



MANAAKI
NEW ZEALAND
SCHOLARSHIPS



NEW ZEALAND

Manaaki New Zealand Scholarships:

Manaaki Scholar Policy Guidance

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Manaaki New Zealand Scholarships - Policy Guidance for Manaaki Scholars

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1 Scholarship Conditions

Scholars must meet all obligations under the Scholarship Conditions of their Letter of Scholarship Offer. As a scholar, they agree to:

- return to their home country for at least two years on completion of the scholarship
- maintain an acceptable standard of conduct, as outlined below
 - Acceptable scholar conduct includes:
 - abiding by the laws of New Zealand
 - treating others with respect
 - behaving with honesty and integrity
 - acting in a manner that reflects their role as a representative of the home country.
- attend classes, meet all course requirements, and sit exams
- notify the international scholarship office (ISO) at their institution of any change of personal circumstances
- be responsible for the care and support of any dependants they bring to New Zealand
- allow ENZ and MFAT to use scholar relevant details in publicity and alumni-related activity as outlined in the Letter of Scholarship Offer
- participate in ENZ, MFAT or institution feedback surveys.

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

1.1 Conduct

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

Acceptable scholar conduct includes:

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

Scholars should be aware that it is a crime in New Zealand to use violence of any kind against another person, which includes physical, sexual, or psychological violence against family members such as partners or children. It is also a crime to neglect or exploit children in your care, or to use physical discipline of any kind.

For more information on the law and government in New Zealand, please visit: <https://www.naumainz.studywithnewzealand.govt.nz/discover-new-zealand/laws-and-government>.

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

1.2 Academic requirements

Scholars agree to meet all academic requirements outlined in the Letter of Scholarship Offer and as discussed with your ISO. This includes attending all classes, completing all assessments that are compulsory course requirements, and sitting all exams. Scholars are required to achieve satisfactory

academic progress in accordance with the continuation criteria set by the New Zealand Government and the institution.

For further information on the study experience in New Zealand, please visit: <https://www.naumainz.studywithnewzealand.govt.nz/studying-in-nz/study-experience>.

1.3 Change of circumstance

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

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

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

1.4 Deferring an offer prior to commencement

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

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

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

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

Pre-award deferrals are not permitted:

- for the convenience of the scholar or their employer
- when the scholar fails to meet the unconditional entry requirements of the institution, including English language requirements,
- when the scholar fails to obtain a visa in time for departure, and this failure is due to their inaction
- when the scholar fails to obtain a visa in time for departure, and this failure is due to delays in the scholar's dependants obtaining visas.

1.5 Debt to New Zealand Government

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

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

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

You undertake to fully discharge the debt by either:

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

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

1.6 First point of contact

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

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

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

The institution will provide advice and guidance to you on:

- travel to, and accommodation in, New Zealand;
- visas;
- insurance;
- allowances and entitlements;
- course enrolment processes;
- and living in New Zealand.

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

You will be required to make some of the necessary arrangements to come to New Zealand before you are able to depart your home country. This includes applying for and obtaining the necessary visa, and completing the necessary medical checks.

2 Preparing to come to New Zealand

2.1 Pre-departure briefing

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

The briefing is an essential aspect of preparing the scholarship and scholars are expected to attend. If scholars do not receive a pre-departure briefing, ENZ will provide scholars with an online [pre-departure](#)

[briefing](#), which they must attend prior to their departure for New Zealand. The presentation will also be provided following the briefing.

2.2 Dependants

If you have dependants, you and your family will need to decide whether they will accompany you to New Zealand and, if so, when this will occur. Dependants include your spouse or partner, and children aged 19 years or younger. Before you decide whether to bring your dependants with you to New Zealand, you need to think carefully about whether you will have adequate funds available to support them. The costs of living in New Zealand may be much higher than what you are used to in your home country.

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

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

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

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

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

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

Immigration New Zealand (INZ) will require evidence of funds when scholar dependants apply for visas. If a scholar decides to bring their family to New Zealand but then do not gain entry into the main qualification, the scholar and their family will have to return home soon after arriving in New Zealand. This will be very disruptive and may cause scholars and their family significant financial hardship. If scholars decide to bring any dependants to New Zealand, you must advise your ISO of the necessary details (names, ages, travel details) before they arrive.

2.3 Initial travel to New Zealand and accommodation

The initial travel to New Zealand to commence the scholarship is funded through the scholarship offer. Scholars must respond to institutions' requests for information relating to travel to New Zealand in a timely manner.

3 Insurance

3.1 What is provided

Scholars will be provided with insurance cover as part of their scholarship, as set out below.

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

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

This insurance will cover:

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

The insurance will **not** cover any pre-existing medical conditions that a scholar may have. Nor will it cover ancillary services, such as dental visits, optical services (for eyes) and physiotherapy. There will also be other limits — for example, scholars will need to pay for some pharmacy costs.

Scholars will need to pay any additional expenses that incurred. It is recommended that they purchase additional health insurance to cover such ancillary services as dental visits and optical services. They must pay for any such additional insurance cover.

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

4 Support while you are studying in New Zealand

4.1 Orientation

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

4.2 Monitoring your health and wellbeing

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

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

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

4.3 Health services

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

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

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

4.4 Student counselling

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

Pregnancy

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

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

You must:

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

5 Immigration and visa requirements

5.1 Visas

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

For up-to-date information about immigration requirements and the visa application portal, see: www.immigration.govt.nz/new-zealand-visas

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

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

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

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

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

5.2 Application fee and immigration levy

ENZ will reimburse the student visa application fee (including the application service fee if applicable), any transit visa fees, and the immigration medical check fee, on scholar arrival in New Zealand, unless the New Zealand High Commission or Embassy in their home country has already paid for these.

Scholars must provide receipts to their institution on their arrival to be eligible for reimbursement. The costs that ENZ will cover are set out below.

5.3 Cost of medical checks

ENZ will cover:

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

ENZ will **not** cover:

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

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

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

For information on the medical checks required by immigration New Zealand, see

www.immigration.govt.nz/new-zealand-visas.

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

5.4 Other costs associated with applying for a visa

Scholars must pay any other costs associated with applying for a visa, including police clearances and courier fees. ENZ will not reimburse for these costs.

5.5 Reimbursement guide: visa-related costs for new scholars

Cost	Paid by ENZ via post or reimbursed via institution in New Zealand (only with receipts)
Visa application fee	Yes
Transit visa (if required)	Yes
Immigration medical check fee (maximum of one per visa application)	Yes
Travel to location where medical check occurs	No
Travel to location where visa interview occurs	No
Police clearance fee	No
Courier fee for visa application	No
Passport application fee	No

Passport renewal fee (for example, for expired passport or name change)	No
Any costs, including application fee and medical check, for dependants' visas	No

6 Visa Obligations

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

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

- You must maintain full-time enrolment in your study programme. Failure to be enrolled full time or to meet the minimum attendance requirements may mean that your scholarship will be terminated by ENZ.
- You must not apply to change the type of visa you hold without the written approval of ENZ. Also, you must not apply to extend your visa beyond the duration of the scholarship without the written approval of ENZ. If you seek to change your visa status without ENZ's approval, your scholarship may be terminated by ENZ. If one of your accompanying dependants seeks to change their visa status without ENZ's approval, your scholarship may be terminated by ENZ. If your scholarship is terminated for one of these reasons, you will be required to repay to ENZ the total costs of your scholarship in full. Alternatively, you can discharge the debt by returning to your home country for a period of two years.
- If you do not have a current valid visa, or if your visa is revoked or cancelled by Immigration New Zealand, ENZ will terminate your scholarship as per the termination process. If your scholarship is terminated for this reason, you will be required to repay the total costs of your scholarship in full to ENZ. Alternatively, you can discharge the debt by returning to your home country for a period of two years.

Visa extensions or changes

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

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

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

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

the passport is reported. If your passport is lost or stolen, you should inform your ISO and the police as soon as possible.

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

Circumstance	Reimbursed via institution in New Zealand (only with receipts)
The original visa was issued for a shorter period than the duration of the scholarship	Yes
Immigration medical check fee, if required (maximum of one per visa application)	Yes
You hold an official passport (such as issued by the Philippines or Indonesia) that is issued for only one year at a time	Yes
You changed course with ENZ approval	Yes
You were granted an extension because you failed one or more papers	Yes
You were granted an extension because of circumstances outside your control (for example, health issues)	Yes
You were granted a deferral following receipt of your visa, which necessitated a visa extension	Yes
You lost your passport or it was stolen	Where covered by insurance
Any costs associated with changes to dependants' visas	No

6.1 Institutions' obligations

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

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

6.2 Working while on scholarship

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

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

You are strongly discouraged from working 20 hours per week during the academic year, as this is a significant time commitment and will considerably reduce the time and energy you have to focus on your studies. You will have assignments that you will need to work on during the holidays within the academic year. You should also consider other factors, such as the effort involved in finding suitable work, and the importance of having time for recreation and other interests, and for your relationships with family and friends.

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

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

6.3 Two-year stand-down period

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

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

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

Scholars are able to apply for more than one short-term visitor visa for New Zealand during the two-year stand-down period.

6.4 Spouse or partner on non-Manaaki New Zealand Scholarship

If your spouse or partner entered New Zealand on the basis of a non-Manaaki New Zealand Scholarship or as a self-funded scholar, then the stand-down provisions do not apply to your spouse or partner. In these instances, your spouse or partner may remain in New Zealand to complete their study programme, and there are no visa eligibility restrictions on them in the two-year period. Any

dependent children whose entry to, and position in, New Zealand is tied to that of the spouse or partner who is on a non-Manaaki New Zealand Scholarship or is self-funded are also exempt from the provisions in this section.

7 Scholarship Allowances & Entitlements

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

Scholars should not expect to receive any allowances or entitlements in addition to those listed in this section, either from ENZ or from their institution.

Scholars are responsible for managing and paying their expenses in New Zealand, except for:

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

Scholars should also note that:

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

7.1 Payment of allowances and entitlements

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

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

7.2 Ceasing payments of allowances and entitlements

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

When the scholarship ends, scholars must return to their home country within 14 days, or before their visa expires, whichever comes first. Stipends will continue to be paid during this 14-day period and then will cease.

The stipend and other entitlements will also cease if scholars:

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

7.3 Allowances and entitlements guide

Type	Description
Tuition fees	Full tuition fees for the approved study programme, including enrolment, orientation, and student union fees. Fees are not paid for any professional membership.
Travel between a scholar's home country and New Zealand at the start and end of the scholarship, and also at the start and end of any approved on-scholarship deferrals	Standard economy class travel from the closest departure point to a scholar's home (airport, bus terminal, train station, or seaport) to the town or city where their institution is located, by the most economical route. Ticketing should include provision for in-flight meals.
Establishment allowance	\$3,000 in the first academic year, to meet textbook costs and for other set-up costs in New Zealand. \$1,000 at the beginning of each additional calendar year, to cover the full year. ¹ For scholars returning from an on-scholarship deferral during the calendar year, this amount is paid after the scholar returns. For scholars with less than a calendar year remaining in their study, this amount is pro-rated as per the table below.
Living allowance (stipend)	\$615 per week paid over the scholarship duration and any extension of the scholarship. Stipends are paid fortnightly in arrears.
Medical and travel insurance	To meet basic requirements.
Additional tutoring	Up to \$1,000 per academic year for tutoring; additional allowance may be available if required.

Type	Description
Postgraduate research allowance	\$1,000 for postgraduate research scholars (one-off payment).
Postgraduate research travel	Scholars may be entitled to economy class travel to their home country for approved home-located research.
Postgraduate thesis allowance	Up to \$850 for non-PhD postgraduate scholars. Up to \$1,500 for PhD scholars.
Reunion travel	Scholars may be entitled to an economy class reunion airfare to visit their home country.
Reintegration allowance	Scholars are entitled to an allowance to meet costs of departure and getting re-established in their home country after completing their studies. Scholars are entitled to \$1,000.

7.4 Initial establishment allowance

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

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

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

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

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

7.5 Ongoing establishment allowance

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

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

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

If scholars:

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

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

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

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

7.6 Stipend (living allowance)

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

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

The stipend also covers less regular expenditure on:

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

Stipends are paid fortnightly.

7.7 Additional tutoring allowance

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

- the institution determining it necessary

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

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

7.8 Compulsory additional tutoring

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

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

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

7.9 Postgraduate thesis allowance

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

The postgraduate thesis allowance:

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

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

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

Scholars may use the additional tutoring allowance for additional one-on-one tutoring in editing, proofreading, and writing, as well as for proofreading services.

7.10 Reunion travel

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

Reunion travel entitlements are calculated on the duration of your study programme, starting from the first study component (includes bridging, pathway or main qualification), and concluding on

completion of your study programme. It does not include arrival date or the orientation period, or the 14-day period after the completion of study before the scholar departs.

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

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

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

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

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

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

The reunion travel entitlement is:

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

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

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

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

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

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

8 Course, major or qualification changes

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

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

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

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

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

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

8.1 Change to a lower-level qualification (downgrade)

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

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

8.2 Institution changes

Institution changes may be considered in any of these cases:

- the scholar has not met the continuation criteria for their current programme of study for reasons other than fail grades (for example, the courses have a higher grade-point average standard of entry, or there are fewer places available in the programme at their current institution), and is eligible for entry to a similar qualification in the same priority sector at another institution
- the scholar has not met the continuation criteria for their programme of study at their current institution, and a relevant downgraded qualification is available at another institution

- circumstances outside the scholar's control affect their ability to continue study at the current institution, such as lack of appropriate supervisors, or compelling medical or personal situations.

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

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

Each of these requirements must be met.

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

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

Each of these requirements must be met.

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

Travel must be taken by the most economical route possible.

ENZ does not fund other relocation costs, such as moving furniture or loss of accommodation bonds.

You should discuss the procedure for funding and arranging such travel with your ISO at least two months in advance of travel, where possible.

8.3 Student exchanges

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

9 Postgraduate research and PhD examinations

9.1 Home-located research criteria

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

To meet the criteria the fieldwork should be:

- essential for the successful completion of their programme (supervisor must provide evidence of this)
- undertaken in the home country, so that:

- it is under local conditions
- it can contribute to the development of the home country
- it can support scholars to develop and maintain professional and employment networks in the home country.

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

Institutions approve home-located research:

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

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

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

9.2 Home-located research plan

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

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

Scholars must provide any additional information sought by the institution. The ISO, in conjunction with the scholar and the faculty, will determine whether they could feasibly undertake primary research within the constraints of the study programme without needing an extension to the scholarship. For some scholars, depending on the duration of their programme and size of their intended research project, there will not be sufficient justification to support home-located research.

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

9.3 Home-located research funding and insurance

ENZ limits financial assistance during home-located research to:

- stipend, which continues at the same rate during the fieldwork research period
- one standard, return economy class travel entitlement from the town or city where they are studying to the closest arrival point to their home (airport, bus terminal, train station, or seaport) by the most economical route. Ticketing should include provision for in-flight meals. ENZ will not fund travel to multiple research locations in their home country
- in exceptional circumstances, a second standard, return economy class travel entitlement from the town or city where the scholars are studying to the closest arrival point to their home (airport, bus

terminal, train station, or seaport) by the most economical route. Ticketing should include provision for in-flight meals

- overnight accommodation for unavoidable stopovers enroute, if these costs are not covered by the airline
- a postgraduate research allowance to assist with additional costs related to the fieldwork (the level of allowance provided is the same regardless of whether one or two periods of home-located research are approved)
- additional insurance in some circumstances.

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

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

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

9.4 PhD oral examinations and thesis-related tasks

PhD scholars must submit their thesis while in New Zealand by the end of the scholarship.

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

Scholars may choose to undertake their PhD oral examinations online from their home country if the supervisor and institution endorses this request. Institutions must be confident that scholars will have a suitable environment to undertake their oral examination online, such as having suitable access to electricity and internet.

Scholars must sit the oral examinations within one year of submitting their thesis.

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

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

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

9.5 PhD downgrade options

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

9.6 PhD returning scholars — entitlements

When scholars return to their home country to await the oral examination and then return to New Zealand to sit it, they are entitled to:

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

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

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

ENZ will **not** pay allowances and entitlements while scholars are out of New Zealand.

10 Preparing to return home

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

At the end of the scholarship, scholars are obligated to return to their home country for a minimum of two years.

10.1 Scholar final travel and departure

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

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

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

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

The return travel entitlement for all scholars includes:

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

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

The entitlement does **not** include:

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

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

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

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

10.2 Support services

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

10.3 Notification to Immigration New Zealand

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

10.4 Notification to ENZ

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

11 Withdrawal from scholarship

Some scholars may experience unexpected personal or medical issues that prevent them from continuing with their study. In the first instance, ENZ encourages these scholars to take a deferral of study of up to one year to resolve these issues – please discuss this with the ISO at the institution.

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

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

To withdraw from their scholarship a scholar must discuss this with their institution.

11.1 Termination criteria and responsibilities

ENZ may terminate a scholarship if:

- a scholar does not meet the scholarship continuation criteria at the end of a semester, and a downgrade is not suitable or not available

- a scholar is excluded by the institution because of misconduct (as defined by the institution), including academic misconduct such as plagiarism
- a scholar completes the maximum period of English language training available under the scholarship and is still unable to meet English language requirements for entry to their main programme of study
- at any time, a scholar breaches any of the Scholarship Conditions, including expectations around conduct.

11.2 Scholarship continuation

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

11.2.1 Criteria

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

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

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

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

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

- recommend to ENZ a Course change: the scholar changes to a different course at the same institution, and the institution puts an SSP in place
- recommend to ENZ a **Downgrade — academic**: the scholar changes to a lower-level qualification at the same institution, and the institution puts an SSP in place.
- approve an extension and put a SSP in place.

11.3 Termination process

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

The institution must:

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

Before a final decision is made, the scholar has the opportunity to submit a written response to the ISO about the proposed termination. This must be submitted within three working days of receiving the termination proposal letter.

ENZ must then:

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

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

- ENZ must:
 - inform the institution about why the scholarship is not being terminated
 - consider issuing a warning to the scholar (for example, for breach of visa conditions or violation of expectations around conduct)
- the institution must:
 - meet with the scholar to advise them that their scholarship is not being terminated and deliver ENZ's written reply, including any warning issued. If this is not possible, the institution should send the ENZ letter to the scholar by email
 - put in place any scholar success plan as required by ENZ.

If ENZ's decision is to terminate the scholarship:

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

11.4 Change to a higher-level qualification (upgrade)

ENZ does not allow scholars to change their qualification to a higher level of study than what is stated on their Letter of Scholarship Offer.

11.5 Subsequent eligibility

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

Circumstances	Subsequent eligibility to pay
Scholarship is terminated on grounds of inappropriate conduct	Scholar permanently prohibited from applying for a further Manaaki New Zealand Scholarship.
Scholarship is terminated on academic grounds	Scholar prohibited from applying for a further Manaaki New Zealand Scholarship for a period of five years after returning home.
Scholarship is downgraded on academic grounds	Scholar prohibited from applying for a further Manaaki New Zealand Scholarship for a period of five years after returning home.
Scholar returns home without completing a qualification	Scholar prohibited from applying for a further Manaaki New Zealand Scholarship for a period of five years after returning home.
Scholarship is downgraded on personal grounds	Scholar can apply for a further Manaaki New Zealand Scholarship after a stand-down period of two years after returning home.
Voluntary withdrawal from scholarship on compassionate grounds due to unforeseen personal circumstances	Scholar can apply for a further Manaaki New Zealand Scholarship after a stand-down period of two years after returning home.
Voluntary withdrawal from scholarship prior to scholar commencing their studies	Scholar can apply for a further Manaaki New Zealand Scholarship when applications reopen and are not subject to a stand-down period.



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