



TE PŌKAI TARA  
UNIVERSITIES  
NEW ZEALAND

**New Zealand Commonwealth Scholarship and Fellowship  
Committee**

**and**

**Universities New Zealand – Te Pōkai Tara**

**Rules and Regulations for Scholars from  
Canada and the United Kingdom**

**2012**



## Table of Contents

<b>1</b>	<b>Introduction</b>	<b>1</b>
1.1	Abbreviations	1
1.2	Application of the Rules and Regulations	1
1.3	Changes to the Rules and Regulations	1
<b>2</b>	<b>Commonwealth Scholarship and Fellowship Plan</b>	<b>1</b>
<b>3</b>	<b>Operation of the Plan in New Zealand</b>	<b>1</b>
3.1	Support and Funding	1
3.2	Placement and Reports	2
3.3	Administration of the Plan	2
<b>4</b>	<b>The Award</b>	<b>3</b>
4.1	Period of Tenure	3
4.2	Timeframe for Acceptance	3
<b>4.3</b>	<b>Termination</b>	<b>3</b>
<b>5</b>	<b>Immigration Requirements</b>	<b>3</b>
5.1	Visa Application	3
5.2	Validity of Permits and Visas	4
5.3	Expiry of Permits and Visas	4
<b>6</b>	<b>Study Programme</b>	<b>4</b>
6.1	Course of Study	4
6.2	Programme Responsibilities	4
6.3	Preliminary Courses	5
6.4	Extensions	5
<b>7</b>	<b>Travel Arrangements</b>	<b>5</b>
7.1	Travel Booking	5
7.2	Reimbursement of Airfare	5
7.3	On Arrival	5
7.4	Return Travel	5
<b>8</b>	<b>Obligations Under the Plan</b>	<b>6</b>
8.1	Time Spent on Study	6
8.2	No Employment	6
8.3	Study/Research in New Zealand	6
8.4	No Overseas Study/Research	6
8.5	Annual Reports	6
8.6	Return to Home Country	6
<b>9</b>	<b>Award Value and Payments</b>	<b>7</b>
9.1	Value of the Award	7
9.2	Objectives - Award Value	7

9.3	Stopping of Payments .....	7
9.4	Payments and Tax Status .....	7
9.5	Accompanying Dependents.....	7
<b>10</b>	<b>Working in New Zealand .....</b>	<b>8</b>
<b>11</b>	<b>Periods of Leave During the Tenure of the Scholarship .....</b>	<b>8</b>
11.1	Leave Approval .....	8
11.2	Leave Overseas.....	8
<b>12</b>	<b>Medical Care.....</b>	<b>8</b>



## **1 Introduction**

New Zealand offers postgraduate awards under the Commonwealth Scholarship and Fellowship Plan. These awards are subject to a number of rules and regulations which are explained in this document.

Commonwealth scholars who apply for and are granted postgraduate awards under the NZCSFP must understand and accept these rules and regulations.

### **1.1 Abbreviations**

CSFP	Commonwealth Scholarship and Fellowship Plan
NZCSFP	New Zealand Commonwealth Scholarship and Fellowship Plan
NZCSFC	New Zealand Commonwealth Scholarship and Fellowship Committee
Universities NZ	Universities New Zealand – Te Pōkai Tara

### **1.2 Application of the Rules and Regulations**

The rules and regulations in this document apply to students from Canada and the United Kingdom who are in New Zealand as Commonwealth Scholars under the NZCSFP.

### **1.3 Changes to the Rules and Regulations**

Should these rules and regulations change then a revision to this document will be sent to the Scholarships Office at the university at which the scholar is enrolled.

## **2 Commonwealth Scholarship and Fellowship Plan**

The Commonwealth Education Conference held at Oxford in 1959 established the Commonwealth Scholarship and Fellowship Plan. New Zealand was a foundation member of the plan. The first scholars and fellows took up their tenures in the following year.

The plan is designed to enrich the intellectual life of all countries in the Commonwealth by enabling a number of its promising students to share in the wide range of educational resources available throughout the Commonwealth and thus promote the equality of educational opportunity at the highest level.

The plan aims to make awards available to people of high intellectual promise who are expected to make a significant contribution to life in their own countries on their return from study abroad.

## **3 Operation of the Plan in New Zealand**

### **3.1 Support and Funding**

For these awards the operation of the NZCSFP is with Universities NZ which provides administrative support to the committee.



Since 1998 the postgraduate awards in New Zealand under the CSFP for scholars from Canada and the UK have been funded directly by the New Zealand universities.

### **3.2 Placement and Reports**

The selection and placement of scholars is undertaken by the Scholarships Committee at each of the New Zealand universities. Reports on the academic progress of scholars are coordinated by the NZCSFC.

### **3.3 Administration of the Plan**

Day to day administration of the plan is handled by staff in the university where the scholar is enrolled. Enquiries about the plan and the award should be made to the Scholarships Office at the scholar's university or to the scholar's academic supervisor. The Scholarships Office addresses at NZ universities are:

Auckland University of Technology  
Private Bag 92006, Auckland  
[scholarships@auckland.ac.nz](mailto:scholarships@auckland.ac.nz)

The University of Auckland  
Private Bag 92019, Auckland  
[scholarships@aut.ac.nz](mailto:scholarships@aut.ac.nz)

University of Waikato  
Private Bag 3105, Hamilton  
[scholarships@waikato.ac.nz](mailto:scholarships@waikato.ac.nz)

Massey University  
Private Bag 11-222, Palmerston North  
[contact@massey.ac.nz](mailto:contact@massey.ac.nz)

Victoria University of Wellington  
PO Box 600, Wellington  
[scholarships-office@vuw.ac.nz](mailto:scholarships-office@vuw.ac.nz)

University of Canterbury  
Private Bag 4800, Christchurch  
[scholarships@canterbury.ac.nz](mailto:scholarships@canterbury.ac.nz)

Lincoln University  
PO Box 94, Lincoln, Canterbury  
[scholarships@lincoln.ac.nz](mailto:scholarships@lincoln.ac.nz)

University of Otago  
PO Box 56, Dunedin  
[scholarships@otago.ac.nz](mailto:scholarships@otago.ac.nz)

In the event that neither the Scholarships Office or the supervisor are able to assist with a particular enquiry they can refer the matter to the NZCSFC at the following address:



New Zealand Commonwealth Scholarship and Fellowship Committee  
Universities New Zealand – Te Pōkai Tara  
PO Box 11-915  
WELLINGTON

Telephone: +64 (0)4 381 8510  
Fax: +64 (0)4 381 8501  
E-mail: [scholarships@universitiesnz.ac.nz](mailto:scholarships@universitiesnz.ac.nz)

## **4 The Award**

### **4.1 Period of Tenure**

The Commonwealth Scholarship is awarded for the maximum period specified below:

PhD	Three years
-----	-------------

### **4.2 Timeframe for Acceptance**

As there are more applicants for these scholarships than there are awards available in New Zealand, it is important that each applicant who is offered an award advises Universities NZ as soon as soon as possible whether or not they are able to accept the offer.

If an applicant declines an offer the award can be then be offered to someone else. For this reason applicants must promptly advise Universities NZ whether they will accept or decline the award.

### **4.3 Termination**

It is possible for a scholarship to be terminated.

If this occurs at the request of the scholar and is within twelve months of arrival, the university will not pay the homeward fare.

Terminations as a result of the scholar not behaving in accordance with the terms of the award is possible. Due process according to the statutes and regulations of the university will be followed.

Nominating agencies will be notified.

## **5 Immigration Requirements**

### **5.1 Visa Application**

All scholarship offers are made on condition that the scholar is able to satisfy the requirements of Immigration New Zealand for entry to New Zealand.

It is the scholar's responsibility to apply for and be granted a student visa.



Application papers for a student visa should be obtained from the New Zealand diplomatic post in the scholar's home country, or from Immigration New Zealand [www.immigration.govt.nz](http://www.immigration.govt.nz)

The fee for the visa is determined by Immigration New Zealand and this *may* be met by the scholarship.

## **5.2 Validity of Permits and Visas**

Once the scholar has been issued with a student visa it will be valid for the maximum period for which the scholar can receive funding under the terms of the scholarship.

On entry to New Zealand the scholar will be granted a permit. The permit will remain valid as long as the scholar remains in New Zealand.

If the scholar wishes to travel overseas while on the scholarship, they will be issued with a multiple entry student visa and on return to New Zealand (within the validity of the visa) will automatically be granted a new student permit.

Note: A visa facilitates the scholar's entry into New Zealand and a permit allows them to remain in New Zealand.

## **5.3 Expiry of Permits and Visas**

Subject to section 6.4 of this document, if the scholar anticipates that they will take longer to complete the assigned course of study than the period of time for which the permit is valid, then they will have to apply for a new permit to remain in New Zealand.

At no stage while a scholar is in New Zealand should their student permit be allowed to expire.

# **6 Study Programme**

## **6.1 Course of Study**

An award under this plan is for a scholar to undertake a specific course of study at a specific New Zealand university.

The university will normally only approve a course of study which can be completed within the time available under the terms of the scholarship tenure (see 4.1).

## **6.2 Programme Responsibilities**

The New Zealand university is responsible for details of the programme of study and in all cases a Commonwealth Scholar must follow a full-time course of study as determined by the university.



The scholar is required to abide by the rules of the university in which they are placed.

### **6.3 Preliminary Courses**

In some cases a university may require that a scholar enrolls in a preliminary course of study by way of a bridging programme. This can provide the opportunity for a scholar to obtain the necessary skills for further study or to undertake preliminary research before commencing the PhD programme. The time spent on such courses is part of the total period of tenure available to a scholar (see 6.4).

### **6.4 Extensions**

Extensions to the course of study, either in time or funds, are not guaranteed. The Scholarships Committee at each university will determine if support in terms of time or funds is available. The scholar should discuss any such needs with their supervisor as early as possible and before making an approach to the Scholarships Committee.

## **7 Travel Arrangements**

### **7.1 Travel Booking**

Arriving scholars must advise the Scholarships Office at their university of their flight dates and details.

### **7.2 Reimbursement of Airfare**

Each scholar will be reimbursed for the cost of the most economical airfare, economy class, by the most direct route, and in accordance with any rules and limitations of the university's funding policy. In the event that a scholar wishes to travel to New Zealand by a more expensive route all additional costs must be met by the scholar.

### **7.3 On Arrival**

On arrival the university may arrange for a scholar to be met at the airport and accompanied to their accommodation. The scholar should discuss accommodation options with the university.

Specific details of any 'meet and greet' arrangements should be discussed with the university.

### **7.4 Return Travel**

When their studies are nearing completion scholars should contact the Scholarships Office at their university for details about how to arrange return travel.



## **8 Obligations Under the Plan**

### **8.1 Time Spent on Study**

Each scholar is expected to be devoted to their study/research on a full-time basis. While each university may have slightly different policies, in general, each scholar will be expected to spend eleven months each year on full-time study. One month's leave each year may be taken at a time agreed by the scholar and their supervisor.

### **8.2 No Employment**

Scholars should be aware that they cannot seek an offer of employment or make other arrangements to stay in New Zealand either during or immediately after their course of study.

### **8.3 Study/Research in New Zealand**

Commonwealth Scholarships are for study and research in New Zealand. Research overseas is not normally permitted.

### **8.4 No Overseas Study/Research**

It is important that scholars remember that the award is tenable only in New Zealand. Research overseas is not normally permitted.

This rule may be varied only in exceptional circumstances.

Any request for overseas study/research must be formally presented, with full justification, to the Scholarships Committee at the university. The Scholarships Committee will decide if the request can be granted.

### **8.5 Annual Reports**

The scholar and their supervisor are each required to provide an annual report on the scholar's progress. The report should detail the progress achieved in their study and research and include, if appropriate, a list of papers/courses taken and the grades received.

Continuation of the scholarship is dependent upon the receipt of a satisfactory report from the scholar's supervisor. Each scholar's annual report is considered by the Scholarships Committee at the university and by the NZCSFC.

### **8.6 Return to Home Country**

One of the principal objectives of the plan is to enable the scholar, as a result of the broader educational experience gained in another Commonwealth country, to return to their home country to make a contribution to the social and economic development of that country.



Scholars accepting an award under the New Zealand Commonwealth Scholarship and Fellowship Plan are therefore under an obligation to return to their home country on completion of their studies.

Scholars agree not to seek or to apply for New Zealand permanent residency while in New Zealand. To do so will automatically result in the termination of the scholarship.

## **9 Award Value and Payments**

### **9.1 Value of the Award**

The scholarships are funded by the host university and each university Scholarships Committee determines the value of all the financial elements and allowances offered under the scheme.

The host university reserves the right to make changes to the type or value of any element of the award and/or the allowances. The scholar must make sure that they are aware of what they are entitled to receive before accepting the scholarship. All questions regarding funding and allowances should be directed to the Scholarships Office of the scholar's university.

### **9.2 Objectives - Award Value**

The value of the award has been set by the universities so that under normal circumstances funds and allowances will cover the scholar's expenses of travel, living and study during their tenure of the scholarship.

### **9.3 Stopping of Payments**

Once the period of scholarship tenure has been completed all payments under the CSFP award will cease.

### **9.4 Payments and Tax Status**

All payments to a scholar are made through the university at which they are enrolled. Scholars should therefore direct any questions about payments, entitlements, etc. to the Scholarships Office at their university.

Scholars should also make contact with the Scholarships Office and the International Office at their university to establish and understand their tax status in New Zealand both as award holders and as international students.

### **9.5 Accompanying Dependents**

A scholar who wishes to bring their spouse and/or family to New Zealand will be responsible for supporting them financially for the tenure of the scholarship.



## **10 Working in New Zealand**

While scholars are expected to engage in their studies on a full-time basis there is the possibility, subject to the approval of their supervisor and of the Scholarships Committee, that work on a part time basis may be allowed.

This work should be in the area of tutoring or demonstrating duties in the university and must not exceed 20 hours per week on average throughout the year.

Permission to undertake such work must be requested from the Scholarships Committee, which will then recommend to Immigration New Zealand that the scholar be provided with a variation to their student permit to enable part-time work.

Any fee levied by Immigration New Zealand for a variation of visa conditions is the responsibility of the scholar.

It is also the scholar's responsibility to determine with the Inland Revenue Department in New Zealand their tax status in relation to any earnings.

## **11 Periods of Leave During the Tenure of the Scholarship**

### **11.1 Leave Approval**

Any periods of leave must be approved by the university Scholarships Committee and, in accordance with the purposes of the Commonwealth Scholarships, it is expected that leave will normally be spent in New Zealand.

### **11.2 Leave Overseas**

The Scholarships Committee at the university may approve a short period of leave to be spent overseas. A scholar wishing to travel overseas for an extended period would need to establish medical or compassionate grounds. Immigration clearances are not needed as long as the scholar re-enters New Zealand within the validity of their visa.

As the Commonwealth Scholarship is tenable only in New Zealand and the scholar will have a course of study which does not require overseas research, any travel overseas will be at the scholar's own expense.

## **12 Medical Care**

While in New Zealand, Commonwealth scholars are eligible to receive publicly funded personal health care.

Use of the university's health services should be made whenever possible.

The cost of the Student Service Levy at the university which provides access to the Student Health Service may be met by the scholarship. If a scholar's partner and/or children accompany them to New Zealand it is the responsibility of the



scholar to check their eligibility for publicly funded health services. The following website is that of the Ministry of Health in New Zealand:  
[www.moh.govt.nz/eligibility](http://www.moh.govt.nz/eligibility)

The scholarship does not cover costs for hearing aids, spectacles or any form of dental treatment.