to submit NZDS-Open applications from Africa, South and Southeast Asia, and Latin America[15] to Scholarships Unit is 30 June.

The annual deadline for institutions to submit NZDS-Open applications from the Pacific (excluding Samoa) to Scholarships Unit is 31 July.

10.3 Placement Requests to Institutions

After checking that the NZDS-Public/Open applications are complete (Section 8.6.2), Post enters details of the application onto SIMS and sends both copies of the completed NZDS application forms to Scholarships Unit by the deadline. Scholarships Unit forwards the original copy of the application to the institution for placement and retains the second copy on file.

In the case of applications from the Cook Islands and Samoa the Post/PG enters details of the application onto SIMS and sends the original copy of the application directly to the institution for placement.

In most cases, Scholarships Unit/Post/PG seeks placement for the study programme requested in the application form of all priority and an appropriate number of reserve nominees. Exceptions to this include where the:

- nominated study programme is not offered at the nominated institution;
- nominated study programme is clearly not compatible with agreed country or region-specific selection criteria;
- nominated study programme is clearly not consistent with the specific skills requested by the applicant and/or their employer in the NZDS application;
- nominated institution does not have a Management Services contract with NZAID;
- nominated undergraduate study programme is offered in-region (for Pacific applicants);
- nominated study programme is in a field or level of study not supported by NZAID (Section 7.3);
- partner government has restricted placement as to where applicants can study[16]; or
- NZDS-Open applications are submitted directly from institutions.

In any of these situations, Scholarships Unit will consult with the Post or MC to recommend an alternative study programme/institution, or to seek further clarification from the partner government. All decisions not to proceed with the original request must be clearly documented and discussed with relevant stakeholders.

[15] NZDS-Open applications from Bolivia, Ecuador, Honduras and Nicaragua only.

[16] The governments of Samoa and the Cook Islands have requested that undergraduate awardees are not placed in Auckland.

Institutions have agreed to turn around applications for undergraduate level study within four weeks, and applications for postgraduate level study within six to eight weeks. Institutions have up to eight weeks to respond to PhD placement requests for NZDS applicants.

The application may not be sent to the second institution unless the first institution advises that the placement request is unsuccessful. The first institution should return the full, original NZDS application and supporting documents to Scholarships Unit.

10.3.1 Applicants with a disability

If an applicant has a disability that may require modifications to their physical or learning environment, they are required to provide the Post, MC or institution (as relevant) with a full medical report. Any support requested should be included in the NZDS application form and subsequently in the placement request. Specific care arrangements and any additional costs should be negotiated on a case-by-case basis with the preferred institution. If extra funds are required to assist the nominee/applicant, then this should be included in the placement budget. Any necessary arrangements should be finalised before the awardee leaves their home country.

10.4 Institution Responses to Placement Requests From SU/Post/PG

In response to the placement request from Scholarships Unit (or Cook Islands PG and Samoa Post), the institution may:

- contact Scholarships Unit (or Cook Islands PG and Samoa Post) to request further information or documentation;
- provide an unconditional offer a place (successful placement);
- provide a conditional offer of place (e.g. admission to the institution is subject to satisfactory completion of their secondary school studies or attainment of a specified level of English language proficiency etc); or
- decline to offer a place and state the full reasons (unsuccessful placement).

10.4.1 Successful placements

When a placement request is successful, the institution should enter placement and budget advice, including an uploaded copy of the offer of place, onto SIMS.

The institution should provide this information to Scholarships Unit (or Cook Islands PG and Samoa Post) within four weeks of receipt of the placement request for undergraduate applications and within six to eight weeks for postgraduate applications.

The placement advice should provide details of the approved study programme (including any required preparatory or bridging programme, orientation dates, the main qualification and major subject), course start and end dates, and any conditions for progression from the preparatory or bridging programme to the main qualification. Where known, details of any work attachments or overseas fieldwork should also be provided. The placement budget must itemise all NZDS entitlements, including tuition fees (and other institutional course costs), stipends and allowances, travel costs, insurance, and any costs relating to dependants' support to which the awardee may be entitled.

When determining the expected study programme duration (which will determine the scholarship duration), the institution should take into account the nominee's eligibility for credit for previously completed courses, and amend the duration of the placement offer as needed.

Scholarships Unit (or Cook Islands PG and Samoa Post) should carefully check the placement advice and placement budget to ensure that it is complete, is consistent with the study programme requested, recognises any prior learning and represents value for money. Clarification should be obtained from the institution if there are any concerns, including missing information, with the placement offer.

The Scholarships Unit manager (or the Head of Mission in the case of Cook Islands and Samoa) has delegated financial authority to approve placement budgets on behalf of the relevant country or regional programme.

Scholarships Unit will advise the Post of the full placement details for NZDS-Public/Open nominees upon receiving the placement advice from the institution. If the offer of place is satisfactory, then the NZDS offer process can commence.

10.4.2 Conditional placements

Where a nominee does not meet the institution's academic or English language proficiency admission criteria, the institution may provide a conditional offer of place.

This may include NZDS-Public nominees still studying at secondary school who will not have their final exam results before an institution considers their placement request. Institutions may also provide a conditional offer of place subject to a nominee achieving the level of English language proficiency required for admission to the institution prior to enrolment[17].

The institution should send a copy of the conditional offer of place to Scholarships Unit with the placement advice and placement budget forms. Scholarships Unit will advise Post of the placement offer details, including any specific conditions from the institution's offer.

To receive an unconditional offer of place, the nominees are required to provide the original or certified copies of the results to the Post or MC (to forward to Scholarships Unit), showing that they have met the institution's conditions detailed in the placement offer, as soon as available. Scholarships Unit will seek confirmation from the institution that the nominee has an unconditional offer of place before Post confirms the offer of a NZDS to the nominee.

If a nominee's application for admission to their nominated qualification is declined by the institution due to insufficient academic background, the institution may provide a conditional offer of place for a relevant bridging or qualifying programme, which the nominee is required to satisfactorily complete before progressing to their nominated qualification (Section 7.2.2).

10.4.3 Unsuccessful placements

Institutions may decline a placement request because the nominee does not meet their academic criteria or for other reasons (e.g. lack of appropriate academic supervision). If so, the institution should advise Scholarships Unit as soon as possible and clearly state the reasons for declining

[17] This provision is only available to NZDS-Public applicants and NZDS-Open applicants from Cambodia and Lao PDR.

the application. The institution should then return the full application and supporting documents to Scholarships Unit so that a placement request can be sent to a second institution, if appropriate.

Scholarships Unit should promptly advise the Post that the placement request at the first institution was unsuccessful and that they are seeking placement at a second institution. If placement at the second institution is also unsuccessful, Scholarships Unit will ask the Post to advise the partner government and nominee that the application for a NZDS is declined, including the reasons for the application being declined.

At the conclusion of the placement process, the Post should advise all unplaced priority and reserve nominees that their application was unsuccessful and that they will not be offered a NZDS. Post should also advise the partner government, where applicable.

Institutions should also be advised that any outstanding reserve applications will no longer require a place.

11 NZDS SCHOLARSHIP OFFERS

Depending on the NZDS category and the candidate's country of origin, responsibility for NZDS Offers may be the responsibility of the Post or Scholarships Unit/institution.

11.1 NZDS Offer [Letter]

To ensure that candidates are aware of the full terms, conditions and entitlements of the NZDS before accepting the scholarship, the Post, MC or institution sends them a comprehensive NZDS scholarship offer letter (NZDS Offer) (Annex 15).

The NZDS Offer details the:

- NZDS category (NZDS-Public or NZDS-Open);
- approved study programme comprising:
  - the qualification to be gained on successful completion of the study;
  - any required preparatory (including English language), bridging or qualifying programme, including the conditions for progression to the main qualification; and
  - any associated work attachment or practicum, or overseas fieldwork (where known);
- name of the education institution and study centre location;
- scholarship offer duration (i.e. the scholarship start and end dates);
- estimated value of the scholarship;
- scholarship entitlements (including the tuition fee, the stipend and travel etc);
- details of approved dependants;
- terms and conditions of the scholarship; and
- travel arrangements and approximate arrival date, where known.

11.2 Scholarship Offer Duration

Scholarships are offered for a specific qualification and the specific period of time by which time this qualification, and any associated components of the full study programme, should be completed.

Awardees are expected to complete their study programme within the scholarship duration stated in the NZDS Offer. The scholarship duration should include the time required to complete the main qualification plus any time required for approved: orientation or preparatory programmes; bridging or qualifying programmes; compulsory work attachments or practical training (or for medical awardees, professional internships); overseas fieldwork; and the time required for PhD oral examinations. Institutions should reinforce the need for awardees to complete the study programme within the approved scholarship duration and should not raise expectations that a longer period may be available.

The scholarship duration for a coursework qualification should be based on the academic years that the qualification would normally take for a student studying full-time with no failed papers, reduced by consideration of course credits for prior study, if applicable.

The scholarship duration for a postgraduate research qualification should be based on the institution's estimate of the minimum time in which the awardee could be expected to complete the qualification.

The typical length of academic programmes in New Zealand is:

Qualification	Typical length (academic years)
Certificate	Six months to one year
Diploma	One to three years
Bachelors degree	Three to four years
Undergraduate medical degree	Up to six years
Graduate or postgraduate diploma	One year
Masters degree	One to two years
Doctorate	Up to four years

Preparatory programmes may include short-term academic preparation programmes (two days to three weeks) or English language training (six weeks to six months). In some circumstances, longer-term (up to twelve months) foundation or bridging programmes are required. If the institution later assesses that a shorter preparatory or bridging programme is adequate, the scholarship duration should be reduced accordingly.

Compulsory, on-award work attachments, medical internships or practical training connected with the qualification are limited to a maximum of twelve months duration over the period of the scholarship.

11.3 NZDS Scholarship Offer Process

When an institution has provided a placement offer for a priority nominee, and the placement offer has been checked, the scholarship offer process can commence. This process requires:

- financial approval for the scholarship;
- partner government confirmation, where required, that a NZDS-Public can be offered;
- a NZDS [Scholarship] Offer to be generated and sent to the nominee;
- notification of the awardee's acceptance of the NZDS Offer; and
- notification to the institution that the awardee has accepted (or declined) the placement and scholarship offer, so that the institution can begin pre-arrival arrangements, such as travel and accommodation.

The role responsible for offering scholarships varies depending on the NZDS category and the candidate's country of origin. The varying scholarship offer processes are detailed below.

11.3.1 Scholarship offers for NZDS-Public and NZDS-Open via Posts

This section describes the scholarship offer process for:

- NZDS-Public eligible countries (excluding Cambodia, Lao and Papua New Guinea – see Section 11.3.2);
- NZDS-Open: Argentina, Brazil, Chile, El Salvador, Guatemala, Paraguay and Uruguay;
- NZDS-Open: Samoa.

Once an institution has advised Scholarships Unit, or the Post directly, that a priority nominee has an offer of place, with delegated authority the Scholarships Unit manager (or Head of Mission in the Cook Islands and Samoa) approves the financial authority for the scholarship.

Following financial approval, Post will:

- advise, and seek approval from, the partner government for the scholarship and the identified study programmes to be offered to successful NZDS-Public nominees;
- generate an individual NZDS Offer [letter] (Annex 15) on NZAID letterhead for each successful priority nominee by completing each blank field in the template, based on information provided by Scholarships Unit. This includes nominees who have been offered a place conditional on their final secondary school exam results[18].
- send the nominee **two original copies** of the NZDS Offer, and retain a copy on file;
- receive from the awardee one signed copy of the NZDS Offer, in acceptance of the scholarship (Section 11.5), by a set date. (The awardee retains the second copy.);
- immediately advise Scholarships Unit of the acceptance or decline of the NZDS Offer;
- send the original copy of the signed NZDS Offer to Scholarships Unit before the start of the semester. Post should retain a photocopy on file;
- provide advice to the awardee on the visa application process. The awardee pays for the visa application fee, medical checks, x-rays and police clearance and seeks reimbursement for these expenses from the institution on their arrival in New Zealand; and
- conduct the pre-departure briefing (including NZDS-Open awardees from the same country, where practical).

As soon as Post has advised Scholarships Unit that the awardee has accepted their scholarship offer, Scholarships Unit will advise the institution. The Post in China, Cook Islands, Samoa Solomon Islands and Vanuatu will advise the institution directly. The institution can then initiate correspondence with the awardee to arrange the awardee's travel to New Zealand and to advise them about accommodation, orientation arrangements etc. Scholarships Unit should also check that any special arrangements that were agreed during placement (e.g. for awardees with a physical disability) have been made.

Post can advise **reserve nominees** of the details of their placement offer. NZDS reserve nominees are not to be offered a scholarship unless otherwise advised by Scholarships Unit.

11.3.2 Scholarship offers for NZDS candidates via a Management Contractor

This section describes the process for the following countries:

NZDS-Public and NZDS-Open: Cambodia and Lao PDR;

- NZDS-Public only: Papua New Guinea.

Once the institution has advised Scholarships Unit that a priority nominee has an offer of place, with delegated authority the Scholarships Unit manager approves the financial authority for the scholarship.

[18] Travel arrangements for candidates with conditional institutional offers of place should not be finalised until the candidate has met the outstanding conditions, and the institution has confirmed an unconditional offer of place.

Following financial approval:

- Scholarships Unit tasks Post to convey details of the nominee's placement offer to the MC through SIMS;
- the MC advises, and seeks approval from, the partner government for the scholarship and the identified study programmes to be offered to successful NZDS-Public nominees;
- the MC conveys to Post the partner government's approval to offer the scholarships;
- Post generates an individual NZDS Offer [letter] (Annex 15) on NZAID letterhead for each successful **priority** nominee by completing each blank field in the template, based on information provided by Scholarships Unit; and
- Post sends the MC **two original copies** of the NZDS Offer. The MC should keep a photocopy on file.

The MC:

- forwards the **two original copies** of the NZDS Offer to the nominee;
- receives from the awardee one signed copy of the NZDS Offer, in acceptance of the scholarship (Section 11.5), by a set date. (The awardee retains the second copy.);
- advises Scholarships Unit and Post of the acceptance or decline of the NZDS Offer via SIMS;
- sends the original signed copy to Scholarships Unit before the start of the semester. The MC retains a photocopy on file;
- provides advice to the awardee on the visa application process. The MC pays the visa application fee, medical checks and x-rays, and police clearance costs on behalf of the awardees;
- arranges the international travel to New Zealand; and
- conducts the pre-departure briefing.

As soon as the MC has advised, via SIMS, that the awardee has accepted their NZDS Offer, Scholarships Unit will advise the relevant institution. The institution should then initiate correspondence with the awardee to advise them about accommodation and orientation arrangements etc. Scholarships Unit should also check that any special arrangements that were agreed during placement (e.g. for awardees with a physical disability) have been made.

The MC/Post can advise **reserve nominees** of the details of their placement offer. NZDS reserve nominees are not to be offered a scholarship unless otherwise advised by Scholarships Unit.

11.3.3 Scholarship offers for NZDS-Open candidates via a New Zealand institution

This section describes the process for the following NZDS-Open eligible countries:

- Bolivia, Ecuador, Honduras, Nicaragua;
- Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Palau, Papua New Guinea, Solomon Islands, Tonga, Tuvalu, Vanuatu;
- Indonesia, Philippines, Timor-Leste, Viet Nam;
- Mongolia and Myanmar;
- Maldives, Nepal, Sri Lanka;
- Kenya, South Africa, Tanzania, Zambia, Zimbabwe.

Once the NZAID selection committee has determined the successful NZDS-Open awardees, with delegated authority the Scholarships Unit manager approves the financial authority for the awardees' scholarships.

Following financial approval:

- for each new awardee, Scholarships Unit generates and sends to the relevant institution two original copies of the individualised NZDS Offer [letter] (Annex 15) on NZAID letterhead. Scholarships Unit keeps a copy on file;
- the institution sends the **two original copies** of the NZDS Offer to the awardee, along with information regarding their institution, accommodation and orientation, etc;
- to accept the scholarship offer (Section 11.5), the awardee returns one signed copy of the NZDS Offer to the institution, by a set date, and retains the second copy;
- the institution updates SIMS to show the awardee has accepted and sends the original signed copy of the NZDS Offer to Scholarships Unit before the start of the semester and retains a photocopy on file;
- if the awardee declines the NZDS Offer (by completing the Decline of Offer on the last page of the NZDS Offer), the institution updates SIMS to show the awardee has declined and sends the original copy to Scholarships Unit and retains a photocopy on file;
- the institution arranges the awardees' international travel to New Zealand;
- Post provides advice to the awardee on the visa application process. The awardee pays for the visa application fee, medical checks, x-rays and police clearance and seeks reimbursement for these expenses from the institution on their arrival in New Zealand; and
- Post conducts the pre-departure briefing.

The institution can advise **reserve nominees** of the details of their reserve status. NZDS reserve nominees are not to be offered a scholarship unless otherwise advised by Scholarships Unit.

11.4 Scholarship Offer Advice to Partner Government

The Post or MC should notify the partner government in writing of the offers to be made to successful NZDS-Public nominees. The partner government should be asked to confirm in writing that the NZDS Offers (including the placement details and terms and conditions of the NZDS) are acceptable, by a date set by Post.

The partner government should also be asked to:

- provide the awardee with a passport valid for the full scholarship duration, and up to at least six months after the scholarship completion date, and any authority necessary to leave the home country; and
- meet agreed[19] expenses (excluding visa-related expenses) incurred by the awardee in the home country in relation to the acceptance of the NZDS.

[19] Any expenses to be funded by the partner government should be agreed and noted in writing during scholarship discussions at the beginning of the year.

Scholarships Unit may ask Posts to advise home governments of some details relating to scholarship offers for successful NZDS-Open candidates. Endorsement from the home government is not required for NZDS-Open scholarship offers.

11.5 Awardee Acceptance of the NZDS Offer

To accept their NZDS Offer, the awardee must initial every page of both original copies of the NZDS Offer – to indicate that they have read each page – and sign the scholarship declaration before an authorised witness. The witness must also initial each page and sign the declaration. This indicates their written acceptance of the scholarship offer and acknowledges that the qualification and field and level of study, the duration of the scholarship, and the institution where they have been accepted to study, are appropriate. It also indicates their acceptance of the NZDS terms and conditions.

Candidates should be advised to contact the Post or institution before signing the NZDS Offer if they do not understand any of the contents.

The awardee returns one signed copy of the NZDS Offer to the Post, MC or institution, as advised. The Post, MC or institution must ensure that the awardees read and understand the NZDS obligations, including that non-compliance of the NZDS conditions might lead to scholarship termination.

11.6 Release of Information

As part of the scholarship acceptance, awardees agree to the release of specific information when they sign the NZDS Offer declaration.

This authorises the collection and exchange of information about the awardee's scholarship and study (including their qualification, field and level of study and academic progress, and their personal details and those of their dependants) between NZAID and the institution, and/or home government authorities or other relevant organisations for the purpose of:

- arranging placement, including the timely release of exam results for placement of pre-service nominees (e.g. South Pacific Form Seven Certificate, Foundation Year or other exam results);
- monitoring general and academic progress;
- NZDS scheme review and evaluation; and
- statistical analysis and research of the scheme.

11.7 Awardee Obligations

The scholarships should not be perceived by awardees as a "gift" to them as an individual, but as a formal agreement between them and NZAID. Awardees have an obligation to NZAID, to their country and to themselves to make the most of their opportunity.

11.7.1 Obligations to NZAID[20]

All awardees must sign the declaration in their NZDS Offer and return the signed offer to the Post, MC or institution before departing their home country. This acknowledges that they agree to comply with the conditions of the scholarship.

[20] The same conditions pertain to Commonwealth Scholarship awardees.

By signing the declaration, awardees agree:

- to take up the scholarship in the academic year for which it is offered;
- to advise NZAID or the education institution of any changes to their personal circumstances between the time of accepting the scholarship and their arrival in New Zealand that might affect their scholarship (e.g. becoming engaged to be married, becoming pregnant, changing employment etc);
- that they will not apply for or receive any other scholarship funding during the period of the NZAID scholarship;
- that the scholarship offered is for the appropriate qualification, field and level of study;
- that no additional study under the scholarship will be considered;
- to undertake any preparatory (including English language training), bridging or qualifying programme required by the institution;
- to undertake the approved study programme full-time and not change their programme or institution without the prior agreement of NZAID;
- to achieve satisfactory academic progress, in accordance with the institution and NZAID's continuation criteria, and meet all course requirements;
- to comply with the regulations of the institution;
- that the international student adviser at the institution is the first point of contact during their scholarship;
- to provide their current residential and postal address to the institution while in New Zealand, and to the Post on their return home;
- to the disclosure of information regarding their academic progress;
- to notify the institution immediately should their circumstances change such that it would affect their scholarship status or studies (e.g. changes that potentially affect their residency, citizenship, or marital status, number of dependants or their stipend (such as family arrival));
- to inform the institution of any academic or personal issues (e.g. prolonged medical care) that may affect their ability to continue satisfactorily with their studies or scholarship, or complete within the original scholarship duration;
- to the release of information in the application form and information relating to their scholarship or study to relevant authorities (including their home government), in accordance with the New Zealand Privacy Act 1993, to enable collection of academic progress reports and results, placement in an education institution, consideration for a scholarship, and the ongoing administration and monitoring of their scholarship;
- to the exchange of information between NZAID and authorities such as Immigration New Zealand (regarding their immigration status) or any other relevant government agency (e.g. New Zealand Inland Revenue or the New Zealand Qualifications Authority);
- to assist with evaluation of their scholarship as required while on scholarship or on completion of their scholarship;
- to act in a manner that will not bring disrepute to themselves, their family, their country or NZAID during the scholarship;
- to provide for their dependants while they are in New Zealand;

- to ensure that their passport and student permit/visa are kept current for the duration of their study;
- not to engage in employment without the prior approval of NZAID, and not beyond the restrictions applying to their visa;
- to return to their home country for a minimum period of two years within 14 days of the completion date of their scholarship and acknowledge that if they do not, they will incur a financial debt to the New Zealand Government to the total value of their scholarship;
- that NZAID requires individuals to spend at least two years in their home country on completion of their scholarship to assist in the development of their country by applying the skills and knowledge that they have gained from their study;
- not to submit an application for a work permit or permanent residence of New Zealand, Australia, or another country, during their study and acknowledge that if they do, it will result in the scholarship being immediately terminated and they will incur a financial debt to the New Zealand Government to the total value of their scholarship;
- not to submit an application for a work permit or permanent residence of New Zealand or Australia within two years of completion of their study and acknowledge that if they do, they will incur a financial debt to the New Zealand Government to the total value of their scholarship;
- not to receive any other benefits funded by the New Zealand Government while on scholarship;
- to obey the laws of New Zealand and maintain an acceptable standard of conduct while in New Zealand;
- that the laws of New Zealand will apply to any agreement between themselves and the New Zealand Government;
- to return home at the end of their scholarship, regardless of the time remaining on their visa, or at any time upon formal request of the New Zealand Government; and
- that the scholarship may be withdrawn by NZAID if they fail to comply with the conditions of their scholarship.

If the awardee does not comply with the scholarship terms and conditions, their scholarship may be withdrawn or terminated by NZAID.

11.7.2 Obligations to their country

Although NZAID is not responsible for awardees' obligations to their home governments, where relevant Posts should take into consideration any partner government rules and obligations (e.g. bonding arrangements) that may impact on the scholarships.

Awardees, particularly government employees, may have specific obligations to their government or country. Awardees should abide by rules set by their government, including any rules about bonds, marriage overseas, taxes, renewal of passports, voting in elections and taking money overseas.

11.8 Pre-Award Deferrals

Awardees are required to take up their scholarship in the academic year for which it is offered. In exceptional circumstances, an awardee may be permitted to postpone the start of their scholarship.

A pre-award deferral up to a maximum of one year may be considered due to:

- significant personal problems (e.g. emotional or family problems) in their home country;
- a temporary medical condition that will affect their visa application or academic performance; or
- pregnancy.

Awardees who become pregnant before the start of their scholarship, and who still wish to take up their scholarship, should be counselled to defer their scholarship for up to one year.

If Scholarships Unit approves a pre-award deferral, it is the awardee's responsibility to contact the Post or institution, as applicable, at least two months before the revised start date to arrange commencement of their scholarship. If the awardee does not make the necessary arrangements, then the Post or institution should withdraw the scholarship. It is the awardee's responsibility to check the validity and duration of their student visa, and to pay for any renewal of their visa.

If any of the awardee's application details have changed (e.g. a change in personal circumstances), the awardee should advise the Post and institution in writing.

The NZDS should be withdrawn if the scholarship start date needs to be deferred for more than one year or if the awardee decides not to take up their scholarship after deferring. The awardee can be advised to consider re-applying for a scholarship at a later date.

12 COMMONWEALTH SCHOLARSHIPS: APPLICATION AND SELECTION PROCESSES

12.1 Nominations and Applications

The Commonwealth Scholarships scheme is offered for full-time, multi-year postgraduate study in New Zealand at one of New Zealand's eight universities (Annex 3). The scheme is intended to strengthen public and private sector capacity in developing Commonwealth countries.

Scholarships are available for Postgraduate Diplomas, Masters or Doctorates (PhD). It is policy of the scheme that equal numbers of scholarships are offered to male and female candidates.

Scholarships Unit (SU) writes to the Commonwealth Scholarships and Fellowships Plan (CSFP) agencies in all participating (eligible) countries inviting up to three nominations. Eligible developing Commonwealth countries are listed in Table 2 (page 2-6).

SU requests agencies to nominate candidates whose proposed research corresponds to a developmental need of their home country. The developmental areas of priority as laid out in the letter of invitation may include the following areas:

- Health
- Education
- Sustainable rural livelihoods (including agriculture, horticulture, forestry, veterinary science)
- Environment
- Human rights and gender
- Leadership and governance
- Economic development
- Peace-building and conflict prevention
- Public sector governance and reform
- Community development

12.2 Commonwealth Scholarships Eligibility Criteria

Applicants for a Commonwealth Scholarship must satisfy the general eligibility criteria listed below before their application will be considered further against any pre-determined country or region-specific selection criteria set by NZAID and/or the nominating agencies.

To be eligible to be considered for a Commonwealth Scholarship, an applicant must:

- have citizenship of a participating developing Commonwealth country (Table 2, page 2-6) (i.e. permanent residents of a participating country are not eligible to apply);
- be residing in their country of citizenship, preferably for at least two years prior to application;

- not have citizenship or permanent residence status of New Zealand or Australia, or another developed country[21], except where their country does not issue passports and they hold a New Zealand passport (i.e. the Cook Islands, Niue or Tokelau);
- not be married or engaged to be married to a person who holds, or who is eligible to hold, citizenship or permanent residence status of New Zealand, Australia or another developed country, except where their country does not issue passports and they hold a New Zealand passport (i.e. the Cook Islands, Niue or Tokelau);
- be aged 17 and over before the scholarship state date and be under 40 years of age at the time of application;
- be applying to commence a new qualification and not be seeking funding for one already commenced in New Zealand or another country;
- not have completed, or nearly completed, a qualification at a similar level (i.e. applicants must be applying to commence a qualification which is at a higher level than any previously attained), unless strong developmental relevance is demonstrated;
- satisfy the admission requirements of the New Zealand education institution in which the qualification is to be undertaken, including English language criteria;
- have been working in their country of citizenship, preferably for at least two years prior to application;
- hold a Bachelors degree of upper second class standard, or higher, relevant to the proposed postgraduate qualification (Note: NZAID gives preference to candidates who do not already hold a degree from a developed country); and
- be available to take up the scholarship in the academic year for which it is offered.

Applicants cannot:

- be studying full-time at post-secondary level;
- be transferring from another tertiary scholarship (either in New Zealand or in another country) to a Commonwealth Scholarship;
- hold, or have held, a New Zealand Government or Australia Government scholarship in the 24 months preceding the scholarship start date;
- have been terminated from a New Zealand or Australian Government scholarship previously.

Applicants may also have to meet country-specific criteria determined by the nominating agency in their home country.

It is expected that applicants will continue to reside in their country of citizenship during the Commonwealth Scholarships application and selection process. In addition, if offered a Commonwealth Scholarship, candidates must:

- be able to satisfy Immigration New Zealand requirements for international student entry to New Zealand (i.e. medical examination and police clearance/character checks, etc);
- not hold another scholarship during the period of the Commonwealth Scholarship; and

[21] A developed country is defined as a country not included on the OECD's Development Assistance Committee's list of aid recipients.

- agree in writing that they will return to their country of citizenship for a minimum period of two years following completion of their scholarship in order to contribute to their country's social or economic development.

SU will receive, assess and record applications, and liaise with institutions regarding placement of the nominees, appropriate to their needs and to the identified development needs of their home countries.

12.3 Selection and Placement Procedures

The annual deadline for nominating agencies to send Commonwealth Scholarships applications to NZAID is 30 June.

SU liaises with the institutions to place nominees in a qualification appropriate to their needs, including a bridging programme where necessary. SU forwards the nominees' application forms to the relevant institution by mid-July each year. Applications must include certified copies of all relevant academic records and other supporting documentation.

The institution will assess the application for admission, provide a merit grading, and generate NZAID placement advice and placement budget forms (Annexes 12 and 13) for each applicant who is offered a place.

The selection meeting takes place in September/October each year. The selection committee comprises representatives of NZVCC and NZAID (usually the Scholarships Unit manager and an education adviser).

At a minimum, selection should be based on a candidate's academic merit, quality of their proposal, and the likely impact of the training on the development of their home country. Every effort should be made to ensure that the scholarships are offered equitably to female and male candidates. The selection committee will also consider relevant work experience and may prioritise those who are ethnically (e.g. indigenous people) or geographically disadvantaged.

Within five working days of the selection committee meeting, NZAID will issue a Commonwealth Scholarship Offer for each successful awardee and will forward the offers to the relevant institution to send to their new awardees.

SU will request institutions to:

- arrange awardees' travel to New Zealand (and if appropriate, dependants' travel);
- provide advice to awardees regarding immigration requirements;
- arrange temporary accommodation in New Zealand and assist with ongoing accommodation arrangements;
- arrange airport reception;
- provide an arrival briefing, and arrange participation in relevant academic preparatory and orientation programmes; and
- assist with enrolment.

12.4 On-Award Management

Institutions are responsible for the on-award management of the Commonwealth Scholarships scheme following the awardees' arrival in New Zealand. The Commonwealth Scholarship scheme has the same terms and conditions as the NZDS so awardees of both schemes receive the same entitlements and provision of service (see Sections 14 to 24).

13 PRE-DEPARTURE BRIEFING

The Post is responsible for the pre-departure briefing (PDB) for NZDS-Public awardees and, where possible, NZDS-Open awardees.

13.1 Purpose of the PDB

The Post is responsible for briefing new awardees about to leave their home country to take up a scholarship.

As there are single scholarship entitlements and terms and conditions for NZDS-Public and NZDS-Open, the PDB should include both categories of NZDS awardees. Spouses/partners of awardees can also be invited to attend the PDB.

The importance of the PDB cannot be overstated and it is important that all new awardees attend, where feasible. (In some cases, it may not be cost-effective for those from rural areas/provinces to attend the PDB.) The PDB is the first part of an orientation process that provides as much information to awardees as possible, to make the transition to living and undertaking full-time study overseas as easy as possible. The quality and timeliness of the briefing is critical to awardees' ability to plan, make crucial personal and family decisions, and have a clear understanding of the scholarship entitlements and conditions.

The PDB should be held long enough before departure for the information to be of use in the awardees' preparation for travel. It should be:

- be thorough, accurate and complete;
- complement any pre-departure information provided by the institutions; and
- elaborate on information contained in the NZDS Offer.

13.2 Content of the PDB

Although there is flexibility in design of a PDB, it should include information on:

- the scholarship entitlements and terms and conditions, including the requirement that awardees return home for at least two years on completion of their scholarship;
- awardees' obligations as NZDS recipients, including their behaviour in New Zealand;
- sharing of information regarding any awardees' study and scholarship with other stakeholders, including the home government (identified in Section 1.7 of the NZDS Offer);
- travel and immigration arrangements (including retaining receipts for visa costs and for unexpected travel costs in transition, e.g. an unforseen stopover);
- travel and medical insurance, including that insurance providers will not cover treatment relating to pre-existing health conditions;
- travelling to New Zealand with the equivalent of at least NZ$200 cash of personal funds for immediate expenses during travel and on arrival until their establishment allowance cheque has cleared and the stipend commences;
- advice on the establishment allowance and what it should cover (Section 17.2);
- advice on financial management, budgeting their stipend and what the stipend will cover;

- health issues (e.g. family planning, HIV/AIDS and STD awareness, risks involved in radiological examination, particularly for pregnant women);
- how to be a successful full-time student in New Zealand (e.g. continuation criteria to achieve satisfactory academic performance, time management skills session etc);
- the compulsory attendance at NZAID arrival briefings and institution orientation sessions;
- family entry;
- the international student adviser at the institution's international office being the first point of contact for awardees, including for welfare issues, requests for scholarship variations etc;
- the awardee's responsibility to notify the international student adviser of any events that may affect their studies (e.g. death of a family member, medical condition etc); and
- the international student adviser and institution contact details in New Zealand.

The briefing should advise awardees on how to manage their stipend so that they are able to pay their accommodation and other costs throughout the year. In particular, awardees should be advised that their institution may delay the release of their semester results and/or their final qualification if they owe money for accommodation or other services.

13.3 PDB Information Resources

The Post scholarships manager, as well as the scholarships officer, should be involved in the PDB introduction to explain NZAID's relationship with the home country and to demonstrate the importance that NZAID attaches to the NZDS scheme. They should also explain how the NZDS scheme is related to the aid programme.

The PDB should maximise use of available resources, including:

- distribution of the NZDS Student Handbook to each awardee to discuss information on scholarship terms and conditions;
- institution information, such as international student handbooks;
- material on living conditions in New Zealand, such as the cost of living in relation to the level of establishment allowance and stipend;
- relevant New Zealand brochures and guides, including tourist information;
- presentations by relevant partner government officials; and
- presentations by former and current awardees.

Institutions should ensure that up-to-date and appropriate briefing material (such as a prospectus, guidelines and/or video) on studying at their institution is provided to Posts. If necessary, the Post should tailor the standard information sent from New Zealand to reflect any additional information that is required by their awardees.

13.4 Family Entry Briefing

Before family entry to New Zealand, the awardee and their family should be fully briefed on the:

- eligibility criteria to receive NZAID funding for dependants (Section 22.2);
- the costs they are likely to incur in New Zealand and the accompanied stipend rates;
- difficulties that may be encountered by their family in adjusting to living in a different country, away from home and with different schooling;

- awardee's responsibility, upon the family's arrival in New Zealand, to enrol school-age children in school (Section 22.5.2);
- limited opportunities for the spouse/partner finding work in New Zealand, even though legally permitted to apply;
- childcare arrangements for pre-school children;
- possible language and communication problems; and
- the possible effect on their studies if their family is not happy in New Zealand.

Posts should advise awardees to carefully calculate the costs of supporting a family in New Zealand and whether the accompanied stipend rate will be sufficient to meet all those costs. In particular, awardees with larger families (more than two children) should be advised that they are likely to find it difficult to support their family on the accompanied stipend.

Also refer to Section 22 Family Entry Policy and Procedures.

14 IMMIGRATION PROCEDURES

The Post facilitates immigration arrangements for NZAID awardees' travel to New Zealand.

Institutions assist awardees with immigration matters in New Zealand.

14.1 Immigration Requirements

Entry to, and residence in, New Zealand is controlled by Immigration New Zealand (www.immigration.govt.nz). Visas for entry to New Zealand are issued by immigration officers at New Zealand Diplomatic Posts or in New Zealand, in some situations.

The Post is responsible for assisting awardees to meet initial immigration formalities, such as applying for a student visa[22], which is subject to the normal requirements under New Zealand temporary entry policy, notably health and character requirements. Additional information about these requirements is available on Immigration New Zealand's website.

In countries where there is no Post, visas may be issued by immigration officers at the Post accredited to that country.

New Zealand Development Scholarships and Commonwealth Scholarships awardees are required to pay visa-related costs initially but can seek reimbursement from their institution on arrival in New Zealand[23]. On production of receipts, awardees can be reimbursed for the visa application fee, medical examination and x-ray, and police character check costs.

The Post should advise awardees to begin the visa arrangements in sufficient time for them to be able to travel to New Zealand before the orientation and semester start date so that there is no disruption to their studies. As it can take between two and three months for a student visa to be issued, the institution and Post should be proactive in encouraging awardees to begin the visa application process as soon as they accept their scholarship offer.

Awardees obtain their student permit on arrival in New Zealand.

Posts and/or institutions are also responsible for liaison with Immigration New Zealand or the Post visa officer on the issue of visas to allow dependants to join awardees in New Zealand.

14.2 Entry Permit Type and Duration

A student visa should not be issued until the awardee (and partner government, where applicable) have given written acceptance of the NZDS/Commonwealth Scholarship Offer and the awardee has met all placement conditions.

Where available, multiple entry visas should be requested for the scholarship duration to expire:

[22] In the case of Timor-Leste, Dili liaises with Immigration New Zealand officers in Jakarta to process awardees' visa applications, as Dili does not issue visas.

[23] The exceptions are: new Timor-Leste awardees, as the Post pays the medical examination and police clearance costs on their behalf; new NZDS-Public and NZDS-Open awardees from Cambodia and Lao PDR, and new NZDS-Public awardees from Papua New Guinea, as the relevant MC pays these costs for the awardees.

- on 31 December, when the scholarship finishes at the end of the academic year for coursework awardees;
- on 31 March, when Masters research awardees must submit their dissertation or thesis;
- on 31 July, where the scholarship finishes at the end of the first semester; or
- 14 days after scholarship expiry, for awardees who are expected to finish their scholarship at other times of the year (e.g. PhD awardees).

Where a scholarship extension has been approved, the awardee must obtain and pay for any required extension to their student visa or permit, including costs for a medical examination and medical certificate. The institution should provide a letter to Immigration New Zealand confirming that the student is an NZAID awardee. The institution should also attach the letter or email giving NZAID's approval for the extension of scholarship.

14.3 Travel Documents

The Post should advise awardees to take the following to New Zealand:

- passport and two witnessed passport photos;
- their signed copy of the NZDS/Commonwealth Scholarship Offer;
- institution placement offer;
- personal funds of at least NZ$200, if possible, for transit or immediate on-arrival costs;
- certified copy of their birth certificate;
- certified copy of their marriage certificate or evidence of their de facto partnership (Section 22.2.1), if applicable;
- certified copies of the birth certificates (or adoption certificates) for each dependant child, if applying for the accompanied stipend;
- copy of their medical certificate and police clearance (in a sealed envelope); and
- the institution's contact details and the full address of their initial accommodation.

14.3.1 Passports

It is the awardee's responsibility to ensure that they have a current passport to enter New Zealand. If possible, the passport should be valid for the scholarship duration and for at least six months beyond the scholarship completion date. The cost of obtaining/renewing a passport is the awardee or partner government's responsibility.

14.3.2 Pre-departure police character check

If studying in New Zealand for two years or more, Immigration New Zealand requires awardees to provide a police certificate, less than six months old, from their country of citizenship and from any country in which they have lived for five or more years since reaching 17 years of age. To avoid delays in obtaining required clearances, Post or the institution should advise awardees to carry out the police character check promptly.

The awardee is responsible for paying the cost of the police check, and the awardee will be reimbursed on providing a receipt to the institution on their arrival in New Zealand[24].

[24] The exception is for new Timor-Leste awardees as the Post pays for their police clearance costs.

14.3.3 Pre-departure medical examination

Awardees who will be in New Zealand for more than 12 months are required to complete a medical examination and submit a full Medical and Chest X-ray Certificate (less than three months old) with their visa application.

To avoid delays in obtaining the required medical certificate and submitting their visa application, the Post or the institution should advise awardees to undertake the medical examination promptly. The Post should provide awardees with the name and address of an approved doctor[25] who can perform the medical examination and chest x-ray (which will generally include screening for tuberculosis). The awardee should attach the results to their visa application.

If the awardee does not receive medical clearance, then following consultation with Scholarships Unit, Post should withdraw or defer their scholarship (where clearance is expected to be obtained within 12 months), and notify the partner government and institution.

The awardee is responsible for paying the cost of the medical examination, including x-rays, and the awardee will be reimbursed on providing a receipt to the institution on their arrival in New Zealand[26].

14.4 Visa Conditions

14.4.1 Visa type changes

Visa type changes (e.g. to a different category of visa or permit) should not be approved, as awardees are required to return home at the end of their scholarship for at least two years to contribute to their country's development. An awardee who applies to change, or changes, their visa/permit type without NZAID approval will have their scholarship terminated immediately.

14.4.2 Work permits

Awardees are expected to study full-time and not work unless they are required to complete a compulsory work attachment, internship or practicum required for their qualification. Where the work attachment or internship is unpaid, the institution should reimburse the awardee for the application fee to vary the conditions of their study permit (if required).

In some circumstances, NZAID will support postgraduate awardees undertaking work related to their study programme up to a maximum of 20 hours per week (e.g. conducting tutorials or working as a research assistant), as permitted by Immigration New Zealand regulations. Awardees who are approved to work under these conditions are required to obtain the required variation of conditions to their student permit and pay any related costs.

If, in breach of their scholarship declaration, awardees apply for a work permit to remain in, or return to, New Zealand to work following completion of their scholarship, Immigration New Zealand will advise NZAID and the awardee's application will be declined. The awardee's scholarship will also be terminated (Section 20.8).

Also see Section 17.8 Employment in New Zealand.

[25] In some countries Immigration New Zealand has a selected panel of medical practitioners or institutions from whom awardees must obtain their medical clearance.

[26] The exception is for new Timor-Leste awardees as the Post pays for their medical examination costs.

14.4.3 Application for permanent residency

An awardee's scholarship will be terminated if they, or their dependants apply for, or are granted, permanent residency of New Zealand, Australia or another country. Stipends and other entitlements will cease immediately.

The institution must inform NZAID when they learn of an awardee's application for, or granting of, permanent residency to New Zealand or another country. In consultation with Scholarships Unit (and the Post, where applicable), the institution should then advise the awardee in writing (and in person, where possible) that their scholarship is terminated. Awardees will be required to repay the cost of their scholarship to NZAID.

14.5 Family Entry Immigration Requirements

Awardees are responsible for arranging and paying for immigration arrangements related to their family's entry to New Zealand. The Post or institution should assist family entry by providing advice and supporting documentation, if required.

An awardee who is undertaking an English language training or bridging programme in New Zealand, prior to commencing their main qualification, will not receive any NZAID funding for their dependants until the awardee has successfully completed the English language training or bridging programme, and the institution has confirmed that the awardee has met the conditions to progress to the main qualification. Post must therefore ensure that all placement conditions have been met before entry visas are issued to awardees' dependants.

If family members are to join the awardee within six months of the scholarship start, the awardee and their dependants' entry formalities may be processed at the same time.

15 AWARDEE TRAVEL

The institution is responsible for travel arrangements for NZDS and Commonwealth Scholarship awardees.

The institution is also responsible for dependants' travel arrangements.

15.1 Scholarship Start and End Travel

The NZDS/Commonwealth Scholarship schemes cover an awardee's travel between an international airport in the awardee's home country and the international or domestic airport closest to the institution in New Zealand, at the start and end of the scholarship.

The NZDS/Commonwealth Scholarships do not fund an awardee's domestic transport within their home country (i.e. from their home address to the international airport). This must be arranged and paid for by the awardee or partner government.

Institutions arrange all international travel for NZDS and Commonwealth Scholarship awardees, excluding initial travel to New Zealand for NZDS-Public and NZDS-Open awardees from Cambodia and Lao, and NZDS-Public awardees from Papua New Guinea.

15.1.1 Initial travel to New Zealand

In some instances, Posts may be asked to assist institutions with initial travel arrangements to New Zealand, for example, by forwarding communications to or making logistical arrangements for awardees from rural areas or the outer islands. **Note:** Institutions are required to send travel documents for Timor-Leste awardees to Scholarships Unit in the first instance as there is no mail service in Timor-Leste. Scholarships Unit will forward the documents to the Post in Dili, who will deliver them to the awardees.

Institutions and Posts should ensure timely coordination of communication regarding initial travel arrangements and visa applications for new awardees, in particular so that they can attend the pre-departure briefing before leaving for New Zealand.

The institution should arrange for new awardees from the same country to travel in groups to New Zealand if practical, and in sufficient time for the awardees to establish themselves in their accommodation, to fully participate in orientation and preparatory programmes, and to settle into their new environment before the semester begins. Where practical, awardees (and families) should not arrive in New Zealand on weekends, public holidays, Christmas Eve or New Year's Eve.

15.1.2 Final departure travel to home country

The institution arranges and pays for all awardees' final travel home. Awardees must leave New Zealand within 14 days of completion of their scholarship (see Section 23.3).

Non-essential travel to, and temporary stay in, a third country at the end of the scholarship is strongly discouraged so that the awardee can return to their home country as soon as possible. In some circumstances, and on a case-by-case basis, an awardee may be permitted to travel to a third country provided the timing of the journey does not interfere with their studies or the requirement for them to return home within 14 days of completion of their scholarship; the

awardee pays for any additional costs; and the partner government agrees (for NZDS-Public awardees).

The awardee must submit a request to the institution in writing, which is subject to approval from the Post and partner government for NZDS-Public awardees or Scholarships Unit for NZDS-Open and Commonwealth Scholarships awardees, prior to the travel booking being made. The travel must be to visit immediate family members and is limited to one week.

15.1.3 Final departure for pregnant spouses and awardees

Pregnant partners who are eligible for NZAID funded air travel (i.e. those receiving the dependants allowance) are expected to return home using the airfare before their thirty second week of pregnancy. If the partner remains in New Zealand to have the child, all financial support ceases two weeks after the student's final examination.

If a student becomes pregnant in their final year of study and will be past their thirty second week of pregnancy at the time of final examinations, they may remain in New Zealand for the birth and continue on allowances up to a maximum of two weeks after the birth. An airticket is provided for the student. An airticket is not provided for the infant as children under 2 years of age do not require an airline seat.

15.2 Travel within New Zealand

15.2.1 Daily travel to institution

The stipend covers the cost of awardees' daily travel to and from their institution or place of work attachment, practicum or research. To minimise daily travel costs, awardees should live on or near the campus. No additional entitlement is payable.

15.2.2 In-country travel associated with the study programme

The stipend covers the cost of awardees' travel in New Zealand for fieldwork, seminars, conferences and any other excursions as part of the qualification requirements (whether compulsory or not). No additional entitlement is payable.

15.3 Other International Travel

15.3.1 International travel associated with the study programme

Awardees may be entitled to a return economy airfare, including departure taxes, to their home country for an approved work attachment or overseas fieldwork[27]. This provision is generally only available once during the scholarship. Awardees should meet with the international student adviser to discuss the procedure for funding and arranging such travel, (including additional medical and travel insurance cover, if required), where possible at least two months before the intended travel.

The institution must advise Scholarships Unit of any course-related travel before the travel takes place. In particular, where these costs were not provided in the original placement budget, institutions are required to request a variation via SIMS to obtain financial approval from Scholarships Unit.

[27] There is provision under the overseas fieldwork entitlement for approved travel to a third developing country in lieu of travel to the home country (see Section 18.3).

15.3.2 Return travel for PhD oral examinations

Doctorate awardees who return home following submission of their thesis are entitled to a return airfare (including departure taxes) to their institution in New Zealand, and allowances for up to one month, to sit their oral examinations.

15.3.3 Transfer between institutions

Awardees who receive NZAID approval to change institutions because of situations outside their control, or their original study programme requires part of their study to be completed at another institution, are entitled to be funded for the travel costs to the new institution. Awardees should meet with the international student adviser to discuss the procedure for funding and arranging such travel, where possible at least two months before the intended travel. Also see Section 21.5.

15.3.4 Home leave travel

Continuing, unaccompanied undergraduate awardees from the Pacific are entitled to a return economy airfare to their home country at the end of each academic year. Continuing, unaccompanied undergraduate awardees from Timor-Leste and Rapa Nui are entitled to a return airfare to their home country every second year.

Awardees who meet these criteria are entitled to home leave if they have been studying in New Zealand for at least one full academic year and they have at least six months remaining on the scholarship (excluding extension periods). Home leave is a compulsory requirement, as it encourages awardees to maintain contact with their family and home country, as well as providing a break from the rigours of their studies.

The institution arranges and pays for this travel, including departure taxes.

Awardees do not qualify for home leave if they:

- receive an accompanied stipend;
- are a postgraduate awardee;
- are a senior medical awardee between their fifth and sixth year;
- are a medical or pharmacy awardee between their final and internship years.

In exceptional circumstances, home-leave may be approved as a one-off provision for an unaccompanied postgraduate awardee to take an eight-week break, where the institution considers it would be in the awardee's best interest. This only applies to awardees who are not undertaking overseas fieldwork and whose study programme is two years or longer.

15.3.5 Personal international travel

If an awardee undertakes any other travel outside New Zealand, they are required to inform the institution prior to the travel. Personal international or domestic travel must be taken outside semester time and the awardee must ensure their return to New Zealand/their study centre in sufficient time for the start of the semester. The awardee must ensure that the travel will not affect their scholarship, study or academic performance. Awardees should be advised to check their insurance policy prior to personal overseas travel to see whether they are covered. If not, they should be advised to arrange extra cover, at their own expense.

15.3.6 Compassionate travel

Institutions should ensure that compassionate travel is covered under an awardee's medical and travel insurance. Insurance cover should include a return economy air ticket for an awardee to travel to their home country for compassionate reasons concerning the death or imminent death of an immediate family member. An immediate family member includes parents, siblings, spouse/partner, children or grandparents (where grandparents have raised the awardee). Generally the travel is available only once during the scholarship.

An awardee must give the institution prior notice of the need to travel for compassionate reasons. The institution should discuss the situation with the awardee and consider the implications that compassionate travel will have on their study. The travel should be approved by the insurance provider after confirmation of the reason for the compassionate travel and the relationship to the awardee. The awardee will need to provide medical verification of the family member's death or imminent death.

Where compassionate travel is not covered under an awardee's medical and travel insurance, NZAID may consider funding the return air ticket. Approval for travel to a third country for compassionate reasons is at the discretion of the Scholarships Unit, in consultation with the Post (who may be requested to confirm the relationship of the family member to the awardee). Again, where this is not covered by insurance the awardee will only be eligible for reimbursement of costs to the equivalent of their return home airfare or the airfare to the third country, whichever is the cheaper. The awardee is responsible for any additional costs for travel to a third country.

NZAID does not fund airfare travel for dependants undertaking compassionate travel. The insurance provider may provide funding for dependants' travel.

15.3.7 Family entry/final departure travel

The NZDS/Commonwealth Scholarship will fund economy airfares to New Zealand for the up to three eligible and approved dependants, if they arrive within six months of the awardee's scholarship start date (or within six months of completion of the awardee's bridging programme, if relevant)[28]. The awardee must have at least 12 months remaining on scholarship by the time the family arrives. They must also meet NZAID's other eligibility criteria for dependants' funding (see Section 22.2). This provision includes any reasonable, compulsory stopover costs, such as transit visas and unavoidable overnight accommodation.

The institution arranges and pays for the initial travel to New Zealand for up to three eligible and approved dependants.

The institution arranges and pays for an economy airfare for each eligible family member for their final departure travel from New Zealand.

Awardees are responsible for the costs of their family's passports, and all visa and permit costs.

[28] This provision is only available to new NZDS and Commonwealth Scholarships awardees from 1 January 2006. There is no entitlement for awardees who commenced their scholarship before this date, including awardees who deferred their scholarship start date to commence their studies in 2006.

15.4 Other Travel Costs

15.4.1 Ticket purchase

Travel arrangements should be negotiated with travel agents in order to purchase air tickets at the most competitive price for standard economy class, and on the most direct route possible. Awardees are not permitted to change or adjust travel bookings arranged by the institution. International air tickets should therefore be issued with special restrictions to limit alterations and restrict refunds to the institution, MC or the Post (as applicable).

15.4.2 Airport tax

Home country and New Zealand airport tax is funded by the scholarship for awardees' approved travel (and approved NZAID-funded travel for their dependants). The institution arranges and pays for the departure tax.

15.4.3 Travel and medical insurance

The Post should advise awardees (during the pre-departure briefing, if not before) that travel and medical insurance for the awardee and eligible dependants is funded by the scholarship and is arranged by the institution.

15.4.4 Unaccompanied baggage

The scholarship covers the cost of an awardee sending baggage home (door to port) on completion of scholarship. The entitlement is **up to** a maximum of 150 kilograms for unaccompanied awardees and **up to** 225 kilograms for accompanied awardees. An institution may, at its discretion, choose to reduce this rate. Institutions are required to obtain at least three quotes, where possible, and to pay the most cost effective provider directly against an invoice. Awardees must not receive a cash equivalent.

No additional entitlement for excess or other baggage is payable, including custom clearance in the home country.

Awardees are not entitled to an end of scholarship baggage allowance where the scholarship is terminated because of application for, or granting of, permanent residency to another country, including New Zealand.

15.4.5 Stopovers

Indirect routing and stopovers between the home country and New Zealand are only permitted where it is unavoidable or the partner government agrees (see Section 15.1.2). Where approved in advance of travel and for unavoidable stopovers on direct routes to or from the home country only, the institution will book and pre-pay for overnight accommodation. They will also give the awardee an incidental allowance to meet airport transfers and reasonable meal costs.

Awardees who do not use pre-booked stopover accommodation, including in New Zealand, should have the cost of the accommodation deducted from their stipend.

Where there is an unforseen stopover in transit, the institution will reimburse reasonable accommodation and meal costs. Before paying such costs, the institution should check whether the costs are covered by the airline. The awardee is reimbursed on production of receipts, and

should therefore be advised before departure by the Post or institution to retain receipts in the event that this situation arises.

Awardees should be advised by the Post or institution to travel with personal funds (e.g. NZ$200 if possible) to cover unexpected expenses.

15.4.6 Awardee travel costs

Awardees are responsible for paying for the following travel-associated costs:

- passport costs, including renewal of passports;
- domestic travel within their home country;
- transit visa fees for private or unnecessary stopovers;
- all stopover costs it the stopover is for longer than the absolute minimum time required;
- the cost of travel above the most direct and economical route between the home country and New Zealand; and
- passport, visa and permit costs for their dependants.

16 RECEPTION AND ORIENTATION IN NEW ZEALAND

The institution is responsible for reception and orientation in New Zealand.

16.1 Awardee Reception

Institutions are responsible for arranging and paying for all new awardees to be met at the airport and taken to their accommodation when they first arrive in New Zealand.

The awardee is responsible for paying transport costs between the airport and their accommodation for family who arrive in New Zealand after the awardee.

Continuing awardees are responsible for arranging and paying for their own transport arrangements between the airport and their accommodation.

16.2 Accommodation

Awardees are responsible for paying for their accommodation costs from their stipend.

Institutions are responsible for arranging initial accommodation for all new awardees and should ensure on-campus accommodation is reserved for first-year awardees, where possible. In general, unaccompanied awardees should live on campus for at least the first year of their scholarship.

It is important that Post advises nominees/awardees to book on-campus accommodation as soon as they have received an institution's placement offer and information on accommodation options. Some institutions are no longer able to reserve rooms for NZAID awardees as on-campus accommodation is in extreme demand and is usually booked out by early December. Institutions would prefer that nominees/awardees book rooms before December even if they are later unable to take up the scholarship offer or do not meet the conditions of the institution's placement offer.

The institution should assist new awardees with dependants to find appropriate off-campus accommodation.

After the first year, awardees are responsible for arranging their own private flatting, board or on-campus accommodation. The institution should advise awardees to get basic furnished accommodation, where possible, and within walking distance of the institution.

16.2.1 Accommodation for awardees under 18 years

Awardees under the age of 18 years are required to stay in approved accommodation that meets the minimum standards required under the Code of Practice for the Pastoral Care of International Students (www.minedu.govt.nz).

The institution will place awardees under the age of 18 years in either an approved homestay or in an approved hostel/halls of residence according to their institution's policy (see Annex 5). Institutions should ensure that the accommodation meets the standards of the Code, including but not limited to:

- contacting the awardee's parents prior to enrolling the awardee to determine communication arrangements for emergency situations;

- meeting with the awardee at least quarterly to ensure that the homestay/hostel accommodation is suitable;
- visiting the homestay/hostel with the student at least twice a year to ensure that the accommodation is suitable;
- ensuring that correct vetting procedures by the New Zealand Police have been followed.

The Post and/or the partner government is responsible for advising the parents of NZDS-Public nominees, who will be under the age of 18 years when they commence their study, that they will be required to stay in approved accommodation organised by the institution.

16.3 International Student Adviser

The International Centre or International Office of the institution is generally responsible for ensuring that the services required under the Management Services Contract with NZAID are provided. In most cases, an international student adviser is the first point of contact for NZAID awardees following their arrival in New Zealand, although in some institutions this role may be shared. The international student adviser also acts as the liaison person between the institution and NZAID.

A list of the services institutions are expected to provide is in Annex 4.

16.4 Arrival Briefing

The international student adviser should hold an arrival briefing for all new awardees as soon as possible after their arrival in New Zealand. The briefing should provide awardees with information to assist them to settle smoothly into their studies and scholarship and to enable them to identify themselves as NZAID awardees.

At a minimum, the briefing should include:

- allowances, stipends and other entitlements, and what these cover;
- payment procedures and opening a bank account;
- a run through of the NZDS/Commonwealth Scholarships Student Handbook to highlight important areas such as continuation criteria, and the requirement to discuss and seek approval for course changes and other scholarship variation requests etc, with the international student adviser;
- a run through of the terms and conditions of the NZDS/Commonwealth scholarships (Section 11.7.1);
- a reminder that NZAID may share academic or personal information of all NZAID awardees with a number of stakeholders, including their home government;
- support services available to awardees (e.g. additional tutoring, counselling and budget services, and other pastoral support);
- contact details of relevant international office staff, including the role of the international student adviser;
- reminding awardees that it is their responsibility to ensure that the institution has their current residential and postal contact details; and
- reminding awardees to contact the international student adviser, in the first instance, if they have any concerns with their scholarship or study as early as possible.

Within the first week of the new semester, Scholarships Unit will seek the institution's confirmation that all new and continuing awardees have arrived, enrolled and commenced or resumed their studies.

16.5 Institution Orientation/Academic Preparatory Programmes

NZAID expects all institutions to offer an appropriate orientation or academic preparatory programme specifically for new NZAID awardees. A well-run orientation/academic preparatory programme is essential for new awardees to successfully make the transition to tertiary study in New Zealand, as well as familiarising them with their new institution and providing essential study, computer and life skills.

Attendance at an institution-run NZAID orientation or academic preparatory programme is compulsory and the institution should ensure that awardees are able to arrive in New Zealand in sufficient time to participate in the programme.

16.5.1 Course planning

Institutions should assist awardees to prepare a semester-based plan for the duration of their qualification. This will help awardees to focus on their major and minor subjects, and the papers they are required to take at each level in each semester, in order to complete within the approved scholarship duration. The semester plan should incorporate some flexibility for the awardee to change subjects if needed, according to their emerging interests and relative success in different subjects.

17 SCHOLARSHIP ENTITLEMENTS AND FINANCIAL SUPPORT

The institution is responsible for stipend and entitlement arrangements for NZDS/Commonwealth Scholarships awardees.

The Management Contractor is responsible for stipend and other entitlement arrangements for NZDS awardees undertaking English language training in their home country.

17.1 Entitlements and Allowances

New Zealand Development Scholarship and Commonwealth Scholarship awardees studying in New Zealand are paid allowances through the systems described below. Awardees undertaking English language training (ELT) in their home country under NZDS-ELT scholarships are paid through a different system described in Section 17.6.

The level of financial support and other entitlements provided by the NZDS and Commonwealth Scholarships are based on the reasonable study-related and basic living costs of the awardee while in New Zealand.

The NZDS/Commonwealth Scholarships fund:

- international air travel at the start and end of the scholarship (Section 15.1) and some visa-related costs (Section 14.3);
- tuition fees and other compulsory institutional course costs (Section 17.7);
- an establishment allowance (Section 17.2);
- a basic stipend (Section 17.3);
- medical and travel insurance (Section 19.3);
- travel to the home country during the scholarship for work attachments or practical training, overseas fieldwork, home leave, compassionate travel etc (Section 15.3);
- some course-related costs, e.g. assisting with textbooks and some postgraduate research costs (Section 17.7);
- additional tutorial assistance (Section 18.2);
- some dependants' expenses, including schooling (Section 22.5); and
- an unaccompanied baggage entitlement (Section 15.4.4).

A table detailing the full allowances and entitlements is provided in Annex 8.

Institutions are responsible for ensuring that all relevant scholarship costs at the appropriate rate are included in the awardee's placement budget. Institutions must obtain NZAID approval for any additional costs not included in the original placement budget.

Apart from payment of their tuition fees and approved travel to and from New Zealand, awardees are generally responsible for managing and paying their expenses in New Zealand. An establishment allowance, a fortnightly stipend and other allowances described below are paid to awardees to assist them to meet those expenses. Awardees should not expect to receive any allowances or reimbursements in addition to these entitlements.

New Zealand Development Scholarships/Commonwealth Scholarship stipends and allowances are tax free.

New Zealand Development Scholarships and Commonwealth Scholarships allowances and entitlements are subject to review. NZAID retains the right to amend the allowances and entitlements as needed.

17.2 Establishment Allowance

The establishment allowance is to assist awardees with their immediate costs on arrival in New Zealand. A lesser amount is paid at the beginning of each semester **for each subsequent year** (i.e. excluding the first year of study and any extension period) to assist with seasonal and new semester course costs.

The first establishment allowance payment of $1,250 for unaccompanied students and $2,000 for accompanied students is to assist with initial costs, such as:

- temporary accommodation;
- accommodation bonds, rent in advance (usually equivalent to two weeks' rent) and rental agents' fees;
- utility bonds (e.g. for electricity and telephone services for rental properties);
- suitable clothing;
- course expenses; and
- household items, if moving into rental accommodation.

The institution should pay the initial establishment allowance by cheque (or cash, at the discretion of the institution) as soon as practicable within the first week of the awardee's arrival. If the institution deducts any costs from an awardee's establishment allowance (or stipend), for example, to pay halls of residence deposits, they must ensure that the awardee is aware of the reason for the deduction and the amount deducted.

Awardees transferring to another institution mid-semester are not entitled to a second establishment allowance, even if the transfer is an approved part of their study programme.

For subsequent years of study, the institution should pay the establishment allowance, at a rate of $250 per semester for unaccompanied awardees and $500 per semester for accompanied awardees, directly into awardees' bank accounts. It is paid at the beginning of each full semester of study, from the second year, to assist with seasonal costs, such as higher electricity bills or for additional course-related/research costs. This allowance should not be paid to awardees whose scholarship ends during the semester or to awardees who have been granted an extension to their original scholarship duration.

If an awardee travels to New Zealand alone, the institution should pay the awardee the unaccompanied rate of establishment allowance. Once the family joins the awardee, the institution can pay the awardee the balance of the establishment allowance at the accompanied rate. If the awardee can demonstrate an earlier need (e.g. to secure rental accommodation for the family), the institution may advance the difference.

17.3 Stipend Coverage

The stipend (or living allowance) is sufficient to meet an awardee's routine expenditure on day-to-day expenses, such as:

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

The stipend also covers awardees' less regular expenditure on:

- course-related clothing (e.g. uniforms and protective wear);
- stationery, photocopying, internet and other course-related costs; and
- field trips, projects, workshops and conferences.

Awardees are responsible for managing their finances so that they are able to pay for these expenses throughout the year. Guidance on budgeting and financial management should be included in pre-departure and arrival briefings, and during the awardee's scholarship as needed.

17.4 Stipend Rates

The NZDS/Commonwealth Scholarship stipend rates are specific to New Zealand and are calculated on the cost of living across the study centres. NZAID funds an unaccompanied stipend rate and three levels of accompanied stipend rate for awardees who have at least one member of their immediate family (not on scholarship) living with them in New Zealand.

The rates should be reviewed every two years. Review of the stipend rates does not mean a guaranteed stipend increase and is subject to availability of funds.

17.4.1 Unaccompanied stipend rate

The unaccompanied stipend is paid to single awardees with no immediate family, or for married awardees who are not accompanied by their immediate family in New Zealand.

The stipend rate for an unaccompanied awardee is $17,040 per annum.

17.4.2 Accompanied stipend rate

NZAID funds a higher rate of stipend to assist awardees to meet their dependants' basic living costs while they are living in New Zealand with the awardee.

The accompanied stipend is for awardees, at undergraduate or postgraduate level, who have at least one member of their immediate family (not also on scholarship) living with them in New Zealand, including de facto partners. 'Immediate family' is defined in Section 22.2.1.

Awardees receive the unaccompanied stipend until the date of their family's arrival in New Zealand, at which stage they will receive the appropriate accompanied stipend rate.

The accompanied stipend rate has three categories:

i. Awardee with spouse/partner or one child only: $28,430 per annum

ii. Awardee with spouse/partner and one child (or two children only): $33,220 per annum

iii. Awardee with spouse/partner and two or more children: $38,040 per annum.

During the pre-departure briefing, the Post should clearly advise awardees that the accompanied stipend will not cover all dependants' living costs and that they will need supplementary funding to cover items on top of day-to-day living expenses while living in New Zealand. Post should also advise awardees that there is no additional NZAID funding for families with more than two children.

17.4.3 Adjusted stipend rate

An awardee whose spouse/partner is also a NZDS or Commonwealth Scholarship recipient is paid an adjusted stipend rate.

When both partners are NZAID awardees, they receive the same stipend rate as an individual NZDS/Commonwealth awardee with dependants. This is because the living costs used to calculate the level of stipend rates will be the same for a couple, regardless of whether one or both are NZAID awardees.

Partnered NZDS/Commonwealth Scholarship awardees are both eligible to receive the study-related allowances (Section 17.7).

If an awardee and their spouse/partner are both NZDS/Commonwealth recipients and they have:

i. no children, they will receive the maximum stipend rate of $28,430. Each awardee will be entitled to receive the individual course-related entitlements, as relevant.

ii. one child, they will receive the maximum stipend rate of $32,220. Each awardee will be entitled to receive the individual course-related entitlements, as relevant. They may also be entitled to receive the dependant children's allowances (Section 22.5.3).

iii. two or more children, they will receive the maximum stipend rate of $38,040. Each awardee will be entitled to receive the individual course-related entitlements, as relevant. They may also be entitled to receive the dependant children's allowances (Section 22.5.3).

17.5 Duration of Stipend Payments

The stipend is calculated from the day of an awardee's arrival in New Zealand to the day of final departure from New Zealand, following completion of the scholarship. The stipend is paid directly into an awardee's bank account each fortnight in arrears.

The stipend is paid continuously while the awardee remains on scholarship in full-time study, including during:

- public holidays and the institution's normal vacation periods;
- approved summer school;

- approved, compulsory practical training/work attachment (where the position is unpaid) in the awardee's home country up to 12 weeks or in New Zealand for up to 12 months;
- overseas fieldwork up to three months for Masters awardees and up to six months for PhD awardees;
- compassionate leave up to four weeks;
- brief absences from New Zealand; and/or
- the first three weeks if an awardee is hospitalised.

17.5.1 Stopping entitlements and allowances

Once an awardee has completed their final exam or submitted their thesis (for research awardees), the scholarship ends and the awardee is required to return to their home country within 14 days. Their entitlements should be paid up to a maximum of 14 days following scholarship completion or the date of their departure, whichever is sooner.

The stipend and other entitlements should also cease when the awardee:

- has an unexplained absence from New Zealand;
- fails to return to New Zealand from private international travel;
- is on compassionate leave for more than four weeks;
- has been hospitalised for more than three weeks[29];
- is on a paid, full-time work attachment;
- (for undergraduate awardees) is undertaking compulsory practical training in their home country and remains longer than the approved duration of the practical training;
- has their scholarship deferred or terminated; or
- breaches any conditions of the scholarship (including applying for a work permit without approval or applying for permanent residency to New Zealand or another country).

The stipend payments will also cease where a PhD awardee returns home to await their oral examination. On their return to New Zealand to sit their orals, the awardee is entitled to up to one month's stipend. Should an awardee remain in New Zealand for their oral examination following submission of the thesis, the stipend will be paid for a maximum of three months at the unaccompanied rate only, i.e. awardees will not be entitled to any dependant-related entitlements (e.g. accompanied stipend, payment of dependants' school fees etc).

17.6 Stipends and Entitlements for ELT Awardees

New Zealand Development Scholarships awardees who are enrolled in an English language training (ELT) programme in their home country receive a different level of stipend and other scholarship entitlements.

The Management Contractor providing the ELT programme is contracted to pay the awardees their stipend, generally at two rates to recognise additional costs for awardees who do not normally reside in the study centre, and any other entitlements. These entitlements are usually limited to payment of medical examination and police character check costs for awardees' visa applications (paid directly to the provider).

[29] Institutions should ensure that awardees' medical insurance covers any long-term hospitalisation.

17.7 Course Costs

The NZDS/Commonwealth Scholarship funds the major institutional costs associated with the awardee's study programme, including tuition, enrolment, orientation and Student Union fees, which are reimbursed to the institution.

In addition, the scholarships provide individual allowances to assist with some course costs:

i. Textbook/course costs' allowance: An allowance of $300 per semester is paid directly into awardees' bank accounts by the institution at the beginning of the semester for textbooks or other course-related costs.

ii. Postgraduate research allowance: A $1,000 allowance is available once during the scholarship for postgraduate awardees' research-related costs. This may be for either New Zealand-based research or overseas fieldwork, where the research forms at least 50 percent of the qualification. This allowance should be paid prior to the research taking place and the awardee is required to provide a budget to the international student adviser indicating what research costs they anticipate using the allowance for.

iii. Thesis allowance: A $500 allowance is available once during the final year of study to assist with postgraduate research awardees' thesis production costs, where the research forms at least 50 percent of the qualification.

Awardees should not expect to receive any allowances or reimbursements in addition to these entitlements.

Awardees are expected to pay for general course-related costs from their stipend including, but not limited to:

- general course expenses: stationery, photocopying, internet charges, textbooks and equipment;
- some research costs: e.g. photographic development, questionnaire photocopying, library interloans, and telephone, internet and fax charges;
- computer equipment and software;
- travel to and from the institution;
- field trips, conferences and seminars.

17.8 Employment in New Zealand

NZAID awardees are expected to study full-time. During the end of year vacation, unaccompanied, undergraduate awardees from the Pacific[30] are expected to return home or take summer school papers to catch up on any failed papers, if necessary.

Awardees will only be permitted to work if it is a compulsory work attachment, internship or practicum required for their qualification. Awardees in this situation must provide NZAID with a letter from the international student adviser and course supervisor supporting the application to work and confirming that the work will not impact on their studies. Where the work attachment or

[30] Unaccompanied, undergraduate awardees from Timor-Leste and Rapa Nui are eligible for home leave every two years.

internship is unpaid, the institution should reimburse the awardee for the application fee to vary the conditions of their study permit.

In some circumstances, NZAID will support postgraduate awardees undertaking work related to their study programme up to a maximum of 20 hours per week (e.g. conducting tutorials or working as a research assistant), as permitted by Immigration New Zealand regulations. Institutions should seek prior approval from NZAID. Approval to work part-time should not impact on the overall length of the scholarship, i.e. work-related issues will not be grounds for applying for an extension, and the institution should advise the awardee of this. Awardees who are approved to work under these conditions are required to obtain the required variation of conditions to their student permit and pay any related costs.

For dependants' eligibility to work in New Zealand see Section 22.7.

18 ACADEMIC TUITION AND SUPPORT

The institution is responsible for the academic tuition and pastoral care of NZDS and Commonwealth Scholarships awardees.

18.1 Scholarship Tuition and Support

The scholarships cover awardees' tuition fees and other compulsory institution fees. Scholarships Unit pays these expenses directly to the institution following the submission of an 'Invoice Schedule' via SIMS.

Institutions are expected to provide awardees with:

- academic tuition and facilities necessary to allow the awardee to complete the approved study programme within the duration specified by the institution in the placement advice;
- access to academic support facilities and services (e.g. library, information technology support);
- supplementary tutorials, as required;
- access to pastoral care and counselling support, and a positive social environment; and
- a recognised qualification on successful completion of the academic requirements.

Institutions should be proactive in reminding awardees to seek assistance as soon as they start experiencing problems with their study.

Institutions should seek Scholarships Unit approval for the academic support entitlements detailed in the following sections.

18.2 Additional Tutorial Assistance

Additional tutorial assistance may be funded where an institution determines such assistance is required for the awardee's success. It is generally used to avoid a delay in the completion of the awardee's study programme or to avoid coursework failure. It must not be used for English language tuition.

This provision is normally used for tutorial assistance such as supplementary computer training or for other academic support that is beyond the provision of the institution's normal academic support facilities. Additional tutorial assistance is generally provided through one-on-one tutoring, but may be used for group tutorial sessions or by research awardees for thesis proof-reading and editing (but not word processing).

An awardee may receive up to a maximum of 30 hours additional tutorial assistance per annum when they have:

- obtained prior approval from the institution;
- fulfilled the current study requirements for their course (e.g. submitted all required assessments, regularly attended tutorials etc);
- made full use of available institutional facilities; and
- the institution recommends that the support is required for the awardee's satisfactory progress.

The institution normally arranges the additional tutorials and pays the tutor directly.

The institution has the authority to approve reasonable and justifiable levels of additional tutorial assistance, and seek reimbursement from NZAID in accordance with their contract. However, any assistance in excess of $1,000 per awardee per annum will be queried by NZAID.

18.3 Overseas Fieldwork

Postgraduate research awardees may undertake fieldwork or research in their home country, so that the research is under local conditions and so that it contributes to their country's development. An awardee enrolled in a Masters or PhD, where the research component is over 50 percent of the qualification, may be funded to undertake fieldwork/research where it is confirmed by the institution that it is an integral component of their programme.

Awardees are expected to undertake the fieldwork or research in their own country. Should, however, an awardee's research require fieldwork to be undertaken in a developing country other than their own, a case will need to be made outlining why this fieldwork will best contribute to the awardee's research rather than fieldwork in their home country. NZAID will not fund fieldwork to be undertaken in a developed country.

The maximum period approved for overseas fieldwork is up to three months for Masters awardees and up to six months for PhD awardees. The fieldwork should not result in the need for a scholarship extension.

Generally, there is only provision for one period of overseas fieldwork over the duration of the scholarship. In exceptional circumstances, NZAID recognises that a particular research topic may require two periods of overseas fieldwork. If this is approved, the total time spent overseas for fieldwork/research should not exceed the maximum time available to the Masters or PhD awardee. Institutions should discuss this requirement with Scholarships Unit as early in the research period as possible.

Provision for the fieldwork is to be included in the placement offer and arranged by the institution. The awardee must submit a proposal to the institution at least six months in advance of the fieldwork which includes an:

- outline of the fieldwork and its role in the qualification;
- statement from the awardee's supervisor that the fieldwork is essential for the successful completion of the awardee's programme;
- if applicable, a statement outlining why fieldwork to be undertaken in a developing country other than the awardee's home country will best contribute to the awardee's research;
- itinerary;
- indication of the supervisory arrangements; and
- assessment of any likely effect on the scholarship duration.

The awardee's allowance continues at the same rate during the fieldwork research period. Institutions are to ensure that the awardee's medical and travel insurance covers the overseas fieldwork.

Financial assistance is limited to payment of the awardee's airfare(s) to and from the destination of overseas fieldwork, with the same conditions as for return travel; and a postgraduate research allowance to assist with additional costs related to the fieldwork/research. Awardees are expected to provide a budget to the international student adviser outlining the fieldwork/research costs that the allowance will be used for.

Where overseas fieldwork is required beyond that identified in the institution's placement offer, the institution needs to seek prior approval at least six months in advance from Scholarships Unit for additional funding for the scholarship. Awardees must not travel overseas without prior approval from NZAID.

18.4 Summer School

Awardees should attend summer school where it is essential to their satisfactory progress, e.g. to make up papers for any failed during the year. Summer school is also available to awardees who want to accelerate their progress.

Awardees should apply in advance to their institution for tuition fee support to undertake summer school. This will normally be approved if the awardee has:

- kept the institution updated regarding any difficulties they are experiencing;
- provided evidence confirming their situation (e.g. medical certificates or reports etc);
- passed all previous summer school papers, if applicable;
- confirmation from their institution that the summer school papers can be credited to the qualification specified in the scholarship offer; and
- support from the institution that attending summer school is beneficial to their academic progress and that they are likely to pass the summer school papers.

If an extension is required, the final papers should be taken through summer school where feasible.

Awardees are entitled to attend multiple summer schools where they have successfully passed previous summer school papers. Awardees can also undertake summer school papers at other institutions in New Zealand but only where they have:

- sought, and received, prior approval from their institution to undertake summer school;
- confirmation in writing from their institution that they are able to cross-credit the summer school papers to their original qualification;
- undertaken to pay for all additional costs (excluding tuition fees and other compulsory institution costs for the summer school paper/s), including any travel, accommodation, and other incidental costs from their stipend; and
- undertaken to return to their institution in time for the new semester.

Awardees who are eligible for home leave, but who are undertaking summer school, are entitled to travel home prior to or on completion of summer school. Institutions will arrange the appropriate tuition fee payments. The institution should generate a variation request in SIMS, in advance of summer school commencing, to request Scholarships Unit's approval for additional funding for the awardee to undertake summer school.

19 AWARDEE HEALTH AND PASTORAL CARE

Institutions are responsible for pastoral care arrangements for awardees.

19.1 Awardee Pastoral Care

Institutions are responsible for the daily provision of pastoral care, including counselling services for awardees. The international student adviser should advise and remind awardees of the availability of institution support services before the need for assistance arises. They may also counsel awardees who are experiencing difficulties in making satisfactory progress or otherwise fulfilling their scholarship obligations.

Most incidents or welfare issues are handled on a case-by-case basis, and with due regard to awardees' right to privacy. Institutions should advise Scholarships Unit, as soon as possible, of an awardee's personal or academic problem.

19.2 Medical Treatment

NZAID awardees are entitled to the same government-funded health and disability services as New Zealand citizens. Accompanying spouse/partners and children under the age of 18 years are also entitled to these services.

The institution should vouch for awardees to the local District Health Board if proof of entitlement is necessary.

19.3 Medical and Travel Insurance

Institutions are responsible for arranging appropriate medical and travel insurance for all NZDS/Commonwealth Scholarships awardees under their obligations to the Code of Practice for the Pastoral Care of International Students.

Post should advise awardees during the pre-departure briefing that insurance providers will not cover treatment relating to pre-existing health conditions.

19.4 Serious Illness

The institution should immediately inform Scholarships Unit when an awardee has a serious physical or mental illness or incapacity. Scholarships Unit should then immediately notify the Post, where applicable, who will in turn inform the partner government.

If an awardee has a serious illness or incapacity, and is not able to resume their studies for more than three weeks, they must talk to the international student adviser about the need to return home as soon as possible. This may be after they are medically fit to travel or, for infectious diseases, cleared to travel by the airline. The travel to their home country should be arranged and paid for by the institution's insurance provider. If an awardee requires medical assistance on the trip, the institution's insurance provider should pay for the services of an appropriately qualified escort, preferably of the same gender as the awardee.

In cases of serious illness or incapacity, the scholarship may have to be deferred or withdrawn. Before a deferred scholarship is reinstated, NZAID, in consultation with the institution, needs to

assess the awardee's capacity to successfully resume their studies (e.g. through a medical certificate).

19.5 Death of an Awardee or Accompanying Dependant

Should an awardee, or one of their immediate accompanying family members, die in New Zealand, the New Zealand police, through Interpol, will advise the police in the awardee's home country. The police in the home country are responsible for notifying next of kin. Confirmation from the police must be received before the Post makes any contact with family or friends of the deceased. Under no circumstances should the Post or NZAID in Wellington convey the notification of death. Post, where appropriate, should write a formal letter of condolence to the next of kin, and send a copy to Scholarships Unit.

The institution's insurance provider should ascertain the awardee's religion and any special rites that the next of kin wishes to be observed regarding arrangements for the awardee's body and personal effects.

Upon the confirmed notification of the death of an awardee in New Zealand, the institution's insurance provider should meet the following minimum costs associated with the repatriation of the awardee (or their accompanying dependant's) body to their home country:

- actual and reasonable funeral/cremation expenses in New Zealand (e.g. casket, embalming, funeral director's expenses, death certificate, mortuary expenses and post-mortem expenses, as applicable);
- transportation costs associated with the return of the casket by the most direct and economical air travel route to their home town;
- return of the awardee/dependant's personal effects to their home town; and
- if there are no dependants in New Zealand, a return airfare to be paid for a family member to accompany the body home.

An unaccompanied stipend should cease at the date of death. If not covered by insurance, the accompanied stipend should continue for one month or until the dependants' return to their home country, whichever is earlier.

20 ACADEMIC PROGRESS POLICY

Institutions are responsible for academic progress reporting.

20.1 Academic Progress Principles

While each case of scholarship variation, e.g. deferral, extension or termination, will be evaluated on its individual merits and circumstances, consistent and defensible decisions must be made. In accordance with the guiding principles for the NZDS and the Commonwealth Scholarships schemes, when making a scholarship variation decision, the national development needs of the relevant country or region should be placed ahead of the personal development needs of an individual awardee.

It is the awardee's responsibility to urgently contact the institution to discuss situations where they are not making satisfactory academic progress by meeting NZAID's continuation criteria (Section 20.3.1), or they might otherwise not be able to meet their scholarship obligations, for example, due to personal problems. The institution should facilitate regular contact with awardees.

Decisions on scholarship variations need consultation with and/or approval from NZAID, and often the partner government for NZDS-Public awardees. Scholarships Unit should ensure that a response is provided to the institution following a variation request within 12 working days, wherever possible. This is particularly important following end of year exam results.

As for all scholarship matters, discussions concerning an individual awardee's academic progress should have due regard to the awardee's right to privacy.

20.2 Academic Progress Monitoring

Academic progress monitoring must take account of the institution's continuation and completion regulations and the NZDS/Commonwealth Scholarship requirements for satisfactory academic progress.

The institution is responsible for monitoring the academic progress of awardees and for facilitating support for awardees to complete their study within the originally approved scholarship duration. This may include the institution initiating follow up remedial action, including awardee counselling and additional tutorial assistance.

The institution is responsible for meeting all NZDS/Commonwealth Scholarships awardees individually at least once each semester to assess their academic progress and to discuss any academic or personal issues that either the awardee or the institution wishes to raise.

Following the interviews, the institution should record academic results and welfare reports on SIMS. This information must be entered by 31 January (for semester two results) and 31 July (for semester one results) and should include recommendations for probation or termination, if relevant. Scholarships Unit will consult with the relevant programme manager regarding any significant concerns with progress. Scholarships Unit will also send copies of the reports to Posts so they can also monitor awardee progress and for forwarding to the partner government (where appropriate). Posts should receive the collated reports by February and August respectively.

20.3 Satisfactory Academic Progress

To continue on their scholarship, an awardee must:

- demonstrate commitment to their studies;
- meet NZAID's continuation criteria to maintain satisfactory academic progress (described below);
- meet their institution's continuation criteria (especially where this is set at a higher level than the scholarship continuation criteria), and completion regulations; and
- at all times be on schedule to complete their study programme within the original scholarship offer duration, plus any approved extension period.

Commitment to study is shown when the awardee:

- remains enrolled in the study programme for which the scholarship was offered (or for which prior approval for a scholarship variation has been given);
- participates in all activities associated with the study programme;
- makes full use of available institutional academic and support facilities; and
- studies a full course load, attends classes and tutorials regularly and participates in all course-related activities necessary to successfully complete the qualification requirements (e.g. assessments, examinations, supervisor meetings, tutorials, and practicals/work experience).

20.3.1 Achieving satisfactory academic progress

Awardees must achieve satisfactory results in any preparatory programme to be allowed to enrol in their approved qualification.

Once they have commenced their studies, and where a qualification is semester-based, an awardee makes satisfactory academic progress (i.e. meets NZAID's continuation criteria) if they:

- obtain a "pass" grade or above in at least 50 percent of all papers in a full course load in the first year of the scholarship;
- fail no more than one paper in a full course load in each semester in the second and subsequent years of the scholarship;
- meet any conditions specified in their NZDS/Commonwealth Scholarship Offer or, if relevant, probation letter; and
- meet the institution's continuation criteria[31], such as passing core papers and/or achieving a minimum grade point average, to continue to the next year or for successful completion of their qualification.

When an awardee drops a paper, without formally withdrawing from it, it will be considered a failed grade.

[31] The institution's academic regulations for continuation may be set at a higher level than NZAID's continuation criteria.

Where the qualification is based around a full academic year (e.g. an Engineering Intermediate year or a PhD), an awardee makes satisfactory academic progress (i.e. meets NZAID's continuation criteria) if they:

- meet any conditions specified in the NZDS/Commonwealth Scholarship Offer or, if relevant, probation letter; and
- meet the institution's continuation criteria, such as passing core papers or achieving a minimum grade point average, to continue to the next year or for successful completion of the qualification; or
- pass the year at a sufficient level to be able to progress to the next year, or for successful completion of the qualification.

20.3.2 Not achieving satisfactory academic progress

When an awardee does not achieve satisfactory academic progress, generally advised through the twice-yearly academic/welfare monitoring reporting, the institution should provide Scholarships Unit with a recommended course of action. In most situations, unless there are exceptional circumstances, the scholarship will be terminated by the institution following consultation with Scholarships Unit (see Section 20.8).

Awardees must also achieve satisfactory results in any bridging programme to be allowed to continue to the next level of their scholarship (Section 20.4). Where an awardee is required to undertake a bridging programme before progressing to their main qualification and they do not meet the institution's conditions stipulated in their NZDS/Commonwealth Scholarships Offer, the awardee's scholarship will be terminated by Scholarships Unit.

20.3.3 Probation

The institution should put an awardee on probation if the awardee:

- has not made satisfactory academic progress but in exceptional circumstances has been allowed to continue on their scholarship; or
- has met the continuation criteria but their academic performance is considered to be marginal (for example, they regularly receive restricted passes or fail one course a semester).

The institution should send the awardee a probation letter (Annex 18), following consultation with Scholarships Unit, clearly advising the awardee of the requirements they must meet to remain on scholarship (e.g. the number and/or any specific papers they must take and pass) and the dates and length of the probationary term within which they must meet those requirements. The letter should also provide information on support services available at the institution from which the awardee can seek assistance.

The institution should generate a variation request on SIMS to advise of the awardee's probation status and attach a copy of the probation letter sent to the awardee.

While on probation, the institution should closely monitor the awardee's progress. If the awardee does not meet the probation requirements, following consultation with Scholarships Unit, the institution should terminate the awardee's scholarship.

Awardees should not be placed on probation more than once, and for no more than one semester.

20.4 Scholarship Extensions

Awardees who fail some of their papers but are making overall satisfactory academic progress are permitted to continue on scholarship provided they make every effort to complete the study programme within the original scholarship offer duration. Such awardees should consult with their institution to develop a plan for re-sitting failed papers, having additional tutorial assistance and/or doing summer school papers. The awardee and institution should consider all possible options in order to avoid the need for an extension.

Where it has been beyond an awardee's control to catch up the failed papers within the scholarship duration, the awardee should contact the institution to request a scholarship extension. Extension approvals should not be taken for granted by the institution or the awardee and will be considered by NZAID in exceptional circumstances only.

Awardees who do not successfully complete a preparatory or bridging programme within the allocated time are not eligible to apply for an extension to finish the programme (or progress to the main qualification) and the scholarship should be terminated.

Approval for a scholarship extension is subject to:

- the cost of the extension and funds availability;
- whether it is the only option that will allow the awardee to complete their approved study programme;
- consideration of the reasons why the extension is needed (fully supported by a statement from the institution);
- the length of the required extension;
- institution confirmation that the awardee will be able to complete their qualification within the extended period;
- the awardee's attitude and commitment;
- whether the awardee is able to complete the qualification in their home country by distance (with possible tuition fee funding from NZAID); and
- partner government agreement (where required).

Where a scholarship extension is recommended, the institution needs to ensure that appropriate strategies are in place to ensure that the awardee will be able to complete within the revised scholarship period.

Institutions are required to submit scholarship variation requests for extensions to NZAID at least six months in advance, in accordance with the requirement of their contract. Decisions in relation to scholarship variations will be subject to NZAID confirmation as to funds availability and, where required, partner government approval.

Institutions may approve a one-month extension providing that no extra cost is involved, i.e. no additional tuition fee is required and the support costs can be met from funds already budgeted for the awardee. Institutions must advise Scholarships Unit in writing of the revised end date and reasons for the extension, prior to the commencement of the extension period.

Where a longer scholarship extension is considered justified, the institution should generate a variation request in SIMS with a revised budget to obtain Scholarships Unit approval for the extension and any additional funding required, and specify the additional time needed for the study.

Scholarships Unit may approve an extension for an additional period of:

- one semester for coursework awardees;
- one year for awardees in full-year academic programmes or for awardees who must undertake compulsory full-year papers; and
- three months for research Masters or PhD awardees.

Funding for PhD awardees is generally for a three and a half year period, depending on the field of research. The maximum duration for a PhD scholarship is four years (including the time required for oral exams). No extensions will be considered for PhD awardees beyond a four-year period (also see Section 7.1.6).

If the qualification is not completed by the extended completion date, then the scholarship should be terminated.

If a scholarship extension request is not approved[32], a downgrade is not feasible and the qualification is not complete, in consultation with Scholarships Unit, the institution should terminate the scholarship and make arrangements for the awardee to return home immediately. The awardee's NZAID student record will show as 'incomplete'.

NZAID will only permit an awardee one extension to their original scholarship offer duration. A second request for an extension will not be approved unless the request has resulted from institution or other factors outside the awardee's control.

20.5 Scholarship Deferrals

After commencing their study programme, an awardee may request deferral of their scholarship. A deferral may be approved by Scholarships Unit when an awardee's academic performance is being affected by:

- serious family problems, either in New Zealand or in their home country;
- a serious medical or mental health condition;
- pregnancy; or
- hospitalisation of more than three weeks during term time.

In such cases, rather than recommending that the scholarship is withdrawn, the institution should generate a variation request in SIMS to obtain Scholarships Unit's approval for the scholarship to be deferred. The awardee should not leave New Zealand without prior approval to defer the scholarship from NZAID.

After consultation with the Post and partner government (where applicable), Scholarships Unit may approve the awardee to defer their scholarship for one semester or up to one year. The

[32] For example, because of travel for a personal or academic reason that was not approved by NZAID and which has impacted on the awardee's academic performance.

institution should then arrange and pay for the awardee's travel to return to their home country and suspend all their scholarship entitlements from their date of departure from New Zealand.

If Scholarships Unit does not approve a scholarship deferral, the awardee has the option to continue or withdraw from their scholarship. Scholarships are normally only deferred once.

20.6 Continuation of Deferred Scholarships

Continuation of a scholarship that has been deferred is subject to re-acceptance of the awardee by the institution.

NZDS-Public awardees should contact the Post and the institution at least two months before they are due to return to their studies. This is to confirm the date they must be in New Zealand to recommence full-time study. NZDS-Open and Commonwealth Scholarships awardees contact the institution directly at least two months before they are due to return to their studies.

The Post or institution should advise Scholarships Unit as to when the awardee will be recommencing their study. It is the awardee's responsibility to check the validity and duration of their visa for their continued study, and to pay for any renewal of their student visa/permit. The institution arranges the awardee's travel to New Zealand.

If an awardee cannot return on the agreed continuation date, Scholarships Unit will ask the Post to withdraw or terminate the scholarship.

20.7 Scholarship Withdrawals

Awardees who are not able to continue their studies because of serious illness, incapacity, or for compassionate reasons (e.g. for serious illness or death in the immediate family) should contact the institution to discuss the situation and the effect it may have on their scholarship.

Where the awardee cannot continue their study for up to one year, a scholarship deferral may be approved. Otherwise, the institution should generate a variation request in SIMS to obtain Scholarships Unit's approval for the scholarship to be withdrawn, rather than being terminated.

New Zealand Development Scholarships/Commonwealth Scholarships may also be withdrawn when a research programme has been delayed and there is no other option for completing within the maximum funding period of the scholarship.

The institution should arrange and pay for the awardee's (and any dependants') travel to their home country. All other scholarship entitlements are withdrawn and stipend payments cease on the arranged date of departure from New Zealand.

20.8 Scholarship Terminations

A decision to terminate a scholarship is not made lightly, but in some circumstances must be made in the overall interest of the NZDS or Commonwealth Scholarships scheme.

A scholarship is terminated when the awardee:

- is excluded or suspended from the qualification or institution (see Section 20.8.4) because of misconduct or breach of regulations (as defined by the institution);

- fails to make satisfactory academic progress (e.g. they do not meet the institution's or NZAID's continuation criteria, do not regularly attend classes or complete assessments) and there is no other option under these Guidelines;
- has attitude or behavioural problems, or other instances of serious misconduct, which are detrimental to their progress or that of other students;
- fails to keep their student visa or permit or passport current, or if Immigration New Zealand declines to renew their visa or permit or orders their removal or deportation from New Zealand;
- contravenes the conditions of their NZAID scholarship and applies for, or is granted, New Zealand or Australian permanent residency (or residency of another country);
- during their studies, applies for a work permit to remain in New Zealand (other than for approved situations);
- has seriously infringed the rules or regulations of the institution or the laws of New Zealand (e.g. being convicted in a court, being caught using or possessing illegal substances, or the awardee or their dependants have been working illegally);
- has breached other conditions or obligations of the scholarship (see Section 11.7.1);
- decides not to continue with, or has an unexplained extended absence, from their study; or
- the partner government requests that the scholarship be terminated.

The institution should generate a variation request in SIMS to recommend that Scholarships Unit terminates the scholarship.

The decision to terminate a scholarship rests with Scholarships Unit based on a recommendation from the institution and, where applicable, in consultation with the Post and partner government.

Before Scholarships Unit makes a final decision, awardees should be given a reasonable opportunity to put forward their case for remaining on scholarship. The institution or Post (if the awardee is in their home country) should advise the awardee of the proposed termination in writing[33], and ask them to provide a written statement in response within three working days. Wherever possible, the institution or Post should hand the letter proposing termination directly to the awardee.

Following receipt of the awardee's written response the institution or Post should hold an interview with the awardee, where comments from the other parties are discussed.

Scholarships Unit will then consider any response that the awardee provided in writing (within the three day period) or raised during the interview before making a final decision and advising the institution/Post whether to proceed with the termination.

If a decision is made to terminate the scholarship, the institution/Post should sign and send the termination letter and date it on the day of handing it to the awardee. A termination letter template is in Annex 19.

[33] If still in New Zealand, the letter should also spell out the consequences if the awardee does not return home within 14 days of the date of termination, should the termination be confirmed.

If the awardee is not able to be contacted, the termination letter should be sent to their last known address in the home country and copied to the partner government (for NZDS-Public awardees).

The institution should advise Immigration New Zealand in writing of the termination and departure details (copied to Scholarships Unit and Post), and request that the visa is revoked or that the visa expiry date is amended.

20.8.1 Termination on academic grounds

Where a scholarship is terminated for academic reasons (e.g. because of unsatisfactory academic progress or not meeting the terms of probation), the awardee is required to return to their home country within 14 days of the date of termination, or on the first available flight within this time. Stipend payments finish on the arranged date of the awardee's departure from New Zealand.

The return home travel is arranged and paid for by the institution. If the awardee does not return to their home country within 14 days of termination, they forfeit all scholarship entitlements, including the return airfare and will be required to fund their own return home. The total cost of their scholarship then becomes a debt to the New Zealand Government and they will be required to repay the full cost of the scholarship to the New Zealand Government.

20.8.2 Termination on non-academic grounds

Where a scholarship is terminated on non-academic grounds, the awardee permanently loses all NZAID entitlements from the date of termination. The awardee is required to return to their home country within 14 days of the date of termination, or on the first available flight within this time.

The return home travel is arranged and paid for by the institution. If the awardee does not return to their home country within 14 days of termination, they forfeit the return airfare and will be required to fund their own return home. The total cost of their scholarship becomes a debt to the New Zealand Government and they will be required to repay the full cost of the scholarship to the New Zealand Government.

From the date that the institution or NZAID becomes aware that an awardee has obtained permanent residency for New Zealand or another country, they will no longer be entitled to any NZAID funding, including the return airfare. The awardee will be required to repay the full cost of the scholarship to the New Zealand Government.

20.8.3 Debt to the New Zealand Government

If an awardee's scholarship is terminated and the awardee remains in New Zealand, they will incur a debt to the New Zealand Government that will equal the costs already paid to them or on their behalf by the New Zealand Government in relation to their NZAID scholarship. This includes actual tuition fees, airfares, stipends, allowances and other costs.

To discharge this debt, they have to either return home and work for a period of two years in their home country or repay in full the total amount of the debt. Action to recover the debt will be taken by NZAID if they remain in New Zealand.

20.8.4 Institution suspensions

Institutions should advise Scholarships Unit immediately when they suspend an awardee for misconduct or breach of institution disciplinary regulations. In consultation with the Post and partner government, where appropriate, Scholarships Unit will decide whether the scholarship will be terminated.

21 COURSE CHANGE POLICY

Institutions are first point of contact for requests for course changes. Where indicated below, the institution should first obtain Scholarships Unit approval.

21.1 Course Change Principles

While consideration of a request for a change to a study programme (i.e. field of study/major subject or qualification) or institution must be evaluated on its individual merits and circumstances, consistent and defensible decisions must be made by NZAID. In accordance with the guiding principles for the NZDS/Commonwealth Scholarships schemes, when making scholarship variation decisions – including course changes – the country's national development needs should be placed ahead of the personal development needs of an individual awardee.

The principle objective of the scholarship scheme is to educate awardees so that they can return home as soon as possible to contribute to the development of their country in identified key sectors. Scholarships are therefore offered for a specific field and level of study and qualification that meets the country's human resource development training needs and awardees are expected to complete their study programme in the minimum time possible. To reduce the need for course changes, awardees should have been given the opportunity to make full use of the available course/vocational counselling through Posts, MCs and/or institutions before nominating a field of study/qualification in their application.

Requests for scholarship variations for changes to an awardee's qualification or institution are rarely approved, particularly if it subsequently involves a scholarship extension.

The general principles for approval of scholarship variations for course changes are that the:

- institution must support the change;
- awardee must have displayed a positive attitude and commitment to their current study;
- awardee's proposed study programme must continue to meet the home country's training needs under the country or regional programme from which the scholarship is funded;
- partner government approval has been obtained (where required);
- new study programme can still be completed within the original scholarship duration; and
- cost must be reasonable and funding must be available (if additional funds are required).

An institution must request a variation for a course change and provide an updated budget in SIMS to obtain Scholarships Unit's approval for any major change and additional funding required, **before** an awardee changes their field of study/major subject, qualification or institution.

Decisions on NZDS-Public scholarship variations often need consultation with, or approval, from the partner government.

21.2 Field of Study/Qualification Changes

Awardees are selected on the basis of the field of study and qualification specified in their application forms. Although in some instances this may change slightly when an institution offers a place, the awardee accepts the study programme offered by the institution when they sign the declaration in their NZDS/Commonwealth Scholarships Offer. Awardees should therefore only

rarely be allowed to change to a different field of study or qualification. Requests for a significant change of focus (e.g. Bachelor of Science to Bachelor of Architecture) will not be approved.

Where an awardee finds that their papers, field of study/major subject, or qualification are significantly mismatched to their previously identified training needs, the awardee may request approval to change to a more appropriate programme. The institution has the discretion to approve minor changes (e.g. from a Bachelor of Arts (Education) to a Bachelor of Education), if there are no cost implications, but must advise Scholarships Unit prior to the change taking place.

Scholarships Unit approval for any significant field of study or qualification change is subject to the general principles for all course changes, including consultation with the partner government (where required) and confirmation that the proposed field of study/qualification meets the home country's training needs as identified in the country or regional programme strategy.

Institutions should generate a variation request in SIMS with a revised budget to obtain Scholarships Unit's approval for a course change and any additional funding required.

21.3 Change to a Lower Level Qualification (Downgrade)

Where an awardee shows insufficient academic ability, rather than terminating the scholarship, consideration may be given to varying the scholarship for a lower level or downgraded qualification (e.g. Bachelors degree to Diploma) if available at the same institution.

Approval will not be given for a downgrade from postgraduate to undergraduate level (e.g. from Masters to Bachelors degree).

Scholarships Unit approval for any variation to a lower qualification is subject to the general principles for all course changes, including consultation with the partner government (where required) and confirmation that the proposed field and level of study of the downgraded qualification continue to meet the home country's training needs.

The institution should generate a variation request in SIMS with a revised budget to obtain Scholarships Unit's approval for a course change and any additional funding required.

21.4 Change to a Higher Level Qualification (Upgrade)

There is no provision under the NZDS or Commonwealth Scholarships for the awardee or the institution to initiate an upgrade to an awardee's approved study programme. This includes requests for upgrading from undergraduate to postgraduate level (including to honours qualifications), from Masters to PhD level, or to upgrade "off-scholarship" (see Section 23.3.1).

21.5 Institution Changes

In exceptional circumstances, and primarily for academic reasons, awardees may be given approval to change to another New Zealand education institution (listed in Annex 3). This would generally involve the awardee transferring from one qualification to another at the same level, but at another institution. Scholarships Unit should only approve institution changes as a last resort and approvals should not be given to accommodate an awardee's change of mind.

Any request for an institution transfer should be compatible with the original application and the home country's training priorities, rather than the personal aspirations of the awardee. All

transfers are subject to the general principles for all course changes, including consultation with the partner government (where required) and confirmation that the institution change will continue to meet the training needs identified in the country or regional programme strategy.

Awardees are responsible for meeting all costs of transferring to another institution (where the transfer was not identified in the original scholarship offer – also see Section 15.3.3), including any additional fees that may be charged by either institution involved.

The institution should generate a variation request in SIMS to seek Scholarships Unit's approval for the awardee to transfer to another institution.

21.6 Exchanges

New Zealand Development Scholarships/Commonwealth Scholarship awardees are not permitted to participate in an exchange programme between their New Zealand institution and an institution in another country. NZDS/Commonwealth Scholarships are New Zealand Government-funded scholarships for study in New Zealand, with the purpose of developing awardees' skills and knowledge based on New Zealand education expertise. NZAID scholarships also enable awardees to experience something of New Zealand's cultures and lifestyles.

22 FAMILY ENTRY POLICY AND PROCEDURES

The institution is responsible for family entry arrangements for NZDS and Commonwealth Scholarships awardees, with the assistance of the Post, if requested.

22.1 NZAID Support for Families

The NZDS/Commonwealth Scholarships stipends provide sufficient financial support to meet the reasonable, average costs of awardees for the purposes of their study. To assist awardees who bring their immediate family ('dependants') to New Zealand, NZAID provides some additional funding to contribute towards their basic living costs while they are living in New Zealand with the awardee. This support is provided through the awardee's stipend, being paid at the higher accompanied rate (Section 17.4.2), and the entitlements and allowances described in Section 22.5.

Family entry approval will depend on the agreement of the Post and the partner government (where required), and is subject to Immigration New Zealand's regulations. Some partner governments may not permit families to join awardees in New Zealand.

The awardee and their dependant family must meet the eligibility criteria to receive NZAID financial support (see below), including that the awardee must have listed all dependants (for whom they intend to apply for NZAID financial support) on their NZDS or Commonwealth Scholarships application form.

The Post and the institution are responsible for advising the awardee during the pre-departure briefing and arrival briefing that the accompanied stipend does not cover the full cost of providing for a family in New Zealand.

Should the awardee choose to bring their family to New Zealand, they are responsible for supporting their family, including the following costs (over and above any NZAID provision outlined in Section 22.5): family travel, departure tax and travel insurance; passports, visas and permits, and extensions to these documents; living expenses above those covered by the accompanied stipend; and some school costs, excluding school donation fees.

The NZDS and Commonwealth Scholarships do not provide financial assistance for awardees' families who remain in the home country.

22.2 Eligibility for NZAID Financial Support for Dependants

To be eligible to receive the accompanied stipend and other NZAID entitlements for dependants, an awardee must:

- have listed each of the dependants for whom they are seeking NZAID financial support on their NZDS or Commonwealth Scholarship application form;
- normally reside with their spouse/partner and/or children in their home country and must reside with them while on scholarship in New Zealand;
- have an approved study programme of 18 months or longer;
- have at least 12 months remaining on scholarship by the time their family arrives in New Zealand;

- have completed any preparatory or bridging programme, and have approval to enrol in their main qualification, before their family joins them; and
- have partner government support for family entry (where required).

In addition to the criteria above, an awardee's dependants must:

- meet NZAID's and Immigration New Zealand's definition of immediate family;
- not have citizenship or permanent residency of a developed country, including New Zealand and Australia (except where their country issues New Zealand passports, i.e. Cook Islands, Niue and Tokelau; or the dependants have dual Samoan and New Zealand citizenship);
- be residing in their home country at the time of application; and
- not have held an NZAID scholarship in the two years preceding their arrival in New Zealand.

NZAID will fund the travel to New Zealand for the awardee's spouse/partner and up to two dependant children if:

- they meet the eligibility criteria;
- they arrive within six months of the awardee's scholarship start date (or within six months of completion of the awardee's bridging programme, if relevant); and
- the awardee has at least 12 months remaining on their scholarship.

22.2.1 Definition of 'immediate family'

Immediate family is based on Immigration New Zealand's criteria for dependants applying to live in New Zealand. In the context of NZDS/Commonwealth Scholarships, immediate family includes:

i. the awardee's spouse (if legally married) or partner (if in a de facto relationship).
A de facto partner[34] is defined as someone who the awardee has been living together with for 12 months or more in a genuine and stable relationship[35], akin to a marriage. Both awardee and partner must be over 18 years of age and cannot be close relatives. The awardee will be required to provide evidence of the status of the relationship, such as a signed affidavit or statutory declaration attesting to the relationship; and/or

ii. the legal (including adopted) children of the awardee or their spouse/partner who are under 19 years of age.
The awardee's dependant children must be single. Eligibility for the stipend ceases when a child reaches 19 years of age. If a dependant child turns 19 years of age while still studying at secondary school in New Zealand, NZAID will generally continue to provide the relevant entitlements.

NZAID will only provide dependants' funding for adopted child/ren where the awardee provides evidence (such as an affidavit or statutory declaration) stating that the awardee and/or spouse/partner have been the legal guardians of the child/ren for at least two years prior to application for an NZAID scholarship.

[34] The partnership can be between people of the opposite or same sex.
[35] A genuine and stable partnership is defined by Immigration New Zealand as a partnership that is genuine because it has been entered into with the intention of being maintained on a long-term and exclusive basis, and is likely to endure.

22.2.2 Changes to family status in New Zealand

If, for any reason, an awardee's circumstances change with regard to dependants, the awardee is required to tell the institution immediately as it may affect their stipend entitlement (e.g. they marry while on scholarship, whether to someone of the same citizenship or otherwise, or if family members are no longer residing with the awardee).

Failure to provide this advice will result in the accompanied stipend and other financial support ceasing. Any overpaid allowance will be recovered from the awardee by the institution or Post (Section 5.1.9).

Payment of the stipend at the accompanied rate continues when:

- family members leave New Zealand for absences that coincide with institution vacation periods or are of no more than six weeks duration outside vacation periods; or
- an awardee travels to their home country for approved overseas fieldwork.

If an awardee dies, the accompanied stipend continues for one month or until the dependants return to their home country, whichever is the earlier.

Where an awardee is no longer entitled to the accompanied stipend, the institution must generate a variation request form (Annex 17) and revised budget to send to Scholarships Unit.

22.3 Applications for Family Entry

Awardees are responsible for applying for, and arranging, family entry. Awardees should be advised to allow about two months for the request to be processed. When applying for family entry, the institution should fully brief the awardee regarding the financial and any other difficulties that may be faced if their family joins them in New Zealand.

Before family entry can be approved:

- the awardee must apply in writing to the institution for their family to join them in New Zealand;
- the institution (or Post on behalf of the institution) must sight evidence that confirms the family member's relationship to the awardee;
- the awardee must have successfully completed any preparatory or bridging programme, and be eligible to commence their main qualification;
- the institution should obtain financial approval from Scholarships Unit through a variation request for accompanied stipend via SIMS to pay the awardee the appropriate accompanied rate; and
- partner government approval must be obtained by Post, where required.

When applying for NZAID funding for dependants, the awardee must provide a:

- certified copy (in English) of their marriage certificate or statutory evidence of a de facto relationship, and a certified copy of their spouse/partner's birth certificate (or certified church baptism certificate) or a certified copy of the personal pages of their passport; and/or

- a certified copy (in English) of each child's birth certificate (or certified church baptism certificate or adoption certificate/statutory evidence*),* and a certified copy of the personal pages of their passport.

Once the institution is satisfied that these requirements and all other eligibility criteria have been met, the institution can arrange the travel and the family can begin the immigration procedures.

22.4 Timing of Family Entry

To qualify for NZAID support for family entry, awardees on scholarships of 18 months or longer will need to have at least 12 months remaining on their scholarship by the time their family arrives in New Zealand.

(Awardees on study programmes of less than 18 months can choose to bring their family to New Zealand but will not be eligible to receive NZAID financial support for them.)

The Post or institution should advise awardees to travel unaccompanied to New Zealand so they can attend orientation and settle into their studies before their family joins them. It is recommended that an awardee's dependants arrive six months after the start of their scholarship. This also allows time for the awardee to find appropriate accommodation and arrange any necessary schooling for their family. Some flexibility in the timing of family entry is required to take account of awardees with school-aged children needing to commence schooling at the start of the year, for example, or where awardees are contracted to remain in their original accommodation for at least one semester.

The accompanied stipend and other allowances are payable from the date of the family's arrival in New Zealand.

22.5 Dependants' Entitlements and Allowances

In addition to the accompanied stipend (Section 17.4.2) and funding towards dependants' travel costs (Section 15.3.7), if an awardee's dependants meet the eligibility criteria to receive NZAID funding, the NZDS/Commonwealth Scholarships provide the following entitlements:

- medical and travel insurance;
- school donations for school-age dependants up to the age of 19 to attend a state or integrated school and NCEA fees for senior secondary school children[36];
- a school allowance for each child at primary, intermediate or secondary school[37];
- English language tuition for dependant spouse/partner; and, in special circumstances,
- childcare entitlement.

Dependants are required to be in New Zealand before enrolling in school or with an English language training provider. Institutions should sight the formal offer of place and pay the school or provider directly against an invoice.

[36] Cases can be made for a child who turns 19 years mid-year to complete the school year.
[37] NZAID will not provide funding for dependant children to attend a private or boarding school.

22.5.1 Medical and travel insurance

The scholarships cover the cost of medical and travel insurance for awardee's dependants. Institutions make arrangements and pay for this insurance coverage.

22.5.2 Education of dependant children

Dependant children of NZDS/Commonwealth awardees, between the ages of six and 16, are required by law to attend school in New Zealand. The general practice, however, is for children to start school when they turn five years of age.

All school age dependants of NZAID students are treated as domestic students with effect from 1 January 2009.

Awardees are responsible for enrolling dependant school-age children in school, with the institution's assistance (i.e. they should not enrol their children until they have sought advice from the institution). Awardees' school-aged children should remain enrolled in school for the duration of the awardee's study programme.

The institution should pay school donations, on NZAID's behalf, directly to the provider upon receipt of invoices for school-age dependants.

NZAID will fund the National Certificate of Educational Achievement (NCEA) fees for dependant children undertaking NCEA at senior secondary level. Institutions should pay these fees directly to the school on receipt of an invoice.

Institutions recover school donations and NCEA fees from NZAID on a monthly basis by submitting an invoice schedule through SIMS and supplying NZAID with copies of the invoices and any other supporting documentation.

No funding is available for dependant children to undertake post-secondary study while in New Zealand.

22.5.3 School allowance

NZAID provides a school allowance for each of an awardee's school aged children, at a rate of up to $250 for each **full** year per child at primary school and up to $500 for each **full** year per child at intermediate or secondary school. This allowance is to assist with school-related costs, such as uniforms, transport to school, school trips, sports clothing, books and stationery etc.

The institution can pay this allowance directly to the school against an invoice or into the awardee's bank account.

22.5.4 Childcare entitlement

NZAID funding may be available as a contribution toward day-care costs for eligible dependant children. Awardees may qualify if they have dependant pre-school children (or children who require after-school care) and both the awardee and the spouse/partner are full-time NZAID awardees; or if the awardee is studying in New Zealand and is accompanied by their children, but their spouse/partner is not in New Zealand, or the awardee does not have a partner.

Applications are made to the institution and are then forwarded to Scholarships Unit to be considered on a case-by-case basis. If approved, the institution pays the registered childcare provider directly on receipt of an invoice.

22.5.5 Childcare by a family member

NZAID does not provide letters in support of awardees' family members who may be applying for a visa to look after the awardee's child/ren in New Zealand. As childcare is considered work (whether the person is unpaid or not directly paid) by Immigration New Zealand, they will not issue a visitors' visa to NZAID awardees' family members in this situation. In addition, they will not issue them with a work permit due to the availability of New Zealand residents for this type of work.

If the person is successful in obtaining a visa to enter New Zealand independently, they will not qualify for any NZAID financial support, i.e. either the accompanied stipend or childcare allowance.

22.5.6 English language training for spouses/partners

NZAID will fund up to an equivalent of 20 weeks of English language training for an awardee's spouse/partner, if their first language is not English. This provision is available once during the awardee's scholarship. Applications to undertake English language training are made directly to the awardee's institution. The institution will make the necessary arrangements and pay the fees directly to the English language training provider, upon receipt of an invoice. Actual tuition fees charged must be reasonable and comparable with fees charged by other English language training providers. Institutions recover such costs from NZAID on a six-monthly budget/reconciliation basis.

English language training providers must be signatories to the Code of Practice for the Pastoral Care of International Students.

22.5.7 Cessation of funding for dependants

NZAID financial support for dependants will cease when:

- the awardee's scholarship ends (if an awardee is granted an extension, the schooling for dependant school-age children can continue) or is terminated;
- the dependants return to live at home (and the awardee is still studying);
- the awardee is out of New Zealand for more than three months. (If a postgraduate awardee on overseas fieldwork, this will be assessed on a case-by-case basis.);
- a dependant child turns 19 years of age[38]; or
- a PhD awardee who has submitted their thesis remains in New Zealand for their oral examination. The dependants are required to return to their home country.

It is the awardee's responsibility to let the institution know if the family is planning to leave New Zealand for any reason during their scholarship as this could affect the continuation of the accompanied stipend.

[38] Where a dependant child attending school turns 19 years mid-way through a school year, funding for their support and education may continue if an application is made to Scholarships Unit. The awardee should apply to the institution in the first instance.

22.6 Awardee Couples

Where an awardee is married to another awardee who is also on a NZDS or Commonwealth Scholarship, they will be paid an adjusted stipend (Section 17.4.3).

If one awardee of an awardee couple completes their study before their spouse/partner then they are still required to return to their home country within fourteen days of their final exam (for coursework awardees) or submission of their thesis (for research awardees).

22.7 Employment for Dependants in New Zealand

For the duration of an NZAID awardee's scholarship, their spouse/partner may apply for a non-labour market tested work permit once they arrive in New Zealand, provided they have an offer of employment and written approval from NZAID.

If a spouse/partner is successful in obtaining part or full-time employment, the accompanied stipend will not be affected. The awardee or their spouse/partner is responsible for paying for any related visa or permit costs.

This policy only applies to the dependant spouse/partner and not dependant children.

Immigration New Zealand restrictions apply to NZAID awardees' spouses/partners and dependant children. These restrictions mean that an awardee's spouse/partner can only receive a work permit for the duration of the awardee's scholarship and that they, or the awardee's dependant children, cannot apply for a further temporary or residence permit in the two years following completion of the NZAID awardee's scholarship.

Should an awardee's scholarship be withdrawn or terminated, the institution should advise Immigration New Zealand, who will then revoke the spouse/partner's work permit.

22.8 New Zealand Government Benefits

New Zealand Development Scholarships/Commonwealth Scholarships awardees and their immediate family in receipt of NZAID stipends are not permitted to receive any benefits funded by the New Zealand Government. Awardees acknowledge this when they sign the declaration in the NZDS/Commonwealth Scholarship Offer. If awardees apply for, or receive, other New Zealand Government benefits, their scholarship will be terminated and they will be required to repay the total cost of their scholarship to the New Zealand Government.

Institutions should remind new and continuing awardees of this policy during briefings to NZAID awardees.

22.9 Short Visits

Where immediate family members want to visit New Zealand for less than six months, they can apply for a visitor's visa (subject to New Zealand Immigration's regulations). The awardee is responsible for obtaining visitor visa applications for their family. No NZAID stipends or allowances are payable.

23 SCHOLARSHIP END ARRANGEMENTS

The institution is responsible for scholarship end arrangements in New Zealand.

23.1 Awardees' Final Results

Institutions are expected to provide Scholarships Unit with the final exam results, full academic transcript and confirmation of the qualification received for all awardees. This should happen immediately after these results are available. To assist NZAID in evaluating the rate of successful completions, institutions should also provide the awardee's overall grade, e.g. final grade point average or, for research awardees, their honours classification.

After these results have been recorded, Scholarships Unit will send hardcopies of results to the Post, who will forward NZDS-Public completion details to the partner government for their information and records. NZDS-Open results may be shared with home governments, if appropriate.

Research awardees should also be asked by the institution to provide a 300 word abstract of their final dissertation or thesis, which is to be forwarded to NZAID within one month of the awardee's final departure, for promotional and evaluation purposes.

23.2 Graduation Functions

Institutions are encouraged to arrange a function to mark the completion of their awardees' study and scholarships before the end of the semester. This might be, for example, a graduation, presentation ceremony or reception for completing awardees. NZAID should be invited to send a representative to the ceremony.

Some Posts also arrange a function to celebrate returning NZAID awardees' completion of scholarships.

On a case-by-case basis, NZAID may allow an awardee to remain in New Zealand to attend an institution's formal graduation ceremony where it falls within four weeks of completion of their studies. Awardees will not be entitled to any additional NZAID funding while remaining in New Zealand for the graduation ceremony, and institutions must ensure that awardees return home as soon as possible after the graduation ceremony (i.e. within one week). NZAID will not give approval to extend awardees' visas so that they can attend the graduation ceremony.

23.3 Final Departure Dates

Awardees are required to leave New Zealand within 14 days of their final exam or, for research awardees, submission of their thesis (i.e. the end of their studies), even if their study programme is completed in advance of the original scholarship end date or their visa has not yet expired.

The exception to this is for PhD awardees who have received NZAID approval to remain in New Zealand for up to three months to sit their oral exams.

Awardees will not be permitted to remain in New Zealand after the completion of their studies or scholarship to accompany their spouse/partner who is also an NZAID awardee (Section 22.6).

The institution should arrange and pay for the final departure travel for awardees. The stipend is paid to awardees up to the arranged date of departure from New Zealand

Institutions are to advise Immigration New Zealand, the Post and Scholarships Unit of the awardee's final departure date/travel itinerary prior to the awardee returning home by recording travel details in SIMS.

23.3.1 Remaining in New Zealand 'off-scholarship'

New Zealand Development Scholarships/Commonwealth Scholarships awardees are not permitted to remain in New Zealand 'off-scholarship' following completion of their scholarship, or return to New Zealand within two years of completion, to pursue other studies[39] or to take up another scholarship, to undertake paid or unpaid work, or for any other reason. This includes situations where an awardee's scholarship has been withdrawn or terminated.

As remaining in New Zealand involves an extension or change of visa or permit, Immigration New Zealand will contact NZAID to seek approval before a new visa or permit will be issued, which NZAID will not support.

[39] Off-scholarship study refers to awardees who wish to remain in New Zealand to study without financial assistance from NZAID, e.g. they are either privately funded or under another scholarship, such as New Zealand Ministry of Education scholarships, home government scholarships, or university-funded scholarships.

24 SCHOLARSHIPS SCHEME REVIEW AND EVALUATION

The Post or Management Contractor is responsible for scholarship end arrangements in the home country.

24.1 Maintaining Contact with Returnees

Contact with past awardees (returnees) should be maintained in order to:

- foster and sustain NZAID's relationships with the home country, particularly in bilateral arrangements;
- maximise the outcome from the NZDS or Commonwealth Scholarship (for the awardee, NZAID and the home country); and
- undertake post-award review and evaluation.

To maintain contact with returnees, awardees' home country contact details should be updated by the institution, Post or MC on the relevant scholarships information management system.

24.1.1 Awardees' participation in activities in the home country

While preparing for departure before awardees leave New Zealand, the institution should remind them of their agreement to participate in post-award monitoring and evaluation of the scholarships scheme. Institutions should ask completing awardees to provide their home country details to the Post or MC on their return home. This information should include their home contact address, final qualification, institution, date of return, job title and other employment details.

Some Posts require returning awardees to provide a report on their scholarship and study in New Zealand. Institutions may remind completing awardees that NZAID, or someone authorised by NZAID, may contact them to assist in the evaluation of the scholarships scheme, provide information for website profiles, or invite them to participate in alumni activities.

The Post or MC should consider undertaking other activities to communicate and keep in contact with returnees. This could include, for example, invitations to Post events, newsletters, speaking at pre-departure briefings for new awardees etc.

24.2 Post-Award Employment

To help returnees find meaningful employment, and where the partner government does not undertake this function, the Post or MC could consider publicising details of awardees who have successfully completed their study under a NZDS/Commonwealth Scholarship in local newspapers and preparing "good news" stories for media. Prior to this occurring, the returnee would need to provide in writing their approval for this to occur.

24.3 Monitoring and Evaluation

As the scholarships are often an integral part of country and regional programme strategies, DPMs, NZAID managers and Scholarships Unit should assess them in the wider context of these programmes.

Scholarship monitoring and evaluation is critical to reviewing and evaluating the effectiveness and efficiency of the scholarships schemes.

Evaluations should include an assessment of the:

- performance of operational areas responsible for the administration and management of the schemes, including contracted organisations;
- performance of institutions in providing educational services and pastoral care to awardees;
- success of the schemes in providing a positive and beneficial educational and professional experience for the awardees; and
- development impact of the NZDS/Commonwealth Scholarships schemes.

Full evaluation of the development impact of the NZDS/Commonwealth Scholarships schemes is complex because the benefits flowing take time to be realised. Nevertheless, the analysis and reporting of interim indicators of scheme outcomes are an important part of post-award evaluation. Evaluation is also required as input to the review of country and regional programmes, discussions and planning with partner governments and for internal NZAID evaluation.

25 ANNEXES

Annex 1: Abbreviations

ADS	Australian Development Scholarships
AusAID	Australian Agency for International Development
CSFP	Commonwealth Scholarships and Fellowships Plan
DPM	Development programme manager
ELT	English language training
EOI	Expression of interest
FSM	Federated States of Micronesia
FY	Financial year
HRD	Human resource development
ISO	International Students' Office
ISU	Information Services Unit (NZAID)
JSC	Joint selection committee
LLB	Bachelor of Laws
MC	Management Contractor
MDG	Millennium Development Goals
NUS	National University of Samoa
NZAID	New Zealand's International Aid and Development Agency
NZDS	New Zealand Development Scholarships
NZRDS	New Zealand Regional Development Scholarships
NZVCC	New Zealand Vice-Chancellors' Committee
ODA	Official Development Assistance
PDB	Pre-departure briefing
PG	Partner government
PhD	Doctor of Philosophy or Doctorate
PNG	Papua New Guinea
PR	Permanent residency/resident
SIMS	NZAID scholarships information management system
SU	Scholarships Unit (NZAID)
USP	University of the South Pacific

Annex 2: Definitions

Academic year	The academic year at New Zealand tertiary institutions normally runs from February to November.
Accompanied stipend	The rate of stipend paid to an awardee whose dependants accompany them in New Zealand.
Adjusted stipend	Where the stipend is paid at an adjusted rate for an awardee whose spouse/partner also receives an NZAID scholarship.
Alignment	Donor agencies' commitment to use bilateral partners' national development plans and strategies, systems and processes, to strengthen their capacity to deliver development benefits.
Applicant	Individual who has submitted an application for a NZDS or Commonwealth Scholarship.
Arrival date	The date an awardee arrives in New Zealand. Awardees are considered to be on-award from this time.
Articulated degree	Qualification comprising two or more levels of study, e.g. Diploma followed by a Bachelors degree, or a qualification where components are studied in two or more study centres.
Awardee	Individual who has been offered and has accepted a NZDS or Commonwealth Scholarship.
Bridging programme	Programme to prepare students for tertiary study who don't meet the academic or English language admission requirements to enrol in their nominated qualification. Also for those who need to brush up on their academic skills. Bridging programmes may be short-term academic preparatory studies or English language courses or long-term, full-time study up to one year, e.g. Foundation Studies for students who do not have a university entrance qualification.
Commonwealth Scholarships	A contestable scholarship scheme founded under the Commonwealth Scholarships and Fellowships Plan whereby citizens of selected developing Commonwealth countries can undertake postgraduate study or research in New Zealand.
Completion of studies	The successful completion of all requirements of the study programme. This could include any required attendance, assignments, essays, examinations, assessments, dissertations, practical experience and/or work experience required to successfully complete the qualification.
Conditional offer of place	An offer of a place from an institution that is conditional on the successful fulfilment of specified criteria (e.g. successful completion of senior secondary school exams).
Conjoint degrees	Two qualifications studied concurrently, usually with cross-crediting arrangements for optional papers, e.g. Bachelor of Arts/Bachelor of Laws.
Contracted institution	A tertiary institution in New Zealand contracted by NZAID to perform a range of management services. These include allowance/entitlement payments, monitoring of academic progress, scholarship variation processing, providing pastoral care, travel arrangements, maintaining relevant management information systems, and reporting.
Country programme	NZAID country strategy, under a bilateral arrangement, that presents information on the agreed development needs and priorities of the partner country and on the development activities to be included in the country programme, generally over a ten year period.

De facto partner	A de facto partner is a person with whom the awardee is in a genuine and stable relationship akin to a marriage, where they have lived together for 12 or more months, with the intention of maintaining the relationship in the longer tem. Couples in a de facto relationship must be over 18 years of age and not be close relatives. To be paid an accompanied stipend, an awardee will need provide evidence in support of their relationship, such as a signed affidavit.
Deferral (pre-award)	A nominee's status of having accepted a place at an institution and a NZDS/Commonwealth Scholarship, but having NZAID approval to postpone the commencement of their studies and scholarship, for one semester or up to one year.
Deferral (on-award)	An awardee's status of having commenced their scholarship, but having NZAID approval to defer their studies and return home (normally for personal or medical reasons), for one semester or up to one year.
Departure date	The date by which awardees are required to leave New Zealand at the end of their scholarship.
Desk	The NZAID work unit managed by a development programme manager in Wellington that takes responsibility for NZAID's development assistance to a country or region (e.g. the Vanuatu desk).
Developed country	A country not included on the OECD's Development Assistance Committee's list of aid recipients.
Extension	Any increase in the length of a scholarship from the original scholarship duration specified in the scholarship offer.
Family entry	When an awardee's spouse/de facto partner and/or dependant children joins him/her in New Zealand and the awardee is paid an accompanied stipend.
Field of study	The academic discipline or grouping of courses based on their similarity in terms of the vocational field of specialisation or the principal subject matter of the course, e.g. agriculture, health.
Financial year	The New Zealand financial year runs from 1 July to 30 June.
Harmonisation	Donor agencies' commitment to work together to simplify and coordinate their development activities and procedures in order to minimise transaction costs for partner governments.
Home leave	An annual return home airfare for continuing unaccompanied, undergraduate awardees from the Pacific provided to enable reunion with their family in their home country. Continuing unaccompanied, undergraduate awardees from Timor-Leste and Rapa Nui are entitled to return home every two years.
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's to improve their standard of living and quality of life.
Immediate family	The spouse or de facto partner and/or the dependant children of the awardee or spouse.
Institution	Tertiary education institution in New Zealand, contracted to manage the on-award functions of the NZDS and Commonwealth Scholarships schemes for NZAID, where awardees are eligible to study under their scholarship (listed in Annex 3)
Level of study	The stage at which an awardee is studying, e.g. Diploma, Bachelors, Masters; or first year, second year or third year.
Major subject	The main subject (such as biology, public policy or linguistics) in which an awardee will specialise for their degree.
Minor subject	A subsidiary subject taken in addition to a major subject for a degree.

Nominating authority/ agency	Partner government agency that may undertake the pre-award processes for NZDS-Public applicants in their home country and, in some cases, approves scholarship variations. Nominating agencies for developing Commonwealth countries may be the same, or different, agencies as for the NZDS-Public, but are not involved in on-award management.
Nominee	Individual shortlisted as a priority or reserve candidate for a NZDS-Public.
On-award	The status of an NZAID scholarship in progress, i.e. where an individual is currently an awardee receiving NZAID scholarship entitlements.
Off-scholarship	The status of an awardee who has either completed their scholarship, or who has had their scholarship terminated or withdrawn.
Open category	A category of NZDS for which individuals apply independently to the Post, Management Contractor or institution depending on their country of citizenship (see Table 1, p. 2-3).
Overseas fieldwork	Research undertaken in the home country as part of an awardee's postgraduate research programme. NZAID may approve overseas fieldwork to be undertaken in another developing country. (Previously known as home-located research.)
Paper or course	The basic unit of study that is offered in a particular subject over a semester, trimester for full-year period at undergraduate or postgraduate level towards a qualification. For example, within the subject of geography there are a number of 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 has a bilateral arrangement.
Post	A New Zealand Diplomatic Mission.
Prerequisite	A paper that must be passed before a student can enrol in a subsequent, normally higher-level, paper.
Priority	A group of first ranked nominees who have been shortlisted for a NZDS-Public through the country selection process and for whom placement is sought at a participating education institution.
Probation	Awardee with marginal academic performance who is allowed to continue on scholarship for one semester provided that his/her academic performance improves to an agreed level and whose performance is monitored.
Public category	A category of NZDS under bilateral programmes for which partner governments nominate candidates from a shortlisted pool of applicants.
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 student to undertake and pass (e.g. a Postgraduate Diploma) to demonstrate that they have the required level of knowledge in their major subject before proceeding to a nominated higher level qualification.
Regional programme	NZAID strategy for selected countries within a specific region (e.g. Latin America) that presents information on the agreed development needs, priorities and programmes to be included within that region.
Reserve	A group of second ranked nominees who have been shortlisted for a NZDS-Public through the country selection process. Education institutions may be asked to consider their application for placement if priority nominees are not placed or withdraw their application.

Returnee	Awardee whose scholarship has ended and who has returned to their home country. A returnee may be a successful awardee who has completed their academic programme or an awardee whose scholarship has been terminated or withdrawn.
Scholarship	Financial support from the New Zealand Government through NZAID for a New Zealand Development Scholarship or Commonwealth Scholarship for study at a tertiary institution in New Zealand.
Scholarship offer duration	The original length of the approved NZDS/Commonwealth Scholarship study programme, including any preparatory or bridging programme, from the prescribed start date to end date specified in the original scholarship offer.
Scholarship variation	Any approved change to the scholarship from that specified in the original scholarship offer.
Semester	A teaching period equivalent to one half the academic year of tertiary study.
SIMS	The NZAID scholarships information management system being developed to hold awardee data for all NZAID scholarships, for operational and reporting purposes.
Stipend	The fortnightly living allowance paid by NZAID to an awardee on scholarship.
Study programme	The approved academic qualification and its approved components (e.g. 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	Summer school comprises intensive, on-campus papers taught over the vacation period. Over a period of up to six weeks of full-time study, lecturers teach the same amount of material that an on-campus awardee would normally study within a semester period of 13-5 weeks.
Suspension	An education institution's ruling to temporarily cease an awardee's enrolment at the institution for a specified period of time, usually for academic or disciplinary reasons. In some instances, the awardee can appeal his/her right to re-enrol.
Termination	The decision to end an awardee's scholarship before the completion of study for a breach of scholarship conditions. The awardee is required to immediately return to their home country.
Trimester	A teaching period equivalent to one third of the academic year of post-secondary study.
Unaccompanied stipend	The rate of stipend paid to a single awardee or a married awardee whose dependants do not accompany them in New Zealand.

Annex 3: Participating New Zealand Education Institutions

New Zealand Development Scholarship awardees can study at any of the tertiary education institutions listed below.

Commonwealth Scholarships awardees can only study at New Zealand universities, identified by **(NZDS + CS)**.

University of Auckland (NZDS + CS) Auckland International University of Auckland PO Box 92019, Auckland Mail Centre Auckland 1142, New Zealand Website: www.auckland.ac.nz Email: int-questions@auckland.ac.nz Fax: (International admissions) (+64 9) 373 7405	**Auckland University of Technology (AUT) (NZDS + CS)** International Student Centre, AUT Private Bag 92006 Auckland 1020, New Zealand Website: www.aut.ac.nz Email: international.centre@aut.ac.nz Fax: (+64 9) 917 9925
University of Canterbury (NZDS + CS) International Office Private Bag 4800 Christchurch, New Zealand Website: www.canterbury.ac.nz Email: international@canterbury.ac.nz Fax: (+64 3) 364 2171	**Lincoln University (NZDS + CS)** International Centre, Lincoln University PO Box 94 Lincoln 7647 Canterbury, New Zealand Website: www.lincoln.ac.nz Email: international@lincoln.ac.nz Fax: (+64 3) 325 3879
Manukau Institute of Technology (MIT) International Centre Manukau Institute of Technology Private Bag 94006, SAMC Auckland 2240, New Zealand Website: www.manukau.ac.nz Email: international@manukau.ac.nz Fax: (+64 9) 968 8741	**Massey University (NZDS + CS)** International Office Massey University Private Bag 11 222 Palmerston North, New Zealand Website: www.massey.ac.nz Email: international@massey.ac.nz Fax: (+64 6) 350 5698
University of Otago (NZDS + CS) International Office, University of Otago PO Box 56 Dunedin, New Zealand Website: www.otago.ac.nz Email: international.admissions@otago.ac.nz Fax: (International admissions) (+64 3) 479 8367	**Unitec** International Office, Unitec Private Bag 92025 Auckland, New Zealand Website: www.unitec.ac.nz Email: international@unitec.ac.nz Fax: (+64 9) 815 4301
Victoria University of Wellington (VUW) (NZDS + CS) Victoria International, VUW PO Box 600 Wellington, New Zealand Website: www.vuw.ac.nz Email: VUW-NZAID@vuw.ac.nz Fax: (+64 4) 463 5056	**University of Waikato (NZDS + CS)** International Centre, University of Waikato Private Bag 3105 Hamilton 3240, New Zealand Website: www.waikato.ac.nz/international/ Email: int.centre@waikato.ac.nz Fax: (+64 7) 838 4269

Annex 4: Education Institution Services

New Zealand education institutions contracted to NZAID for the on-award management of the NZDS and Commonwealth Scholarships schemes are expected to provide the following services.

4.1 Academic services to awardees

- provide institution and course information to applicants and awardees;
- consider placement requests within the agreed timeframe and in a consistent manner;
- recognise prior learning and articulated courses;
- assist awardees with course planning and enrolment;
- provide an appropriate academic preparatory programme;
- deliver relevant academic programmes;
- provide appropriate academic support services (library, information technology services, media);
- provide continuous academic counselling support;
- undertake awardee academic monitoring and implement intervention plans;
- provide supplementary academic support as required; and
- assess awardees and issue qualifications in a consistent and timely manner.

4.2 Awardee support services

- arrange all travel for NZDS and Commonwealth Scholarships awardees (and eligible dependants);
- provide arrival, orientation and departure arrangements;
- deliver pastoral care that is sensitive to the cultural and personal requirements of individual awardees;
- provide facilities/services for awardees with a disability;
- provide accommodation for first year awardees;
- respond to personal needs of awardees including but not limited to health and welfare services, personal and vocational counselling, family entry support and assistance with immigration processes; and
- implement awardee safety policies, including the ability to respond to urgent or emergency matters after hours or during holidays.

4.3 Management services to NZAID

- liaise with NZAID's nominee on the placement, arrival and departure of awardees in a timely and professional manner;
- routinely monitor and report on awardee progress and issues;
- provide timely end-of-semester academic reports;
- process scholarship variations within the agreed time-frames;
- update personal and financial data on NZAID's SIMS;

- have in place a financial management structure that enables reimbursable payments and the dispersal of stipends and allowances to awardees in a timely, accurate and auditable manner;
- provide financial management services and report on the payments of stipends, allowances, tuition and other fees; and
- have quality assurance and improvement procedures.

Annex 5: Institutions' Accommodation Arrangements for Awardees Under 18 Years

New Zealand Development Scholarship awardees, who are under 18 years when they commence their study in New Zealand, are required to be placed in accommodation that meets the minimum standards detailed in the Code of Practice for the Pastoral Care of International Students.

Institutions' accommodation arrangements for these awardees are identified in the following table:

Institution	Homestay	Hostel
University of Auckland	√	
Auckland University of Technology (AUT)	√	
University of Canterbury	√	
Lincoln University	√	
Manukau Institute of Technology (MIT)	√	
Massey University	√	
University of Otago[1]	√	√
Unitec[2]	√	
Victoria University of Wellington		√
University of Waikato	√	

[1] Awardees are required to stay in homestay accommodation while undertaking the pre-sessional English preparatory programme.

[2] Awardees can also stay with approved guardians, with the awardee's parental consent.

Annex 6: Application Form Checklist

Applicants are required to provide one original or certified copy of the following supporting documents with their NZAID application form. A photocopied set of the full application form and supporting documents must also be provided.

Supporting documents must be certified as being a true copy of the original document with the official stamp of an authorised official. Where original documents are not in English, applicants must provide certified true copies of official English translations.

The original NZDS or Commonwealth Scholarship application form must include:

- ☐ a signed application declaration;
- ☐ a certified copy of the applicant's birth certificate (in English);
- ☐ a certified copy of official evidence of any name change (in English)
- ☐ a certified copy of the personal pages of the applicant's passport;
- ☐ a recent passport size photograph (attached to the application form);
- ☐ (for undergraduate NZDS applicants only) a certified copy of their official secondary school results, and the grading schedule for each qualification (in English);
- ☐ (for all applicants applying for postgraduate study) a certified copy of the academic transcript for all tertiary qualifications, and the grading schedule for each qualification (in English)
- ☐ a certified copy of the completion or graduation certificate for each completed tertiary qualification (in English);
- ☐ the **original** copy of an international English proficiency test (e.g. IELTS or TOEFL) result. Photocopies or certified copies will not be accepted. Test results must be no more than 24 months old by the time the applicant commences study;
- ☐ (optional) a copy of **relevant** correspondence between the applicant and the education institution, **but only if** the applicant has corresponded with the institution prior to submitting their NZAID application (e.g. an offer of place);
- ☐ if employed, a current job description of the applicant's position, outlining their responsibilities and duties;
- ☐ a **current** (dated) curriculum vitae, including a brief history of relevant paid or unpaid employment experiences and/or community services, tertiary education background, and (for research applicants) publications/theses;
- ☐ three references (no more than 24 months old) on official letterhead, supporting the application to study in New Zealand. These must be relevant to the scholarship and the proposed qualification. Applicants should provide one reference from their current employer, one from a relevant government or community-based organisation, and one from a former lecturer (or school principal for undergraduate applicants), as relevant;

- ☐ for Masters and Doctorate research students, a statement of 500 words outlining the proposed research topic, including research question and objectives, proposed methodology, timeline and justification for overseas fieldwork. The statement should also identify the significance and application of the proposed research topic to their home country;
- ☐ certified copies of their marriage certificate (in English) or affidavit for a de facto relationship, and/or the birth certificates (in English) of any dependant children, if applying for the accompanied stipend.

China Only

- ☐ NZDS-Open applicants from China are also required to have endorsement from the Chinese Ministry of Commerce to submit a NZDS application.

Annex 7: New Zealand Diplomatic Posts' Contact Details

AFRICA	
South Africa Also for **Kenya**, **Mozambique**, **Namibia**, **Tanzania** and **Zambia**	New Zealand High Commission (Private Bag X17, Hatfield, Pretoria 0028) 125 Middel Street, New Muckleneuk 0181, Pretoria, SOUTH AFRICA Tel: (+27 12) 460 7650; Fax: (+27 12) 460 3749; Email: enquiries@nzhc.co.za

ASIA	
Cambodia, **Lao PDR**, **Myanmar**	New Zealand Embassy, M Thai Tower, 14th Floor, All Seasons Place, 87 Wireless Road (PO Box 2719, Bangkok 10500), Bangkok 10330, THAILAND Tel: (+66 2) 254 2530; Fax: (+66 2) 253 9045; Email: nzembbkk@loxinfo.co.th
China Also for **Mongolia**	New Zealand Embassy, Ritan Dongerjie No. 1, Chao Yang District, Beijing 100600, CHINA Tel: (+86 10) 8532 7000; Fax: (+86 10) 6532 4317; Email: beijing.enquiries@mft.net.nz **NZDS-Open applicants from China contact:** **Chen Ning,** Division Director Department of International Trade and Economic Affairs, Ministry of Commerce Tel: (+86 10) 6519 7715; Fax: (+86 10) 6519 7237
India Also for **Bangladesh**, **Nepal** and **Sri Lanka**	New Zealand High Commission, Sir Edmund Hillary Marg, Chanakyapuri, New Delhi 110 021, INDIA Tel: (+91 11) 2688 3170; Fax: (+91 11) 2688 3165; Email: newzealandhc@bol.net.in
Indonesia	New Zealand Embassy, Sentral Senayan 2 ,10th Floor, Jl Asia Afrika No 8, Gelora Bung Karno, Jakarta Pusat 10270 (PO Box 2439 JKT 10024) INDONESIA Tel: (+62 21) 2995 5800; Fax: (+62 21) 5797 4578; Email: nzembjak@cbn.net.id
Maldives	New Zealand High Commission, 391A Orchard Road, #15-06/10, Ngee Ann City, Tower A, SINGAPORE 238873 Tel: (+65) 6235 9966; Fax: (+65) 6733 9924; Email: enquiries@nz-high-com.org.sg
Philippines	New Zealand Embassy, 23rd Floor, BPI Buendia Center, Sen Gil Puyat Avenue, Makati City (PO Box 3228 MCPO, 1272 Makati City), Manila, THE PHILIPPINES Tel: (+63 2) 891 5358; Fax: (+63 2) 891 5357; Email: nzemmanila@globelines.com.ph

Timor-Leste	New Zealand Embassy, Rua Alferes Duarte Arbiro, Farol, Dili, TIMOR-LESTE Tel: (+670) 331 0087; Mobile: (+670) 723 0927; Fax: (+670) 332 4982; Email: dili@mfat.govt.nz
Viet Nam	New Zealand Embassy, Level 5, 63 Ly Thai To Street, Hanoi, VIET NAM Tel: (+84 4) 824 1481; Fax: (+84 4) 824 1480; Email: nzembhan@fpt.vn

LATIN AMERICA	
Argentina Also **Paraguay** and **Uruguay**	New Zealand Embassy, Carlos Pelligrini 1427, Piso 5, C1011AAC Buenos Aires, ARGENTINA Tel: (+54 11) 4328 0747; Fax: (+54 11) 4328 0757; Email: kiwiargentina@datamarkets.com.ar
Brazil	New Zealand Embassy, SHIS QI 09, conj. 16, casa 01, Lago Sul 71625-160, Brasilia DF, BRAZIL Tel: (+55 61) 3248 9900; Fax: (+55 61) 3248 9916; Email: zelandia@nwi.com.br
Chile Also **Peru**	New Zealand Embassy, El Golf 99, Oficina 703 (Casilla 112), Las Condes, Santiago, CHILE Tel: (+56 2) 290 9800; Fax: (+56 2) 458 0940; Email: becas@nzembassy.cl
El Salvador and Guatemala	New Zealand Embassy, Jaime Balmes No. 8, 4th Floor, Los Morales, Polanco, MEXICO DF 11510 Tel: (+52 55) 5283 9460; Fax: (+52 55) 5283 9480; Email: kiwimexico@prodigy.net.mx

PACIFIC	
Cook Islands	New Zealand High Commission, 1st Floor, Philatelic Bureau Building, Takuvaine Road, Avarua, (PO Box 21), Rarotonga, COOK ISLANDS Tel: (+682) 22 201; Fax: (+682) 21 241; Email: nzhcraro@oyster.net.ck
Fiji Islands Also **Nauru** and **Tuvalu**	New Zealand High Commission, Level 10, Reserve Bank Building, Pratt Street, (PO Box 1378), Suva, FIJI ISLANDS Tel: (+679) 331 1422; Fax: (+679) 330 0842; Email: nzhc@connect.com.fj EU/NZAID Office, TNCW Building, (PO Box 150), Funafuti, TUVALU Tel/Fax: (+688) 20 200; Email: eunzaid@tuvalu.tv
Kiribati Also **Federated States of Micronesia**, **Marshall Islands** and **Palau**	New Zealand High Commission, PO Box 53, Bairiki, Tarawa, KIRIBATI Tel: (+686) 21 400; Fax: (+686) 21 402; Email: nzhc@tskl.net.ki
Papua New Guinea	New Zealand High Commission, Embassy Drive, Waigani, (PO Box 1051, Waigani), Port Moresby, NCD, PAPUA NEW GUINEA Tel: (+675) 325 9444, ext. 217; Fax: (+675) 325 0285; Email: nzhcpom@dg.com.pg
Samoa	New Zealand High Commission, Beach Road, (PO Box 1876), Apia, SAMOA Tel: (+685) 21 711, ext. 206; Fax: (+685) 30 765; Email: nzhcapia@samoa.ws
Solomon Islands	New Zealand High Commission, City Centre Building, Mendana Avenue, (PO Box 697), Honiara, SOLOMON ISLANDS Tel: (+677) 21 502; Fax: (+677) 22 377; Email: nzhicom@solomon.com.sb
Tonga	New Zealand High Commission, Corner Taufa'ahau and Salote Roads, (PO Box 830), Nuku'alofa, TONGA Tel: (+676) 23 122; Fax: (+676) 23 487; Email: nzhcnuk@kalianet.to
Vanuatu	New Zealand High Commission, La Casa d'Andrea e Luciano, Rue Pierre Lamy Street, (PO Box 161), Port Vila, VANUATU Tel: (+678) 22 933; Fax: (+678) 22 518; Email: kiwi@vanuatu.com.vu

Annex 8: NZDS and Commonwealths Scholarships Allowances and Entitlements

These allowances and entitlements are current from 1 January 2006. Values are in New Zealand dollars.

Allowances/Entitlements	Unaccompanied students	Accompanied students
Visa-related costs	Visa application costs, i.e. medical examination and police character check costs and visa application fee. Reimbursed on arrival in New Zealand.	Visa application costs, i.e. medical examination and police character check costs and visa application fee (for awardee only). Reimbursed on arrival in New Zealand.
Initial travel to New Zealand	One-way, standard economy class air ticket (including departure tax) by the most direct route from an international airport in the awardee's home country to the international airport closest to the institution.	One-way, standard economy class air ticket (including departure tax) by the most direct route from an international airport in the awardee's home country to the international airport closest to the institution. Includes provision for eligible dependants' travel costs to New Zealand (partner and up to two children only)[1]
Tuition fees	Full tuition fees for the approved study programme, including enrolment, orientation and Student Union fees. Includes summer school tuition fees, if approved by NZAID	Full tuition fees for the approved study programme, including enrolment, orientation and Student Union fees. Includes summer school tuition fees, if approved by NZAID.
Establishment allowance First year Subsequent years	 $1,250 on arrival (no payment in the second semester) $250 each full semester **of each subsequent year**	 $2,000 on arrival (no payment in the second semester) $500 each full semester **of each subsequent year**
Stipend (per annum)	$17,040	$28,430 (student + partner) $33,220 (student + partner and one child) $38,040 (student + partner and two or more children)
Medical and travel insurance	To meet the minimum standard required by the Code of Practice for the Pastoral Care of International Students.	To meet the minimum standard required by the Code of Practice for the Pastoral Care of International Students. Includes eligible dependants.
Additional tutoring	Up to a maximum of 30 hours per annum. Can be used to proofread a postgraduate awardee's thesis.	Up to a maximum of 30 hours per annum. Can be used to proofread a postgraduate awardee's thesis.
Textbook/course costs allowance	$300 per semester	$300 per semester

[1] This provision is only available for new awardees who began their study from January 2006. It was not available for continuing NZAID students or for those who deferred their start date from previous years. Eligibility criteria apply.

Postgraduate research allowance (once only)	$1,000 once	$1,000 once
Thesis allowance (once)	$500 once	$500 once
Dependants' study	Not applicable	1. Up to an equivalent of 20 weeks English language training for a dependant spouse/partner. 2. School donations for dependant children up to the age of 19 years, and NCEA fees.
Children's school allowance	Not applicable	$250 per primary school child per annum $500 per intermediate/secondary school child per annum
Childcare allowance	Not applicable	Provision for dependant pre-school children (or children in after-school care) where the awardee and partner are both full-time NZAID students or the awardee's children are in New Zealand, but their partner is not (or the awardee does not have a partner).
Immigration permits	Payment of approved visa and permit-related costs. (Excludes passport costs, permit/visa renewal costs for a scholarship extension, or travel costs to obtain a visa or permit.)	Payment of approved visa and permit-related costs. (Excludes passport costs, permit/visa renewal costs for a scholarship extension, travel costs to obtain a visa or permit, or dependants' visa or permit costs.)
Other travel	A return, standard economy class air ticket (including departure tax) for unaccompanied, undergraduate students on home leave. A return standard economy class air ticket (including departure tax) for postgraduate research students approved to undertake overseas fieldwork. Provision for compassionate travel (if not covered by insurance).	A return, standard economy class air ticket (including departure tax) for postgraduate research awardees approved to undertake overseas fieldwork. Provision for compassionate travel (if not covered by insurance).
Final travel to the home country	One-way, standard economy class air ticket (incl. departure tax) by the most direct route from the international airport closest to the institution to an international airport in the awardee's home country following completion of the scholarship.	One-way, standard economy class air ticket (incl. departure tax) by the most direct route from the international airport closest to the institution to an international airport in the student's home country following completion of the scholarship. Includes all eligible dependants' final travel to home country.
Unaccompanied baggage	Door to port on completion of scholarship up to a maximum of 150 kilograms.	Door to port on completion of scholarship up to a maximum of 225 kilograms.

Annex 9: Preliminary Application Form Template

NEW ZEALAND DEVELOPMENT SCHOLARSHIP (NZDS)

Preliminary Application Form

Full name:

Date of birth: _____/_____/_____ Gender: ☐ Female ☐ Male

Day Month Year

Postal address:

Home telephone number: Mobile number:

Email address:

CITIZENSHIP/PERMANENT RESIDENCY DETAILS

Name your country of citizenship:

Do you have citizenship or permanent residency for New Zealand, Australia or another country?

☐ Yes ☐ No

If yes, please list:

Are you married to a person with New Zealand or Australian citizenship or permanent residency?

☐ Yes ☐ No

STUDY PROGRAMME DETAILS

Scholarship you are applying for: ☐ NZDS-Public ☐ NZDS-Open

Proposed qualification:

Proposed level of study: ☐ Diploma ☐ Bachelors
☐ Postgraduate Diploma ☐ Masters

Your highest level of qualification: ☐ Senior secondary school
☐ Diploma ☐ Bachelors
☐ Postgraduate Diploma ☐ Masters

Name of highest qualification received:

Are you currently studying? ☐ Yes ☐ No
If yes, give details of qualification and institution:

Have you previously held or are currently holding an NZAID or AusAID scholarship? If yes, please provide details.

☐ Yes ☐ No

Name of scholarship:

Sponsor:

Years of scholarship:

Qualification received:

Current employment details

Name of current or most recent position:

Employing organisation:

Length of time in current role:

This NZDS preliminary application form must include all of the following:

- completed preliminary application form
- curriculum vitae including academic qualifications and work-related experiences
- certified copies of all academic transcripts for tertiary study
- certified copy of your birth certificate
- a short essay providing details on the relevance of your proposed study to the development of your home country, and its relevance to your career on your return home (maximum of 300 words).

Applications without certified copies will not be considered. Certified copies are photocopies that have been signed by a public notary, Justice of the Peace or academic registrar, upon sighting the original documents.

Applications must include all the supporting documentation and should be submitted by **<date>** to:

Scholarship Applications
Attn: NZAID Scholarships Manager
New Zealand High Commission/Embassy
Postal address
Country

Late applications will not be considered.

I declare that the information contained in this form is correct in every detail. I understand that the New Zealand Government reserves the right to confirm the accuracy of the information in my application with the home government and/or other authorities, and that incorrect statements may result in my being declared ineligible for a scholarship.

Applicant's name:

Applicant's signature:

Date: _____/_____/_____

Day *Month* *Year*

Annex 10: Letter to Shortlisted NZDS-Public Applicants

<Date> File No.

<Nominee name and address>

Dear <Nominee name>

New Zealand Development Scholarship - Public category: <Year> Intake

Thank you for your expression of interest in the New Zealand Development Scholarship – Public category (NZDS-Public).

I am pleased to advise that your application has been **shortlisted** and will be considered in the next stage of the selection process. This next stage will determine a final list of applicants who will be ranked on a priority list or a reserve list. Reserve candidates will only be offered a scholarship should a priority candidate not be offered a scholarship or withdraws.

PLEASE NOTE THAT THIS IS NOT A SCHOLARSHIP OFFER.

In order to be considered for the next stage of our selection process you are required to complete the enclosed NZDS application form to undertake <undergraduate/postgraduate> study in <field of study> in New Zealand, as proposed in your preliminary application form.

Also enclosed is additional information to assist you with completing your application. This information comprises an information sheet identifying the general eligibility criteria and any country-specific selection criteria, and notes on completing the application form.

Please carefully read all the information enclosed.

Fill in the application form in English, making sure that you complete all sections. Attach all the required supporting documents (correctly certified) as listed in the checklist of the application form. If you do not fill in the form completely, or do not submit all the required supporting documents, it will delay the processing of your application and you may not be considered for a scholarship.

You must send us one original, completed application form and set of certified supporting documents. You must also send us one complete photocopied set of the application form and supporting documents (that is, two sets in total). Any supporting documents must be in English or certified copies of official translations must also be provided.

Failure to do so will render your application invalid.

Prior to making your final selection on the qualification and institution, we suggest you take the time to research the options related to your identified field of study. This information can normally be obtained through the internet. NZAID may be able to provide information and advice if you need assistance with your choice of qualification and institution, and some university handbooks may be available at the New Zealand Diplomatic Post. As these resources are limited please make an appointment beforehand to avoid disappointment. You can contact <contact name> on <contact telephone> to make this appointment.

All eligibility criteria will be strictly adhered to when making selections. Please ensure that you fully understand the eligibility criteria and any country-specific selection criteria.

Any information supplied or withheld by you in variance with the eligibility criteria will render your application invalid at any stage of the selection process.

Do not contact any of the universities directly to apply for admission, as NZAID will undertake this procedure on your behalf.

Your application must reach <office> before 4.00pm on <date> at the following address:

By post:	**or**	**Hand delivered to:**
<Relevant address>		<Relevant address>

Applications received after the closing date will not be considered. You will be notified by <date> on the status of your application.

We look forward to receiving your application.

Yours sincerely

<NZAID Signatory>
for Manager – NZAID

Annex 11: Placement Advice Form

This form is to be completed by the education institution and a copy sent to the Scholarships Unit, NZAID, along with a copy of the placement budget and the institution's offer of place for applicants from the NZDS Open Category and Commonwealth Scholarship schemes.

Institution Name

New Zealand Development Scholarships/Commonwealth Scholarships
Placement Advice Form

Applicant	
Scheme	
Country	
Gender	
Dependants	
Requested qualification	

Institution (and campus, if applicable)	
Placement response: Accept/Decline	
Study programme offered	
Date student to arrive in New Zealand	
Institution Orientation start date	
English language tuition start/end dates	
Bridging programme title	
Bridging programme start/end dates	
Main qualification title	
Main qualification start date & duration	
Completion date for total study programme	
Hostel accommodation available	
Alternative accommodation	
Additional information or comments (e.g. conditional offer requirements)	

Annex 12: Placement Budget Form

Institution Name
New Zealand Development Scholarships/Commonwealth Scholarships Placement Budget

Awardee name: **Country:**
Scheme: **Dependants:**
Degree: **Date prepared:**

	Year 1 - 2008		Year 2 - 2009		Year 3 – 2010		Year 4 - 2011		Total
Allowance Type	**Jan-Jun**	**Jul-Dec**	**Jan-Jun**	**Jul-Dec**	**Jan-Jun**	**Jul-Dec**	**Jan-Jun**	**Jul-Dec**	
Establishment allowance									
Stipend									
Dependant children's school donations									
Children's school allowance									
Insurance									
Preparatory programme									
English language tuition fees									
Bridging programme fees									
Tuition and other compulsory fees									
Textbook/course costs allowance									
Postgraduate research allowance									
Thesis allowance									
Initial travel to NZ									
Home leave travel									
Overseas fieldwork/research travel									
Baggage allowance									
Final travel to home country									
Total programme costs									
Annual costs	**Year 1**		**Year 2**		**Year 3**		**Year 4**		
For NZAID use only				**NZAID charge code:**					
Budget approved by:				**Date approved:**					

Annex 13: NZDS-Public: Partner Government Scholarship Offer Advice

<Date> File No.

<Partner Government address>

Dear <Partner Government Officer>

New Zealand Development Scholarship-Public Category: Scholarship Offers for <Year> Intake

On behalf of the New Zealand Government, I am pleased to advise that the following applicants have successfully been offered a place to study in New Zealand and are to be offered a New Zealand Development Scholarship – Public category:

Awardee:
Qualification (and major subject):
Institution/campus:
Scholarship duration:
Scholarship value:

Awardee:
Qualification (and major subject):
Institution/campus:
Scholarship duration:
Scholarship value:

I would appreciate your assistance in confirming that the NZDS-Public scholarship offers (NZDS Offer), as outlined above, are acceptable to the Government of <country> by <date>.

Where applicable, awardees are to note any special conditions specified by the education institution in the NZDS Offer. Entry into the approved qualification is dependent on successful completion of any academic preparatory and/or bridging programme.

Please note that, once accepted, unless there are exceptional circumstances, the awardee must take up their approved qualification in the intake year for which it is offered. NZAID does not permit upgrades to a higher level qualification. Please also note that extensions to the original scholarship duration are only approved in exceptional circumstances.

Thank you for your assistance.

Yours sincerely

<NZAID Signatory>
for Manager – NZAID

PLEASE NOTE THIS LETTER IS CURRENTLY IN THE PROCESS OF BEING UPDATED. POSTS / SU, PLEASE GENERATE FROM SIMS.

Annex 14: NZAID Offer Letter

NZAID LETTERHEAD

<Date>

<Awardee Name>
<Address>

Dear <First Name> <Family Name>

NZAID <scheme>: Letter of Scholarship Offer

Congratulations. New Zealand's International Aid and Development Agency (NZAID) is pleased to offer you a <scheme> to study in <study country> from <start date>.

The purpose of this scholarship is to provide you with academic or vocational training so that you can assist in the social and economic development of your country on your return home at the completion of your studies/training.

You have been awarded a <scheme> to undertake:

Training course/Study programme:	<Training programme/Qualification>
Training objectives/Major subjects:	<Major subjects>/<training objective>
	<Major subjects>/<training objective>
	<Major subjects>/<training objective>
	<Major subjects>/<training objective>
Conditions of offer:	<Conditions>
Education institution/Training provider:	<Institution/campus>, <Institution location>
Scholarship duration:	<Start date> to <End date>
Scholarship value:	NZD<Total Cost
Approved Dependants:	**<Dept 1> <Dept 1 DOB>**
	<Dept 2> <Dept 2 DOB>
	<Dept 3> <Dept 3 DOB>

Please note that this is the estimated value of the scholarship. This value may change if costs vary in future and/or there are any changes to your scholarship.

Conditions of the <scheme>

This scholarship offer is dependent on you agreeing to, and meeting, the conditions outlined in this letter of offer. Should you fail to meet any of these conditions, the offer of the <scheme> and study/training programme is no longer valid.

What you need to do now

Enclosed are two copies of the <scheme> scholarship offer. If there are any parts of the scholarship offer that you do not understand, you are strongly advised to contact <signatory> at the <training provider/Diplomatic Post> and the offer will be explained to you.

Your acceptance of the <scheme> scholarship offer and conditions will constitute a legally binding agreement between you and the New Zealand Government.

To accept the scholarship offer you must sign the declaration on page 12 of both copies of this letter of offer in front of an official witness (as stated in the declaration). The witness must also sign both copies of the offer. You and the witness should initial the bottom of each page of the scholarship offer to acknowledge that you have read and understood them.

Keep one copy of the signed scholarship offer for future reference (e.g. for your visa application and for when you travel to <study country>) and return the second copy to the New Zealand Diplomatic Post/training provider by <date>.

If the signed scholarship offer is not returned by this date, the <scheme> scholarship offer is no longer valid and the offer will be withdrawn. It is your responsibility to make sure that we have received the signed scholarship offer – indicating your acceptance of the scholarship – on time.

If you decide not to accept the <scheme> scholarship offer, please advise us immediately by signing the 'Decline of Scholarship Offer' on page 13 and returning it to the New Zealand Diplomatic Post/training provider.

Travel

Arrangements for your travel to <study country> will be made by the <education institution>. You will be informed of these details at a later date. Please note that you may be required to have a valid passport and visa to enter <study country>. The visa application process can take some time so you should begin these arrangements as soon as is possible.

I wish you well for your stay in <study country> and success in your studies/training.

Yours sincerely

For the Executive Director/NZAID Manager

<Scheme>: Conditions of Scholarship

I agree to fully abide by the following conditions of the <scheme> conditions as determined by NZAID.

1. STUDENT RESPONSIBILITIES

1.1 Study programme

In accepting a <scheme>, I acknowledge and agree that:

i. I must take up the scholarship in the year for which it is offered.

   a) I understand that only in exceptional situations (i.e. serious personal circumstances), the start date may be deferred. In this event, I must receive the prior written approval from NZAID, and my Home Government where relevant, to defer the start date of my scholarship[1]. I agree that the scholarship offer will be withdrawn if I have not commenced study/training at the end of the deferral period;

   b) if I become pregnant prior to my departure for <study country>, I will consult with the training provider/New Zealand Diplomatic Post regarding deferral of my scholarship until after the conclusion of the pregnancy;

ii. I have noted and consider appropriate my approved study/training programme and training provider stipulated on page 1 of this scholarship offer and I agree that my study/training programme must not be changed without the **prior** written approval of NZAID;

iii. I will not transfer to a different study/training programme without the prior written approval of NZAID. If NZAID approves a transfer[2], I understand that:

   a) I will be responsible for arranging the transfer and meeting all associated costs, including any fees charged by either the new or the former training provider and moving costs; and

   b) if the minimum time required to complete the new study/training programme is less than the remaining time of my scholarship, the scholarship duration will be reduced accordingly and I will no longer be entitled to remain in <study country> until the original end date in this scholarship offer. I am aware that the immigration authorities will be advised of this change;

iv. if I need a shorter period for study/training than that stipulated in this scholarship offer, the length of my scholarship will be shortened accordingly and I will no longer be entitled to remain in <study country> until the original end date in this scholarship offer. I am aware that the immigration authorities will be advised of this change;

v. my scholarship will not be extended to cover a longer study/training programme nor one at a higher level;

[1] Agreement from the training provider to defer the start date of the study/training programme is also required before approval for a scholarship deferral can be confirmed.

[2] A transfer is only approved in exceptional situations, and only where the new study/training programme is consistent with the human resource development needs and any other country-specific criteria of the home country.

a) an extension to the original scholarship duration stated on page 1 of this scholarship offer will only be considered in exceptional circumstances;

b) any request for an extension is dependent on the training provider being confident that I will successfully complete the study/training programme without failure.

vi. NZAID supports only one qualification or training course except where any additional study/training forms part of the original scholarship offer and has Home Government approval (where required), for example:

a) bridging studies, e.g. a Graduate Diploma leading to a Masters degree; or

b) work experience where NZAID is satisfied that it is a compulsory component of the training programme.

1.2 Satisfactory progress

I acknowledge and agree:

i. to undertake my approved study/training programme full-time;

ii. to comply with the regulations of the training provider and meet all of the study/training requirements;

iii. to undertake any preparatory programme as required by the training provider;

iv. to achieve satisfactory academic progress in my studies or training in accordance with the continuation criteria set by NZAID and the training provider or my scholarship may be terminated;

For NZDS, NZRDS or Commonwealth Scholarship awardees

v. Where my qualification is semester-based, I will have achieved satisfactory academic progress if I:

a) obtain a “pass” grade or above in at least 50 percent of all papers in a full course load in the first year of the scholarship;

b) fail no more than one paper in a full course load per semester in subsequent years of the scholarship;

c) meet the education institution’s continuation criteria, such as the minimum grade point average, required to continue to the next stage. This also includes any continuation conditions specified on page 1 of this scholarship offer or detailed in any probation letter; and

d) pass all core papers that are prerequisites to continue to the next level in my study programme or for successful completion of my qualification.

vi. where my qualification is based around a full academic year (e.g. for Engineering Intermediate or PhD research awardees), I will have achieved satisfactory academic progress if I:

a) meet any conditions specified on page 1 of this scholarship offer or detailed in any probation letter; and

b) pass the year at a sufficient level to meet the education institution's continuation criteria to progress to the next year of my qualification or to successfully complete my qualification;

vii. that I will be placed on probation if my academic progress is marginal (e.g. I continue to fail one paper a semester) and that I will be required to meet certain conditions by the end of that semester. If I do not meet the probation conditions, my scholarship will be terminated; and

viii. to attend summer school if required to achieve satisfactory progress, e.g. to make up for any failed papers before needing to apply for an extension.

1.3 Personal conduct

I acknowledge and agree:

i. to advise NZAID or my training provider of any changes to my, or my family's, circumstances, between the date of my application and my arrival at <study country>, that might affect my scholarship (e.g. becoming engaged to be married, becoming pregnant, changing employment etc);

ii. to act in a manner that will not bring disrepute to my home country, my study country, my training provider, my family or myself during my scholarship;

iii. to obey the laws of <study country> and maintain an acceptable standard of conduct while in <study country>;

iv. that <study country>'s Government is not responsible for any of my actions while I am on scholarship;

v. to ensure that the training provider has a current record of my residential and postal address;

vi. that I will not apply for or receive any other scholarship funding during my scholarship;

vii. to inform the training provider of any problems or circumstances that may affect my ability to continue satisfactorily with my academic studies/training or my scholarship.

1.4 Visa requirements

I acknowledge and agree that I will comply with the conditions of my visa and that:

i. I or my spouse/partner (if relevant) will not apply for permanent residency of any other country during the scholarship period or within two years of scholarship completion;

ii. I will not engage in employment, and I will not apply to change the status of my visa or permit, without prior consent from NZAID;

iii. I will keep my visa/ permit current for the duration of my study/training and ensure that my passport is valid for at least six months longer than my expected scholarship completion date;

iv. For the NZDS, NZRDS and Commonwealth Scholarships, I will be responsible for ensuring that my dependants hold valid visas and that their passports remain valid for at least six months longer than my expected scholarship completion date.

1.5 Completion of study/training

I acknowledge and agree:

i. to leave <study country> within 14 days of completion of my study/training programme[1] and return directly to my home country for a minimum period of two years, in order to utilise the knowledge I have gained through my scholarship to contribute toward the social and economic development of my home country;

ii. if I am selected to study in New Zealand that I or my NZAID supported spouse/partner will not apply for a visa (excluding a short term visitor visa*)* to re-enter New Zealand within two years of scholarship completion; and

iii. that if I or my spouse/partner breach either 1.5 (i.) or 1.5 (ii.), I will be required to refund to the New Zealand Government the total cost of my scholarship, including GST if any. Any such refund will be a debt payable to the New Zealand Government and payment will be enforceable under New Zealand law.

1.6 Dependants (NZDS, NZRDS and Commonwealth Scholarship awardees only)

The NZAID definition of dependants, and details of the full eligibility criteria for dependants[2] to receive NZAID funding, are available from the International Student Adviser at your education institution or the nearest New Zealand Diplomatic Post.

I acknowledge and agree:

i. that to be eligible to apply for NZAID funding, my dependants must not have New Zealand or Australian citizenship or permanent residency status, or citizenship or residency of any other developed country, with the exception of New Zealand citizens from the Cook Islands, Niue or Tokelau, or Samoan/New Zealand dual citizens;

ii. that I can only apply for NZAID funding for immediate dependant family members if I have listed them on my NZAID application form;

iii. to obtain approval from NZAID, through the education institution/New Zealand Diplomatic Post for the entry of immediate dependant family members (other than as visitors), prior to their departure for <study country>;

iv. to provide certified copies of my marriage certificate and/or my children's birth certificates (as relevant) before requesting permission for my immediate family members to join me in <study country>;

v. to care for my family while they are in <study country> and ensure adequate financial support for them;

vi. that I or any of my dependants will not apply for or receive any New Zealand Government-funded benefits for the duration of my scholarship;

vii. that I will not apply for or receive any other scholarship funding without prior approval of NZAID;

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[1] 'Final completion date' for academic awardees is either the date of the final exam (for coursework awardees) or the date research awardees submit their thesis.

[2] Note: Dependants who have citizenship or residency status for a developed country, with the exception of those countries identified in clause 1.6. i., are not eligible to receive NZAID funding, including the accompanied stipend.

viii. for NZDS and Commonwealth Scholarship awardees, to ensure that my dependant school-aged children are enrolled in a primary or secondary school as is required by New Zealand law.

1.7 Sharing information

I authorise NZAID to collect, use and disclose personal information about me (and, where applicable, my dependants) in accordance with the New Zealand Privacy Act 1993, including:

i. the exchange of information (including the provision or collection of academic results) between NZAID and the training provider, and/or the New Zealand Qualifications Authority (NZQA) or other qualifications authorities, my Home Government, or the New Zealand Diplomatic Post, for the purposes of placement and for monitoring my scholarship;

ii. the disclosure of details of my scholarship to my Home Government or to other agencies for the purposes of the ongoing administration, management and monitoring of my study/training and scholarship;

iii. the disclosure of academic results or other personal information to such organisations approved by NZAID for the purpose of statistical analysis or research in monitoring and evaluating NZAID scholarships;

iv. the exchange of information between NZAID and immigration authorities (e.g. Immigration New Zealand or immigration authorities in <study country> or my home country), including information to enable NZAID to calculate benefits or repayment of any debt payable, or to monitor continuing eligibility for assistance;

v. the exchange of information between NZAID and the New Zealand Inland Revenue Department (IRD), including information to enable NZAID to calculate benefits or repayment of any debt payable, or to monitor continuing eligibility for assistance;

vi. information regarding medical examinations and police/character checks required by the <study country> Government for the purpose of assessing my eligibility for a visa;

vii. the exchange of information between NZAID or the training provider and any health or insurance provider for international students and, in respect of dependants, to education authorities and schools where needed;

viii. any personal or academic information, as may be deemed relevant, to or from other agencies;

ix. providing my name and contact details to persons wishing to arrange publicity, social or other activities for NZAID funded awardees and/or to persons forming alumni or associations of awardees educated in <study country>

x. assisting with the monitoring and evaluation of <scheme> while on scholarship or following completion of my scholarship.

xi. informing, if relevant, my dependants of the disclosure of information about them, as described above. This is not applicable for ELTO and STTA awardees.

2. TRAINING PROVIDER RESPONSIBILITIES

2.1 First point of contact

In accepting a <scheme>, I understand that any requests for information or advice about this scholarship and study/training programme should in the first instance be directed to the training provider.

2.2 <Scheme> entitlements

I understand NZAID will fund the following entitlements:

i. an economy class air ticket by the most direct and economical air travel route between an international airport in my home country nominated by NZAID and an airport in <study country> close to the training institution where I will study/train;

ii. airport reception and accommodation on arrival;

iii. an establishment allowance;

iv. a stipend to meet most basic living expenses for the duration of my scholarship

v. the full cost of training or tuition fees including compulsory enrolment, orientation and student union fees. (Course related costs are excluded.);

vi. at the completion of my scholarship, an economy class air ticket by the most direct and economical travel route from the international airport close to my training provider to an international airport in my home country.

The NZDS and Commonwealth Scholarships will also fund:

vii. an economy class air ticket by the most direct and economical air travel route from my home country to <study country> (as above) for my spouse/partner and up to two children **if eligible**, and if they arrive within six months of my initial start date;

viii. where my study programme is 18 months or longer, an accompanied stipend is available to assist with basic living costs of eligible dependants. This allowance may need to be supplemented by the awardee;

ix. insurance which includes health care and travel cover;

x. a textbook/course costs allowance;

xi. for postgraduate (Masters and PhD) research awardees, where research comprises more than 50 percent of the study programme, a research allowance and thesis allowance;

xii. School donation fees and a school allowance for each eligible dependant child; and

xiii. at the completion of my scholarship, an economy class air ticket for myself and my eligible dependants by the most direct and economical air travel route from the international airport close to my education institution to an international airport in my home country.

2.3 Academic monitoring, support and pastoral care

I acknowledge and agree that the training provider will:

i. regularly monitor my academic/training progress and provide this information to NZAID and to my Home Government, where relevant;

ii. provide the necessary instruction, services and facilities so that I can complete the approved study/training programme within the minimum specified time;

iii. provide appropriate academic/training support and pastoral care for the duration of my studies/training;

iv. provide a reasonable amount of tutorial assistance, where needed and with the prior approval of NZAID;

v. if needed and with the prior approval of NZAID, defer my scholarship in exceptional circumstances. During periods of deferral, scholarship entitlements cease and I will be required to return to my home country. I agree that the scholarship offer will be withdrawn if I have not recommenced study/training at the end of the deferral period.

3. TERMINATION OF <Scheme>

I acknowledge and agree that NZAID will terminate my scholarship, with further consequences stated below, if I breach any conditions of my scholarship, including if:

i. I do not:

   a) regularly attend classes or undertake study/training full-time in my approved study/training programme;

   b) sit exams or complete assessments that are compulsory course requirements; and/or

   c) maintain satisfactory academic progress to enable me to complete my approved study/training programme in the scholarship period specified.

ii. I breach any of my scholarship conditions or act in a manner which will bring disrepute to NZAID, <study country>, my training provider, my home country or myself during the period of my scholarship;

iii. I change my visa or permit or fail to comply with one or more conditions of that visa/permit;

iv. it becomes clear that I no longer intend to return to my home country and/or I do not leave my <study country> within 14 days on completion of my studies;

v. I (or my spouse/partner or dependant children) apply for or gain permanent residence of New Zealand, Australia or another country during the scholarship period (my scholarship will be terminated at the date of application), or within two years of scholarship completion;

vi. I made a false or misleading statement, or omitted necessary information, on my NZAID scholarship application form.

3.1 In the case of termination on academic grounds, I acknowledge and agree that I will:

i. be required to return to my home country **within 14 days of the date of termination**. I understand that the relevant immigration authorities will be notified and my visa revoked. The return is at NZAID expense. If I do not return to my home country within 14 days of termination, I will forfeit all scholarship entitlements, including the return airfare.

3.2 If NZAID terminates my scholarship on non-academic grounds, I acknowledge and agree that I will:

i. be required to return to my home country **within 14 days of the date of termination**. I understand that the relevant immigration authorities will be notified and my visa revoked. The return is at NZAID expense. If I do not return to my home country within 14 days of termination, I will forfeit the return airfare;

ii. permanently lose all other <scheme> entitlements from the date of termination; and

iii. should I not return home, I will incur a debt to the New Zealand Government and will be required to refund the total cost of my scholarship to the New Zealand Government.

3.3 Debt to New Zealand Government

I acknowledge and agree that if I incur a debt to the New Zealand Government, the amount of the debt will equal the total cost of my scholarship including actual tuition fees, airfares, allowances, stipends and other costs paid by the New Zealand Government to me or on my behalf in relation to my scholarship.

Should I incur a debt to the New Zealand Government, I undertake to discharge fully that debt by either:

a) returning home and working for a period of two years in my home country; or

b) repaying in full the total amount of the debt.

Further details relating to the <scheme> are contained in the relevant student handbook. NZAID has the right to amend terms and conditions of the NZAID scholarships as needed.

<Scheme> Declaration

I <First name> <Family name> accept the offer for a <scheme> as stated on page 1 of this scholarship offer.

Further:

i. I agree that the information provided about me is true, complete and correct and I acknowledge that supplying incomplete or false information may result in NZAID withdrawing the scholarship;

ii. I fully understand the conditions under which the scholarship is offered;

iii. I am not aware of any medical, personal or other circumstances (e.g. disability, illness, family or financial matters), which might prevent me from completing my study/training within the time allowed for the scholarship;

iv. I agree to advise NZAID immediately should there be any changes in my circumstances;

v. I understand that where NZAID approval is required for any action in the administration of my scholarship the approval of my Home Government may also be required;

vi. I consent, in accordance with the New Zealand Privacy Act 1993, to the training provider supplying the following information to NZAID:

   a) any issues that may affect my ability to complete the approved qualification or training programme under a <scheme>;

   b) the assessment marks/grades of any course that I have undertaken under a <scheme>, if relevant; and

   c) any information relating to incidents of alleged misconduct during the term of my <scheme>.

I make this solemn declaration conscientiously believing the same to be true.

Awardee name: _____

Awardee signature: _____

Declared at: _____ this _____ day of _____ 200_____

Place *Date* *Month* *Year*

Witness name: _____

Witness signature: _____

This witness must be a Commonwealth Representative or New Zealand Diplomatic Post Representative or Notary Public. In Commonwealth countries, a Commissioner of Oaths or Justice of the Peace or other person legally authorised to administer oaths may also witness this declaration.

Decline of offer for an NZAID Scholarship

I, <First name> <Family name>, am unable to accept the offer of <scheme>

Reason for declining the scholarship:

Signature: _____

Date: _____/_____/_____
Day *Month* *Year*

Annex 15: Probation Letter Template

Date File number

<Awardee name>
<Awardee address>

Dear <Awardee name>

<New Zealand Development Scholarship/Commonwealth Scholarship> Probation: Unsatisfactory Academic Progress

I am writing regarding your semester <1 or 2> results from <education institution>.

Under the terms of the <New Zealand Development Scholarship (NZDS)/Commonwealth Scholarship>, students with less than satisfactory academic performance may be placed on probation for one semester. While on probation the student is required to pass all papers in that semester (including any compulsory papers required for their qualification) and meet any other specified conditions, or their scholarship will be terminated.

After reviewing your academic results and following consultation with NZAID, I wish to advise that you have been placed on probation for the following semester, <insert specific dates>. Please note that you must pass all your papers this semester <including the following paper/s:> or your <New Zealand Development/Commonwealth> Scholarship will be terminated.

I am confident that you can meet the requirements of the probation. I also encourage you to take advantage of the support services provided by <education institution service>, as they have experience in assisting students with personal or academic matters.

Please do not hesitate to contact me if you wish to discuss this further.

I wish you well with your studies this semester.

Yours sincerely

<Education Institution Signatory>
<Education Institution Signatory Title>

cc. Scholarships Unit, NZAID

Annex 16: Termination Letter Template

Note: This letter is to be amended depending on whether the education institution or New Zealand Diplomatic Post is issuing the letter.

Date File number:

<Awardee name>
<Awardee address>

Dear <Awardee name>

Termination of <New Zealand Development Scholarship/Commonwealth Scholarship>

I write to advise you that, after due consideration and consultation with NZAID <and your home government>, your <New Zealand Development Scholarship (NZDS)/Commonwealth Scholarship> has been terminated with immediate effect due to <termination reason>.

You are required to leave New Zealand within 14 days from the date of this letter and return directly to your home country. This office will arrange and pay for your air travel home and will notify you of these arrangements once confirmed.

As your termination is based on academic grounds, your stipend will be paid up to the date of departure from New Zealand.

OR

As your termination is based on non-academic grounds, your stipend and other entitlements will cease with immediate effect.

You are responsible for ensuring that all other matters are finalised. **Please note that Immigration New Zealand will be notified of this termination advice and your student visa revoked.**

Yours sincerely

<Education Institution/Diplomatic Post Signatory>
<Education Institution/Diplomatic Post Signatory Title>

cc. <Education Institution/Scholarships Unit, NZAID>
<Partner Government if applicable>
<Immigration New Zealand>

Australian Government
AusAID

...towards a safe and just world

nzaid
New Zealand's International Aid & Development Agency

REGIONAL DEVELOPMENT SCHOLARSHIPS

STUDENT HANDBOOK

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A Joint Publication of AusAID
255 London Circuit
Canberra ACT 2601
AUSTRALIA
www.ausaid.gov.au
September 2007

New Zealand's International Aid
and Development Agency (NZAID)
Nga Hoe Tuputupu-mai-tawhiti
Wellington
NEW ZEALAND
www.nzaid.govt.nz
September 2007

WELCOME TO THE REGIONAL DEVELOPMENT SCHOLARSHIPS SCHEME

This handbook has been written for you as an Australian Regional Development Scholarship (ARDS) *or* a New Zealand Regional Development Scholarship (NZRDS) student and outlines the terms and conditions of the RDS scheme. This handbook is also for Cook Islands students who are co-funded by AusAID and NZAID.

This handbook contains important information. Please read it carefully and keep it in a safe place so that you can refer to it.

We hope that you have a safe, successful and enjoyable time while you are studying as an RDS scholarship student.

INTRODUCTION

Overview

The AusAID Australian Regional Development Scholarship (ARDS) and NZAID Regional Development Scholarship (NZRDS) schemes provide the opportunity for individuals from developing Pacific island countries to undertake studies at post-secondary education institutions in the Pacific region.

The purpose of the scholarships is for Pacific Islanders to gain knowledge and skills that will help in the development of their home country by contributing to identified human resource development training needs.

The Australian Regional Development Scholarships (ARDS) awards are funded under the Australian Government's Overseas Aid Program. The Australian Agency for for International Development (AusAID), an administratively autonomous agency within the Foreign Affairs and Trade Portfolio, delivers the program.

The New Zealand Regional Development Scholarships (NZRDS) awards are funded by the New Zealand Government's Official Development Assistance (ODA) programme. New Zealand's International Aid and Development Agency (NZAID), a semi-autonomous agency within the New Zealand Ministry of Foreign Affairs and Trade, delivers the program.

Because the two scholarship schemes are very similar, it is envisaged that there will be one scholarship scheme within the next few years, referred to in this handbook as Regional Development Scholarships (RDS).

Further information about both donors are available on the website – AusAID: www.ausaid.gov.au, NZAID : www.nzaid.govt.nz

RDS definitions

Your **"Sending Post"** is the Australian High Commission or New Zealand High Commission (depending on your award) in your home country. Your Sending Post manages your scholarship while you are in your home country and they will assist you as you prepare to travel to the country where you will be studying.

Your **"Receiving Post"** is the Australian High Commission or New Zealand High Commission (depending on your award) in the country where you are studying. Your Receiving Post is responsible for managing your scholarship while you are in the study country, including paying your stipends, arranging travel, assisting with family entry, and academic monitoring etc.

In some cases, AusAID and NZAID have contracted educational institutions or independent contractors to take on many of the responsibilities of receiving posts, with oversight from the Australian and/or New Zealand High Commission in that country. This impacts students in Fiji and Papua New Guinea.

Both AusAID and NZAID have a contract with Fiji School of Medicine. This means that the Education Unit and its Liaison Officers are responsible for your day-to-day welfare, including paying your stipends, arranging travel, assisting with family entry, academic monitoring etc. For all matters with financial implications, sending posts are contacted.

University of the South Pacific (Laucala Campus) has a Regional Scholarships Team (ReST) that manages ARDS students. NZRDS will be notified when this arrangement applies to them. ReST is responsible for paying stipends, arranging travel, assisting with family entry, academic monitoring etc. For all matters with financial implications, ReST contacts the sending post.

AusAID students in Papua New Guinea are managed by PATTAF (Papua New Guinea Targetted Training Facility). PATTAF acts as the receiving post, in consultation with the Australian High Commission.

The information contained in this handbook is current at the time of publication.
AusAID and NZAID have the right to amend conditions of the RDS scheme.

Aid programme objectives in the Pacific

Australia and New Zealand both have strong, long-standing links with their Pacific neighbours, and are therefore committed to working with Pacific Island countries to jointly address the challenges they face, and to assist in achieving long-term sustainable development in the region.

The goal of Australia's aid program is to assist developing countries to reduce poverty and achieve sustainable development. There is particular emphasis on accelerating economic growth, fostering functioning and effective states, investing in people, and promoting regional stability and cooperation.

Australian Regional Development Scholarships are an investment in the people of the Pacific. Specific selection criteria, scholarship numbers, and priority fields of study are determined annually as part of Australia's bilateral development assistance program in each country.

The New Zealand Government's aid programme has a central focus on eliminating poverty in developing countries, with its primary focus on the Pacific region.

NZAID's Education Policy and Education Strategy place priority on access to, and the quality of, basic education, with a particular emphasis on achieving gender equality in education. NZAID also supports tertiary education, including technical and vocational training, through the provision of financial and technical assistance and scholarships.

NZAID scholarships play an important role in addressing identified human resource training needs of developing partner countries with which New Zealand has significant ties. By building capacity in key sectors, NZAID scholarships can contribute to NZAID's mandate of poverty elimination.

Purpose of the Regional Development Scholarships (RDS)

The main purpose of the scholarships is to support carefully selected Pacific Islanders to gain knowledge and skills in specific subject areas that can contribute to the sustainable development of key sectors in their home country.

PREPARING TO TRAVEL to your study country

Assistance from your "Sending Post"

The Sending Post is responsible for assisting you while you prepare to travel to your study country, for example, by:

- answering questions about your scholarship;
- arranging a joint pre-departure briefing (where possible) for all RDS students from your country to provide further information about the study country and the RDS scheme;
- providing contact details for the Receiving Post and your education institution in the study country; and
- paying for and arranging an airfare by the most direct route from an international airport in your home country to your study country.

Before you travel

While organising your pre-departure arrangements, and before leaving your home country, you must:

- obtain a passport and ensure that it is valid for at least six months longer than your expected scholarship completion date;
- ensure the necessary immigration permits are arranged, or that you have all required documentation to apply for a permit on arrival (if allowed);
- organise a medical certificate and police clearance;
- check the airline baggage allowance prior to departure;
- attend the pre-departure briefing;
- organise travel from your home town to the international airport from which you will depart; and
- pay your airport departure tax when you leave for the study country.

Remember to take the following with you to the study country:

- your passport and two witnessed passport photos;
- the original copy of your RDS Scholarship Offer (for immigration purposes on arrival in the study country);
- if advised by your sending post, a letter from your government confirming that they support your RDS Offer;
- a letter from your sending post advising that you are travelling without a return ticket;
- a copy of the education institution's placement offer;
- a certified copy of your birth certificate and, if applicable, marriage certificate;
- certified copies of the birth certificates for each dependant
- a copy of your medical certificate and police clearance (in a sealed envelope); and
- contact details of the education institution and the Receiving Post in the study country.

Please be sure to travel with sufficient cash to cater for unforeseen delays or emergencies, as well as immediate expenses on arrival in the study country.

ARRIVAL IN THE STUDY COUNTRY

Management of your scholarship while you are studying

While you are in the study country, the "Receiving Post" will manage your scholarship.

Regional Development Scholarship (RDS) students study in a number of Pacific countries, including Fiji, Papua New Guinea, Samoa and Vanuatu. This means that RDS students may experience different circumstances depending on where they study, e.g. in terms of immigration requirements, cost of living, medical/healthcare arrangements, education institutions' facilities and services, etc.

Within a few days of your arrival in the study country, the Receiving Post will provide an arrival briefing to explain local conditions and requirements, to tell you about the RDS entitlements and terms and conditions, and to explain your obligations as a RDS student. You will also be required to attend the education institution's orientation programme.

You should contact your Receiving Post if you have questions about your scholarship, including:

- your stipend and establishment allowance payments;
- academic performance standards and continuation criteria
- any academic or personal problems that may affect your scholarship or your ability to study or to sit an exam;
- requests for additional tutoring if you are having difficulty with your studies;
- change of courses or subject
- requests to change your original scholarship offer, such as an extension or a deferral*;*
- compassionate travel
- issues regarding dependants
- travel arrangements for return to your home country.

ACCOMMODATION

Institutions are generally responsible for arranging accommodation for all new students. You are responsible for paying for your accommodation costs from your stipend, except for students in Papua New Guinea living on campus, whose accommodation costs will be paid directly to the institutions.

If you are an unaccompanied student you must live on campus for at least the first year of your scholarship. Student must also remember that they are to abide by the rules and regulations for on-campus accommodation, including rules regarding payments. Arrears of payments are regarded as a serious offence, and may result in award termination.

If you are an accompanied student, you are responsible for finding your own accommodation for your family. You may have to live off campus if there is no available on campus accommodation. You will be expected to pay for bond and rent if you live off-campus

Requests to move off campus

You are encouraged to remain on campus unless a good proposal for off-campus living is presented. Any request to move off campus must be made to the Receiving Post, and to hostel management, at least five weeks before the beginning of the new semester.

If a student chooses to move off campus during the semester, then the student will forfeit the amount they have paid in advance and may also be expected to pay a penalty.

YOUR WELFARE

Adjusting to life in a new country

Life in another country can sometimes be frustrating because of differences in language, food, climate, pace of life and social customs. When you travel to your study country, it may take you time to adjust to the lifestyle and culture. What you considered normal in your own home country might be looked at differently in your study country. Their social customs, etiquette or mannerisms might not be what you consider appropriate or normal. These differences and variations can all have an effect on you and may affect your academic progress and general wellbeing.

Culture shock affects people in different ways. For example, you may become bored or homesick, be indifferent to the local food, or you may find that you are unable or reluctant to mix with other people. You may suffer physical side effects such as stomach pain, headache or insomnia. There is no instant cure for culture shock. Usually, with time, it will go away as you begin to feel more comfortable in your new environment. It helps to talk to others, especially other students or people from your own country. They might be feeling the same as you and talking about it may help you both. Try to get out and about, and generally try to stay busy. Health and counselling services are also available.

Meeting people from other countries can be a very enriching experience. Attending a regional tertiary institution will make a major contribution not only to your educational development but also to your social, sporting, and cultural development. We hope you will make the most of all the opportunities.

Student counselling

Your education institution has counselling services to help you overcome any problems you may experience while studying. These may be study problems, homesickness, culture shock and difficulties with socialising (either too much or too little), budgeting or other personal matters. Students are encouraged to seek help immediately, either from the institution or receiving post.

If you are sick

Your health and wellbeing are important. If you feel unwell, for all general medical concerns see the Student Health Officer at your education institution. If necessary, the Student Health Officer will refer you to a specialist.

Note: If the Student Health Officer refers you for further treatment you must first contact your Receiving Post or International Students' Officer to discuss this and to seek prior approval for payment of treatment.

YOUR SCHOLARSHIP RESPONSIBILITIES

You were offered a RDS in recognition of your previous achievements as well as your potential ability to contribute to the development of your country. As such, it is an important opportunity for you and for your country.

You should understand that this scholarship is not a personal gift to you, but rather, an agreement between yourself and the Australian or New Zealand Government, under which you have agreed to abide by certain conditions in return for which the Australian or New Zealand Government makes certain commitments.

While on scholarship, it is your responsibility to:

- understand and meet the conditions of the scholarship detailed in your RDS Offer letter
- be familiar with the academic performance requirements of the scholarship (see page _____), and apply yourself to your studies to achieve these;
- inform the Receiving Post immediately of any academic or personal factors that may affect your ability to continue with your studies or scholarship;
- fully adhere to the rules and regulations of your education institution;
- conduct yourself in an appropriate manner;
- budget within your stipend to pay for all your living expenses, including accommodation bonds, rents and insurance etc;

- meet any loans, debts and fines you may incur while studying;
- if an unaccompanied student, contact your Receiving Post about booking home leave travel by July;
- (if a returning student) arrange your accommodation, e.g. flatting, board or on-campus accommodation, and inform the Receiving Post of your new contact details;
- take responsibility for the wellbeing of your family while they are in the study country. Ensure adherence to the terms and conditions of your scholarship, and the laws of the study country.

If you do not comply with the RDS terms and conditions, your scholarship may be withdrawn or terminated.

STIPENDS AND ENTITLEMENTS

Regional Development Scholarship stipends and entitlements are paid to you, or on your behalf, by the Receiving Post. The amount of the stipends and entitlements depends on the country in which you are studying, and is specified in your RDS offer letter.

Apart from payment of your tuition fees and approved travel to and from the study country, you are fully responsible for managing your money and meeting all your expenses throughout the year[1].

A one-off establishment allowance and a fortnightly stipend (or living allowance) is paid to you to assist you to meet those expenses. You should have no expectation of any additional one-off payments.

Establishment allowance

The establishment allowance is paid at the start of your scholarship to assist you with immediate costs on your arrival in the study country. This may include:

- first semester on-campus accommodation costs;
- rental bonds;
- purchase of suitable clothing;
- textbooks etc.

Fortnightly stipend

The stipend is paid directly into your bank account each fortnight in arrears and continuously throughout the period of your scholarship. This includes holiday periods and during home country fieldwork/research or unpaid practical training.

There are two stipend rates:

1) the unaccompanied rate for single students, or married students who are not accompanied by dependants in the study country; and

2) the accompanied rate for students who are accompanied by at least one immediate family member in the study country. Where both the student and their spouse/partner are RDS students, or the spouse/partner is working in the study country, a compound stipend rate applies (see page _____).

The stipend is sufficient to meet your routine expenditure on:

[1] Excluding students studying in Papua New Guinea or New Caledonia.

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

The stipend also covers your less regular expenditure on:

- clothing (including uniforms and protective wear);
- course-related stationery and textbooks;
- in-country field trips, projects, workshops and conferences;
- essential optical and dental treatment;
- graduation gown hire;
- departure taxes; and
- unaccompanied and excess baggage.

It is important that you budget for all these costs – if you need help preparing a budget, discuss this with the institution's student services support staff.

Accompanied stipend rate

The accompanied stipend is for students with at least one member of their immediate family (not on a scholarship) accompanying them in the study country. This rate is the same amount regardless of the number of accompanying family members. It is calculated based on two adults and two dependant children.

The accompanied stipend will assist you with your family's basic living costs. It will not cover the full costs of providing for a family in the study country or all of your lifestyle expectations. You and your family must carefully consider the costs of supporting a family in the study country as you may have to supplement the accompanied stipend to cover the balance of your living expenses.

You are responsible for arranging and paying for your dependants':

- passports, visas and permits, and extensions to permits;
- immigration bonds;
- airport departure tax;
- travel to and from the study country;
- travel and personal effects insurance;
- medical/healthcare;
- school or childcare fees; and
- full cost of living expenses (e.g. accommodation, food, clothing etc).

Eligibility to receive the accompanied stipend

'Immediate family' is defined as:

- your spouse or de facto partner; and/or
- your legal (including adopted[2]) children, or those of your spouse/partner, who are under 18 years of age.

[2] The student must provide evidence (such as an affidavit or statutory declaration) stating that they and/or their spouse/partner have been the legal guardians of any adopted child/ren for at least two years prior to application for a NZAID scholarship.

A de facto partner is defined as someone who the student has been living with in a genuine and stable, interdependent relationship for 12 months or more, akin to a marriage. If you are in a de facto relationship, you are required to provide evidence of the status of your relationship, such as a signed affidavit or statutory declaration.

To be eligible to receive financial assistance for your dependant children or spouse/partner:

- your dependants must be listed on your RDS application form (excluding any children born following your arrival in the study country);
- you must be on a scholarship greater than one year in duration and have at least 12 months remaining on your scholarship by the time your family arrives in the study country (unless Sending Post agrees otherwise);
- your dependants cannot be a citizen or permanent resident of New Zealand or Australia (unless they hold New Zealand passports, i.e. the Cook Islands, Niue and Tokelau); and
- you must normally live together in your home country and you must live together in the study country (on or off-campus).

Applications for family entry

RDS students must request permission from AusAID or NZAID if they wish to bring their family to the study country. This permission must be sought well in advance of the family's intended travel. You are responsible for arranging all of your family's accommodation and childcare needs prior to their arrival. For ARDS students, it should be noted that the accompanied rate of stipend cannot be paid until the commencement of lectures, regardless of the date of family arrival.

You should also note that the immigration authorities in some study countries will require you to pay an immigration bond for your family; in particular, the immigration bond for family members to enter Fiji is a considerable amount. The Receiving Post will be able to advise the amount of the immigration bond you will be required to pay.

Once your family has arrived in the study country, you must inform the Receiving Post. To apply for the accompanied stipend, you must provide the following documentation:

Dependant spouse or partner: marriage certificate (or statutory declaration/affidavit attesting to a de facto relationship), birth certificate (or certified church baptism certificate), and passport.

Dependant children: birth certificate (or certified church baptism certificate) or evidence of adoption, and passport.

You must ensure that your family obtains the appropriate visas/permits for their stay in the study country, and that they abide by their conditions.

Stopping allowances

Your stipend payments will be suspended if you:

- have been hospitalised for more than six weeks;
- have had your scholarship deferred or suspended;
- you have an unexplained absence of more than one week from the study country; or
- you are on work attachment and you receive a wage that is more than the stipend.

Your stipend payments will cease:

- if you change to a DFL Award[3];
- on the date of your arrival back in your home country following termination or withdrawal of your scholarship;
- on the date of your arrival back in your home country following completion of your qualification and final departure from the study country.

In addition, the accompanied stipend will cease when:

- your dependants return home (even if you are still studying); or
- you are out of your study centre beyond the maximum time permitted for an approved period of work attachment, practical training or fieldwork in your home country.

It is your responsibility to advise the Receiving Post if your family is planning to leave the study country for any reason during the course of your scholarship as this could affect the continuation of your stipend. You will be required to repay any allowances that are overpaid.

Compound stipend

If you are married to another RDS scholarship recipient, and you have:

- no dependant children in the study country, then you will both receive the unaccompanied stipend rate and you are both entitled to annual reunion travel; or
- dependant children in the study country, then one of you will be paid the unaccompanied rate and the other is paid the accompanied rate. In such cases, neither of you are entitled to annual reunion travel.

Where your spouse or partner is in receipt of another scholarship or is employed in the study country, you must declare your spouse's income to the Receiving Post, so that a decision a decision can be made on the appropriate rate of stipend. If the total of the unaccompanied stipend and the spouse's income is:

- less than the annual accompanied rate, you will be paid at the accompanied rate;
- more than the annual accompanied rate, you will only be paid the unaccompanied rate.

Other RDS Entitlements

Additional tutoring: You may request supplementary tutorial assistance in some circumstances (see page _____).

Basic health cover: The scholarship covers essential medical and health-related costs. Depending on the country and institution, support for medical treatment may be provided through:

- arrangements with institutions for consultations with doctors (such as at USP, where a medical levy is paid directly to the institution, and at FSM, where there is no charge for basic healthcare, such as doctor's consultations and prescriptions);
- arrangements with approved doctors and chemists; or
- reimbursement on production of receipts.

[3] A Distance and Flexible Learning (DFL) Award only covers the tuition fees for students studying in their home country.

Your Receiving Post will clarify the healthcare provision for your situation.

RDS does not cover health-related or medical expenses for your dependants. You are responsible for these expenses.

Compassionate travel: Assistance is available for you to travel to your home country in the case of the death or imminent death of an immediate family member. This provision is only available once during your scholarship, and must be discussed with the Receiving Post before any travel is arranged. This assistance is not available to dependants.

Home country fieldwork: If you are enrolled in a Masters degree, where the research comprises over 50% of your qualification, you may apply for one return economy airfare to your home country to undertake fieldwork that is essential to your research. The maximum time you can spend in your home country to undertake fieldwork/research is six months, and the fieldwork should not result in the need for an extension. You must submit a proposal at least six months in advance to undertake home country fieldwork.

Home leave travel: If you are a continuing student and receive an unaccompanied stipend, you are entitled to receive an airfare to travel home at the end of each academic year. You are encouraged to remain at home for the full duration of the institution's Christmas vacation, unless you are required to stay in the study country for academic reasons such as a work attachment or practical training, or for summer school courses that cannot be studied in your home country. Your fortnightly stipend will continue over the Christmas vacation. You must contact the Receiving Post well in advance (preferably by September) of intended travel.

Work attachment/practical training travel: You are entitled to receive an airfare to your home country for an approved work attachment or practical training. If you do not receive a wage for the work attachment/practical training, your fortnightly stipend will continue to be paid during this period. You must contact your Receiving Post at least two months before the intended travel so that they can arrange and pay for the air ticket.

Travel Arrangements

Travel bookings related to your scholarship must be made through your Receiving Post. You are responsible for contacting them well in advance of any intended travel so that they can ensure that seats are available at the most economical fare possible. Bookings will be made to your home country by the most direct route available.

In addition:

- home leave must be taken for the maximum possible length of time;
- final departure travel should take place within 14 days of completion of your qualification (usually after the final exam); and
- air tickets are not transferable or refundable.

Student responsibilities
You are responsible for ensuring that your passport is valid and renewed when necessary. Your passport must be valid for at least six months longer than your expected scholarship completion date. You are required to pay for any extensions to your visa or permit, as well as airport departure tax costs.

Personal international travel

If you wish to undertake any other travel outside the study country, you are required to seek approval from your Receiving Post prior to the travel, which will be considered on a case-by-case basis. Personal international travel must be taken outside semester time and you must ensure you return to the study country in sufficient time for the start of the semester. You must also ensure that the travel will not affect your scholarship, study or academic performance, and personal travel must not result in a request for an extension.

SCHOLARSHIP DURATION

Your scholarship was offered for a specific qualification and for a specific length of time. You are expected to complete your qualification within the scholarship duration specified in your RDS Offer.

As well as your main qualification, the study programme detailed in your NZRDS Offer includes any required preparatory, bridging or qualifying programme; on-award work attachments or practical training; and/or home country fieldwork/research. If your institution later assesses that a shorter preparatory, bridging or qualifying programme (as relevant) is adequate, your scholarship duration will be reduced accordingly

If you are completing a coursework qualification, the scholarship duration is based on the academic years that the degree would normally take you studying full-time with no failed courses

If you are completing a Masters by research, the scholarship duration is based on your institution's estimate of the minimum time in which you could be expected to complete the qualification.

When assessing the minimum completion time for the approved qualification, the institution will have taken into account any courses that you may have passed previously (and for which you will receive cross-credits). For example, a student who has three courses cross-credited towards their qualification may have their minimum completion time reduced by one semester.

Work attachments or practical training connected with your qualification are limited to a maximum of 12 months duration.

Academic Progress and Continuation Criteria

Your academic and general progress will be monitored by your education institution, Sending Post, and Receiving Posts. Certain information about your academic progress will also be provided to your home government.

In particular, your academic performance will be closely monitored.

It is important that you discuss your academic progress or any other issues which may be affecting your study and/or scholarship with your Receiving Post throughout the academic year, especially when you are experiencing difficulty.

When you are planning your studies for the next semester or academic year, make sure that you confirm with the institution exactly which courses or subjects, including any compulsory

or core courses, you are required to take in order to complete your studies within the agreed timeframe and to meet the institution's completion regulations.

To continue on your scholarship, you must:

- achieve satisfactory results in any preparatory or bridging programme;
- demonstrate commitment to your studies;
- meet the institution's continuation criteria, in particular where this is set at a higher level than AusAID or NZAID's continuation criteria, and completion regulations;
- maintain satisfactory academic progress (see below); and
- at all times be on schedule to complete your qualification within the original scholarship offer duration (plus any approved extension period).

Commitment to study is shown when you:

- remain enrolled in the study programme for which your scholarship was offered (or for which prior approval for a scholarship variation has been given);
- make full use of available institutional academic and support services; and
- study a full course load, attend classes and tutorials regularly and participate in all course-related activities (e.g. assignments, assessments, tutorials, work attachments/practical training, exams etc) necessary to successfully complete the course requirements.

Achieving satisfactory academic progress

You must achieve satisfactory results in any preparatory or bridging programme (if relevant) to be allowed to enrol in your approved qualification. If you do not pass the preparatory or bridging programme, you will not be permitted to progress to your main qualification and you will be required to return home.

Once you have commenced your studies, and where your degree structure is semester-based, you make satisfactory academic progress and meet the continuation criteria, if you:

- obtain a "Pass" grade or above in at least 50% of all courses in a full course load in the **first year of the scholarship**;
- obtain a "Pass" grade or above in at least 50% of all courses in a full course load **in each semester in the second or subsequent years of the scholarship**;
- meet any conditions specified in your RDS Offer or, if relevant, probation letter; and
- meet the institution's continuation criteria, including passing core courses or achieving a minimum grade point average, to continue to the next level or for successful completion of your qualification.

Where your degree structure is based around a full academic year, you make satisfactory academic progress if you:

- meet any conditions specified in your RDS Offer or, if relevant, probation letter;
- pass the year at a sufficient level to be able to progress to the next year of the qualification; and/or
- meet the institution's continuation criteria, including passing core courses or achieving a minimum grade point average, to continue to the next level or for successful completion of your qualification.

First and second year Bachelor of Medicine and Bachelor of Surgery (MBBS) students studying at the Fiji School of Medicine will have their scholarships terminated if they do not pass their final or supplementary exams at the end of the year.

Withdrawing or "dropping" courses
Your academic progress is deemed unacceptable if you drop courses or fail to sit exams. "Dropping" courses is when you stop attending classes and tutorials or submitting assessments without officially withdrawing from the course. If you drop a course, your progress will be assessed as if you have continued with a full course load and the dropped courses will be read as 'failed' grades.

Note: You need to seek prior approval from the Receiving Post to change a course.

Not achieving satisfactory academic progress/probation

If you do not achieve satisfactory academic progress (i.e. you do not meet the continuation criteria listed above), your scholarship will be terminated.

If your academic performance is considered to be marginal (for example, you regularly fail one course), you may be placed on probation which may lead to termination if you do not meet the continuation criteria.

If you are placed on probation you will be required to pass a specified number of courses the following semester and your progress will be closely monitored by the Receiving Post.

You will be placed on probation only once, and generally for no more than one semester. If you do not pass the required number of courses your scholarship will be terminated (see page 20).

Assistance with coursework

For various reasons you may struggle with some aspects of your coursework. The work may be academically or technically difficult, you may have difficulty understanding the accents of your tutors and lecturers, it may have been some time since you last studied, or you may be homesick.

Whatever the reason, you should seek help as soon as possible. Don't wait until you have failed your assessments or exams. You are the one that knows best when you are not doing as well as you should be. In the first instance you should approach your course tutor or lecturer as they will be able to assist you. They may also refer you to someone else who can give you specific help or offer tutoring (see below). If their response is unsatisfactory, contact your Receiving Post.

Your main aim while studying under a RDS scholarship is to do your best, and don't be afraid to ask for assistance to do this.

If there are medical or significant personal issues affecting your study, you may be eligible to defer your studies for up to 12 months (see page 19). In the event that health problems or an illness will affect your ability to sit an exam, you should contact your course lecturer or a student counsellor and the Receiving Post **before or on the day of the exam** to explain the situation. You may be eligible to apply for an aegrotat or compassionate pass in your exam so that you will not jeopardise the continuation of your scholarship. The academic calendar for your institution should have further details on aegrotat or compassionate passes.

If you fail to seek help and do not sit the exam, you risk having your scholarship terminated.

Supplementary tutorial assistance

If you need additional tutorial assistance beyond that which the course lecturer, tutor, or the institution's student support services can provide, you should contact the Receiving Post to request this.

Supplementary tutorial assistance will be provided where you have:

- obtained prior approval from the Receiving Post;
- fulfilled the current study requirements for your course (e.g. submitted all required assignments, essays, attended tutorials etc);
- made full use of the institutional student support services; and
- your institution recommends that the support is required for satisfactory progress.

Summer school

You should attend summer school where required to meet continuation criteria and achieve satisfactory academic progress, e.g. to make up courses for any that you may have failed during the year. You can also apply to undertake summer school papers if you want to accelerate your progress, i.e. to complete your qualification in a shorter period of time.

If you are receiving an unaccompanied stipend rate, and summer school courses are available in your home country, then they should be taken there.

Applying for summer school

You should apply in advance to the Receiving Post for additional tuition fee support to undertake summer school courses. This will normally be approved if you have:

- kept your institution and the Receiving Post updated regarding any academic difficulties you are experiencing;
- provided the Receiving Post or International Students' Officer with a report from your institution and other related evidence (e.g. medical certificate) confirming your situation;
- passed all previous summer school courses;
- confirmed with your institution that the summer school courses can be credited to your qualification; and
- provided evidence from your institution that attending summer school is required for you to maintain satisfactory academic progress.

VARIATIONS TO YOUR SCHOLARSHIP OFFER

Scholarship deferrals

After commencing your study, you may request to have your scholarship deferred if your academic performance is being affected by:

- serious family problems, either in your study country or in your home country;
- a serious medical/mental health condition;
- pregnancy; or
- being hospitalised for more than three weeks during term time.

Deferrals require prior approval. Your Receiving Post and Sending Post will confer, and in some cases consult your home government. A deferral may be approved for one semester or up to one year. If you wish to return home on deferral, you need to have gained approval for a deferral of studies **before** you leave the study centre. If your deferral has not been approved, then you must choose to continue or withdraw from your scholarship.

Scholarship deferrals may also be approved during emergency situations and evacuations.

Returning to study

At least two months before you are due to return to your studies, you must contact the Sending Post to confirm recommencement of your scholarship, or your scholarship may be terminated. You will also need to contact your education institution about when you need to be in the study country to recommence your studies.

Scholarship withdrawal

If you are unable to continue with your studies because of serious illness, personal reasons or for compassionate reasons (e.g. for serious illness or death in your immediate family) you should contact the Receiving Post to discuss your options. Where a deferral is not appropriate, you may request that your scholarship be withdrawn.

Scholarship extensions

If you are unable to complete your qualification by the expected completion date, you may apply for an extension to your scholarship that will allow you to successfully complete your main qualification.

Extensions are granted in exceptional circumstances only.

You should contact the Receiving Post at least six months before your original scholarship completion date, if you are considering applying for an extension.

Scholarship extension criteria

Approval for a scholarship extension is subject to:

- whether it is the only option that will allow you to complete your approved qualification within the maximum time permitted;
- consideration of the reasons why the extension is needed (you must have full support from your course supervisor);
- institution confirmation that you will be able to complete your qualification within the extended scholarship duration;
- your attitude, commitment and academic progress to date;
- the length of the required extension;
- the cost of the extension and the availability of funds; and
- home government agreement (where required).

Extensions may be approved for an additional period of one semester for coursework students. An extension request for an extra semester of study will not be approved if the student cannot complete their original qualification within the maximum time permitted under the RDS scheme.

A one-year extension will only be approved if compulsory full-year courses are required for successful completion of the qualification. Masters research students are generally only eligible for a three-month extension.

Where the required courses are available through summer school or extension studies the extension period should be carried out in the home country under a tuition-fee only DFL Award.

If a scholarship extension is not approved, and the qualification is not completed, then the scholarship will be terminated.

A second request for an extension will not be approved unless the request has resulted from institutional or other factors outside your control. If the qualification is not completed by the extended completion date, then the scholarship will be terminated.

Personal travel

Extensions may not be granted if personal international travel that was not approved by the Receiving Post has impacted significantly on your studies.

Scholarship termination

At the end of each semester, your results are assessed by the Receiving Post and/or Sending Post. A decision is then made regarding the continuation of your scholarship, based on your academic and general progress.

Decisions to terminate scholarships are never made lightly but a scholarship termination will be actioned in the situations listed below.

Your scholarship will be terminated if you:

- are excluded or suspended from the qualification or institution because of misconduct or breach of regulations, as defined by the institution;
- fail to make satisfactory academic progress (e.g. you do not meet the institution's or AusAID/ NZAID's continuation criteria, do not regularly attend classes or complete assessments) and there is no other option available;
- have attitude or behavioural problems, or other instances of serious misconduct, which are detrimental to your progress or that of other students;
- contravene the conditions of your RDS scholarship and apply for, or are granted, New Zealand or Australian permanent residency (or residency of another country);
- during your studies, you apply for a New Zealand or Australian work permit;
- have seriously infringed the rules or regulations of the institution or the laws of the study country (e.g. being convicted in a court, being caught using or possessing illegal substances, or you or your dependants have been working illegally);
- have breached other conditions or obligations of the scholarship (see page 22);
- decide not to continue with, or have an unexplained extended absence, from your study.

Termination process

Depending on your physical location, the Receiving Post or Sending Post will advise you of the proposed termination in writing (and in person where possible). You will be provided with an opportunity to argue your case to remain on scholarship in writing, which must be received by the Receiving/Sending Post within three days.

You will then be asked to attend an interview where your own comments, and comments from AusAID or NZAID and your home government, will be discussed.

If a decision is made to terminate your scholarship, you will receive a letter of termination from the Receiving Post or Sending Post which you must acknowledge in writing.

The Receiving Post will arrange and pay for your return travel to your home country (if still in the study country). Departure is to take place within five days of the termination or on the next available flight after this time. Your stipend payments will finish on the arranged date of arrival in your home country. All other scholarship entitlements cease when the scholarship is terminated.

Changes to your study programme

The objective of RDS scholarships is to educate individuals so that they can return home as soon as possible to contribute to the development of their country in a priority sector. You were therefore offered a scholarship for a specific field of study and qualification that meets your country's human resource development training needs. You are also expected to complete your study programme in the minimum time possible.

Requests for a change to an approved study programme (e.g. change of major subject, qualification or institution) are therefore only rarely approved, and only if the change to the study programme continues to meet the home country's identified training needs.

You must contact the Receiving Post to discuss any changes to your study programme **prior** to any changes taking place.

EVALUATION OF YOUR SCHOLARSHIP

AusAID and NZAID are required to evaluate the effectiveness of the RDS scholarships. Scholarship evaluations may be undertaken by AusAID or NZAID staff, or their representatives, and may take place while you are studying or following completion of your scholarship in your home country.

In the scholarship declaration, you agreed to participate in evaluation of AusAID or NZAID scholarships as necessary. Your participation will assist us to ensure that the scholarships meet the goals of the scheme and provide a positive experience for scholarship students.

RDS Terms and Conditions and Scholarship Acceptance Declaration

At the time of accepting a RDS, you signed a declaration that set out the terms and conditions of the scholarship, summarised below. You agreed:

- to take up the scholarship in the academic year for which it is offered;
- that the scholarship offered is for the appropriate field and level of study;
- to work diligently in the approved degree programme and not to change your programme or education institution without the prior agreement of AusAID or NZAID;
- to complete any preparatory or bridging/qualifying programme required by the education institution;
- to study full-time, make every effort to achieve satisfactory academic progress (i.e. meet continuation criteria), and meet all course requirements set out by the education institution;
- to comply with the regulations of the education institution;
- to provide details of your current residential and postal address to the Receiving Post while in the study country, and to the Sending Post on your return home;
- to the sharing and disclosure of information regarding your application, scholarship or study, including academic progress (including with your home government);
- to not change your visa type at any time during your scholarship, without prior agreement from AusAID or NZAID;
- to ensure your student permit/visa and passport are kept valid for the duration of your study or training;
- not to engage in employment beyond the restrictions applying to your visa;
- to notify your Receiving Post immediately should your circumstances change such that it would affect your scholarship or family status. This would include, for example, changes that potentially affect your residency/citizenship status, marital status or stipend (i.e. accompanied to unaccompanied rate), or your ability to complete within the original scholarship duration;
- to provide for your dependants while they are in the study country;
- to return home at the end of your scholarship, regardless of the time remaining on your visa
- to not apply for a work permit, permanent residency or citizenship of Australia or New Zealand during your scholarship or within two years of completion of your scholarship, and acknowledged that if you do, it will result in the scholarship being immediately terminated and that you will incur a substantial financial debt to the Australian or New Zealand Government to the total value of your scholarship;
- to act in a manner that will not bring disrepute to yourself, your family, your country or AusAID or NZAID during the scholarship;
- to obey the laws of the study country and maintain an acceptable standard of conduct;
- to assist with evaluation of the RDS while on scholarship or on completion of your scholarship, as may be required;
- that the information provided about and by you in the RDS application form was true, complete and correct and that supplying incomplete or false information would result in withdrawal of the scholarship; and
- to leave the study country within 14 days of completion of your scholarship and return to your home country for at least two years to contribute to the development of your country by applying the skills and knowledge that you have acquired.

If you do not comply with the RDS terms and conditions, your scholarship may be withdrawn or terminated.

AusAID Diplomatic Posts

APIA
Australian High Commission
Beach Road
PO Box 704
Apia, SAMOA

Tel: (+ 685) 23411
Fax: (+ 685)
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Fri 0800-1300hrs

HONIARA
Australian High Commission
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PO Box 589
Honiara, SOLOMON ISLANDS

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Fax: (+ 677) 20 234
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NUKU'ALOFA
Australian High Commission
Salote Road
Private Mail Bag 37
Nuku'alofa, TONGA

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TUVALU
The mission in Fiji is accredited to Tuvalu**.**

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KIRIBATI

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Australian Consulate General
AusAID MQ43,
NPC Oe
Aiwo District
NAURU

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Fax: (+675) 444 3382
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FEDERATED STATES OF MICRONESIA
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Noumea
NEW CALEDONIA

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NZAID Diplomatic Posts

APIA
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TUVALU
The missions in Fiji are accredited to Tuvalu**.**

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Wed 0745-1215 hrs

ANNEX 10 TO THE SCOPE OF SERVICES
Regional Development Scholarships Guidelines

Australian Government
AusAID

Australian Scholarships
THE PATHWAY TO EXCELLENCE

Australian Leadership Awards – Fellowships

ALA Fellowships – Promotion Guidelines for Posts

The ALA Fellowships Secretariat in Canberra promotes the ALA Fellowships Program in Australia. Posts can also promote the Fellowships if they are interested in using the Fellowships in specific ways to build capacity and strengthen linkages.

Posts can promote the Fellowships to:

- Australian organisations working with counterpart organisations locally; and
- Australian organisations visiting the embassy (from the private, public or NGO sectors).
- Posts might consider 'match making' a counterpart organisation with a suitable Australian organisation.
- Alternatively, tell the ALA Fellowships Secretariat about Australian organisations working locally, as we can include them in our promotions in Australia.

If you help organisations to develop their submissions:

- Remind applicants the selection process, held in Canberra, is competitive and funding is not guaranteed.
- We suggest that you only work on developing a limited number of quality submissions in a round, as the selection process is competitive and not all submissions are funded.

Highlight the following to interested organisations:

- Applications are restricted to Australian organisations demonstrating on-going linkages with counterpart overseas organisations in eligible countries.
- Important criteria are the strength of existing linkages between Australian organisations and their counterparts and the leadership ability of fellows.
- Applications relating to the AusAID priority areas of disability and development, economic growth, education, environment, food security, gender, governance, health, human rights, infrastructure, regional stability, rural development and water and sanitation are particularly encouraged.
- Individual Fellows and partner country counterpart organisations are not eligible to apply, but they may initiate contact with an Australian organisation to explore their interest in applying.
- ALA Fellowships are awarded twice yearly through a competitive selection process.

Further information and application forms:

- **http://www.ausaid.gov.au/scholar/alafellow.cfm**

Contact:

- ALA Fellowships Secretariat: alafellowships@ausaid.gov.au

ANNEX 11 TO THE SCOPE OF SERVICES

Description of AusAID and NZAID Scholarship Data Management Systems

1. OASIS and SIMON

OASIS (Online Australian Scholarship Information System) is the new AusAID scholarship management system, designed to replace the existing system SIMON. When complete, OASIS will manage Scholarships from the point of application to alumni and will significantly improve on the functionality provided by the current system in areas such as recording accurate expenditure, managing budgets and reporting.

The OASIS project is currently composed of 5 Stages:

Stage 1 (released) allowed applications for the Australian Leadership Awards Scholarships (ALAS) to be submitted online by the applicant themselves.

Stage 2 (released) incorporated the online assessment of ALAS applications, including managing assessment panels and scoring.

Stage 3 (due May 2010) will manage the placement of applicants at their institution of choice, and the management of students when they arrive in Australia, including variations, study progress and completion, and entitlement management and expenditure. Stage 3 also contains budget management tools and reporting.

Stage 4 (due November 2010) will open the online application facility to applicants of all Scholarship schemes, including Australian Development Scholarships (ADS). Stage 4 also includes historical reporting on archived SIMON data.

Stage 5 is still being scoped at this point.

Stage 5 is currently in production, with the release date set in May 2010. As part of the launch of OASIS, SIMON will be decommissioned and its data archived. During the decommissioning, all records for students currently studying in Australia will be migrated to OASIS, and their management continued in the new system. Reporting will be available on the archived SIMON records. Training for the new system will be provided in early 2010.

2. SIMS (New Zealand) to be supplied by NZAID

3. SOFEA – Scholarships Online, Financial Estimation & Administration

SOFEA is an online system which was created to support the Australian Regional Development Scholarships program (ARDS).

Australian Regional Development Scholarships (ARDS) provided through Australia's overseas aid program enable individuals from developing countries in the Pacific to undertake studies at post secondary education institutions in Pacific Island countries. Since its inception, over 20 years ago, all ARDS administration was done manually.

There was no central database available for Managers to access and record information which led to an array of procedures and methods with obvious risks and inefficiencies. SOFEA was developed to address this issue and remains a critical management tool for AusAID's management and evaluation of ARDS. Since its release (in 2006) SOFEA has undergone a number of enhancements with another planned for late September 2009. Its functionality and usability continues to be monitored because of its importance to ARDS.

SOFEA provides system functions for application placements, on-award academic records and financial records (stipend, institution and award costings) providing an important budget estimating tool. Therefore it is important, however, that accurate data entry will provide accurate reports.

ANNEX 12 TO THE SCOPE OF SERVICES
Description Careers in Development

The below broadly outlines the aims of the Careers in Development Program and the management tasks to be novated to the successful Managing contractor for the current Managing Contractor.

The goal of the Careers in Development (CiD) Program is to contribute to the quality of donor and International Non Government Organisations (INGO) development program outcomes in PNG. Its purpose is to:

a) increase the pool of Papua New Guineans qualified to work with international and national development agencies in the management and implementation of development programs, and

b) improve the professional employment prospects of Papua New Guineans by providing quality work experience and relevant theoretical training.

The CiD Program has the following broad specifications:

- A 20-month work-based learning program in Leadership and Development for approximately 25 Cadets undertaking placement rotations in at least three development agencies
- Workshop learning components in development theory and practice integrated with the work based learning program including a major research project
- Assessment of competencies developed with a view to formal accreditation under a recognized institution(s)
- A rigorous supervisory program based on customised individual learning contracts
- A mentoring program delivered by highly regarded Papua New Guineans currently working in development and commerce
- An advisory support program for placement of supervisors and mentors
- Contracting and payment of Cadets by the Managing Contractor for the period of the cadetship based on agreed remuneration and award conditions
- Activities to encourage universities to expand (i) the inclusion of development studies in undergraduate programs and (ii) the range of post graduate qualifications in development
- A program to expand awareness of the options available for employment in the development sector.

CiD Program Implementation

Implement the program in accordance with the design specifications outlined at above and any other delivery requirements as endorsed by the CiD Steering Group. Specifically the Contractor shall:

a) manage the CiD management team already in place for the final phase of this

program (to November 2010);

b) update as required the existing Project Plan and cadetship guidelines;

c) confirm the number of cadet places, timetable for hosting placements and the quantum and timing of Development Partners (DP), INGO and managing contractor funding;

d) manage the contracts of participants;

e) prepare formal training components including training for supervisors and mentors;

f) arrange further placements for the cohort of cadets if required; and

g) identify mentors for participants.

The CiD Program and the responsibility for managing the related Imprest Account (under the guidance of the CiD Steering Group) will be handed over to the incoming contractor for the proposed HRD and tertiary strengthening facility.

The Contractor shall:

a) manage the CiD program funding contributions received from DPs, INGOs and participating managing contractors. Such funds contributed for payment of cadet salaries, will be centrally pooled and administered by the Contractor through an Imprest Account. AusAID will pay CiD cadet salaries in the event there are insufficient funds in the Imprest Account to meet these liabilities. All participating parties have signed a Memorandum of Arrangement (attached at Annex 13) that outlines how they will work together and specifies roles and responsibilities

b) submit monthly invoices to AusAID for long term and short term personnel fees and reimbursable expenses.

c) provide Secretariat services to the CiD Steering Group that provides direction on all aspects of CiD within the contractual requirements and obligations of the contracting agency (PATTAF)

d) provide recommendations to the quarterly CiD Steering Group meetings on future programs and lessons learned from the first cadetship program implementation

e) work with the CiD Steering Group to identify the strategies to be progressed eg: ensuring the training has links to existing (or proposed) qualifications and credit transfer arrangements

f) complete a completion report by 30 November 2010 containing relevant information, including lessons learned.

The Contractor shall:

a) commence a careers in development awareness program that will attract the attention and interest of high quality Papua New Guineans (both at universities and in the workforce) to the development sector

b) in partnership with private sector and government agencies promote careers in development at schools and universities

c) use the media to raise awareness of the work Papua New Guineans are doing to develop their own country through DPs or INGOs/NGOs

d) work with the PNG based universities towards the development of a fully accredited program in Leadership and Development

e) in consultation with the PNG universities explore options for introducing and funding new development subjects or programs (possibly through relationships with Australian or New Zealand universities)

f) explore other options for promoting careers in development through professional associations and networks

g) provide information and support for an evaluation of CiD scheduled for completion by 30 November 2009.