

## International Taura – Recruitment and Engagement

Uepū	Aramātauranga
Owner	Tumuaramātauranga
Approved by	Te Ohu
Date first approved	22 <sup>nd</sup> September 2016
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Date of the next review	September 2019

### 1.0 Te Pūtake

Te Wānanga o Aotearoa is responsible for supporting international taura to make well-informed enrolment decisions, have the information required to understand their interests and obligations, and ensure that proper documentation is kept and, where appropriate, provided to international taura.

Te Wānanga o Aotearoa will uphold its values, adhere to the Code of Practice and be guided by the Code Guidelines when recruiting and engaging with International taura.

This Tikanga Whakahaere specifically relates to *Outcome 3: offers, enrolment and contract* and *Outcome 4: immigration matters* of the Code of Practice.

### 2.0 Tikanga Whakahaere

TWOA Values	Principles
<p><b>Te Aroha</b> Having regard for one another and those for whom we are responsible and to whom we are accountable</p>	<p>2.1. Te Wānanga o Aotearoa will ensure that each international taura who enrolls has the necessary immigration status for study in Aotearoa New Zealand, and will notify and or report to Immigration New Zealand known or suspected breaches of visa conditions, or termination of enrolment, by international taura.</p>
<p><b>Te Whakapono</b> The basis of our beliefs and the confidence that what we are doing is right</p>	<p>2.2. Te Wānanga o Aotearoa will ensure that international taura receive, as a minimum, information about the following:</p> <ol style="list-style-type: none"> <li>the most recent results of evaluations by quality assurance agencies</li> <li>compliance notices and conditions imposed under the Act that the Code Administrator directs must be disclosed to prospective international students</li> <li>the education provided and its outcome, for example, whether a qualification is granted</li> <li>refund conditions</li> <li>staffing, facilities, and equipment</li> <li>available services and supports</li> </ol>

TWOA Values	Principles
	<ul style="list-style-type: none"> <li>g. accommodation</li> <li>h. insurance and visa requirements for receiving educational instruction from Te Wānanga o Aotearoa</li> <li>i. the Code of Practice and the DRS rules</li> <li>j. full costs related to an offer of educational instruction.</li> </ul> <p>2.3. Te Wānanga o Aotearoa will ensure that there is a written contract entered into between Te Wānanga o Aotearoa and each international taura (or the parent or legal guardian of an international taura under 18 years) which includes clear information about the beginning and end dates of enrolment, the conditions for terminating enrolment, and the conditions for terminating the contract.</p>
<p><b>Ngā Ture</b> The knowledge that our actions are morally and ethically right and that we are acting in an honourable manner</p>	<p>2.4. Te Wānanga o Aotearoa will ensure that each international taura (or the parent or legal guardian of an international taura under 18 years) is informed of their rights and obligations in relation to receiving educational instruction from Te Wānanga o Aotearoa, including those rights under the Code of Practice, before entering into a contract and or enrolling with the Te Wānanga o Aotearoa.</p> <p>2.5. Te Wānanga o Aotearoa must ensure that the educational instruction on offer is in accordance with the Education Act 1989 and is appropriate for students' expectations, English language proficiency, and academic capability.</p>
<p><b>Kotahitanga</b> Unity amongst iwi and other ethnicities, standing as one</p>	<p>2.6. Te Wānanga o Aotearoa will, prior to enrolling an international taura, take reasonable precautions and exercise due diligence in ascertaining whether the international taura is entitled under the Immigration Act 2009 to undertake the educational instruction for which they seek enrolment.</p>

### 3.0 Whanuitanga

This tikanga whakahaere applies to all Governance and Kaimahi of Te Wānanga o Aotearoa.

## 4.0 Whakamāramatanga

These are the definition of terms that are used throughout the document.

Term	Description
Code of Practice	Education (Pastoral Care of International Students) Code of Practice 2016
Code Guidelines	Guidelines for the Education (Pastoral Care of International Students) Code of Practice 2016 - Tertiary
DRS	The International Student Contract Dispute Resolution Scheme established by section 238J of the Education Act 1989.
International Taura	An international student as defined by section 238D of the Education Act 1989, being person who is not then a domestic student and in relation to a provider, means an international student enrolled by the provider.
Provider	For the purposes of this Tikanga Whakahaere, Te Wānanga o Aotearoa .

## 5.0 Ngā Hononga

The following tikanga whakahaere applies to this tikanga whakahaere:

- International Taura – Contracted Agents
- International Taura – Safety and Well-being
- International Taura - Payment, Protection and Refund of Fees
- International Taura – Grievance and Dispute Resolution
- International Taura – Insurance
- International Taura – Accommodation
- International Taura – Emergency and Critical Incidents

The following documents apply to this tikanga whakahaere:

- Education Act 1989
- Education (Pastoral Care of International Students) Code of Practice 2016
- Guidelines for the Education (Pastoral Care of International Students) Code of Practice 2016 - Tertiary