



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 in New Zealand under the  
Commonwealth Scholarship and Fellowship Plan**

**Tenure from 2019**



## **Revision History**

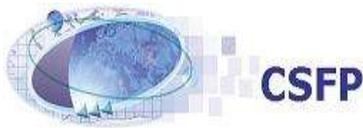
<b>Version</b>	<b>Date</b>	<b>Change</b>
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## 1 Introduction

The New Zealand universities offer doctoral 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 New Zealand postgraduate awards under the CSFP 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 CSFP.

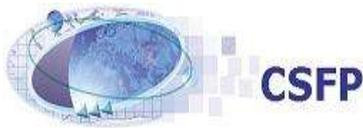
### 1.3 Changes to the Rules and Regulations

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.

#### **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 the New Zealand universities are:

Auckland University of Technology, Private Bag 92006, Auckland

[scholars@aut.ac.nz](mailto:scholars@aut.ac.nz)

The University of Auckland, Private Bag 92019, Auckland

[scholarships@auckland.ac.nz](mailto:scholarships@auckland.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

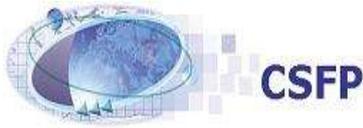
[contact@massey.ac.nz](mailto:contact@massey.ac.nz)

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 85084, 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 scholars 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

E-mail: [scholarships@universitiesnz.ac.nz](mailto:scholarships@universitiesnz.ac.nz)

## **4 The Award**

### **4.1 Period of Tenure**

This Commonwealth doctoral scholarship is awarded for the maximum period of three years.

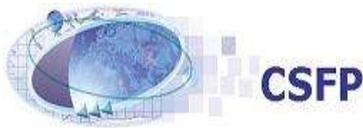
### **4.2 Timeframe for Acceptance**

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 the conditions of the termination will be determined by the university.

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

Nominating agencies will be notified.

## **5 Immigration New Zealand**

### **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 and study in New Zealand.

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

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

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

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

It is the scholar's responsibility to ensure that their visa is appropriate and valid for their circumstances and allows for their study at a New Zealand University.

## **6 Study Programme**

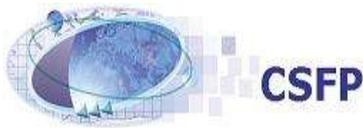
### **6.1 Course of Study**

An award under this plan is for a scholar to undertake a doctoral programme 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 at which they are enrolled.

### **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.

### **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 doctoral supervisor as early as possible and before making an approach to the Scholarships Committee.

## **7 Obligations Under the Plan**

### **7.1 Time Spent on Study**

Each scholar is expected to be devoted to their study/research on a full-time basis. The regulations of the scholar's host university will apply.

### **7.2 No Employment**

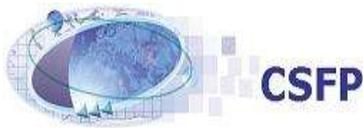
Scholars should be aware that they cannot seek an offer of employment or make other arrangements to stay in New Zealand either during or immediately after their course of study.

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

Commonwealth Scholarships are awarded for study and research in New Zealand.

### **7.4 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 and support, to the Scholarships Committee at the university. The Scholarships Committee will decide if the request can be granted.

## **7.5 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.

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.

## **7.6 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.

## **8 Award Value and Payments**

### **8.1 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.

## **8.2 Stopping of Payments**

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

## **8.3 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.

## **8.4 Accompanying Dependents**

A scholar who wishes to bring their spouse and/or family to New Zealand will be responsible for obtaining the necessary permissions and visas and for supporting them financially while in New Zealand.

## **9 Working in New Zealand**

Employment in New Zealand can only be undertaken if allowed by the terms of the scholar's visa and of the Regulations of the scholar's host university.

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

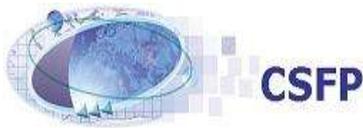
## **10 Periods of Leave During the Tenure of the Scholarship**

### **10.1 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.

### **10.2 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.



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

## **11 Medical Care**

While in New Zealand students who are studying in New Zealand under the Commonwealth Scholarship and Fellowship Plan, funded by a New Zealand university, are eligible for publicly funded health and disability services.

Refer to: <https://www.health.govt.nz/new-zealand-health-system/eligibility-publicly-funded-health-services/guide-eligibility-publicly-funded-health-services/commonwealth-scholarship-student>