

<b>Academic Policy</b>	
<b>International Students - Code of Practice</b>	
<b>1_A_POL_InternationalStudents_190401</b>	
<b>1. Policy Statement</b>	The School of Audio Engineering (NZ) Ltd, trading as SAE Institute (SAE), recognises that there exist special requirements for international students and will comply with the <i>Education (Pastoral Care of International Students) Code of Practice</i> . This framework (known henceforth as the 'Code of Practice') was established under section 238F of the Education Act 1989 and governs the pastoral care for international students in New Zealand. SAE is a signatory to the Code of Practice.
<b>2. Purpose</b>	The purpose of this policy is to ensure the protection of international students and to support their educational experience at SAE through our obligations under the Code of Practice.
<b>3. Scope</b>	<p>This policy applies in the context of SAE operations in New Zealand, and is applicable to students enrolled with, or intending to enrol with SAE irrespective of their place of residence or mode of study.</p> <p>Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation. Students registered with SAE Institute who transfer their studies to a campus outside New Zealand, will have their registration with SAE in New Zealand terminated and are required to adhere to the guidelines, policies and procedures of the legal entity to whom they have transferred their registration.</p>
<b>4. Associated Policies and Procedures</b>	<p>This policy should be read in conjunction with the following policies and procedures:</p> <ul style="list-style-type: none"> <li>● <a href="#">Student Support</a></li> <li>● <a href="#">Access and Equity Policy</a></li> <li>● <a href="#">Student Admission</a></li> <li>● <a href="#">Student Progression and Graduation</a></li> <li>● <a href="#">Tuition Fees and Refunds Policy</a></li> </ul>
<b>5. Associated Documents</b>	<p>This policy should be read in conjunction with the following documentation;</p> <ul style="list-style-type: none"> <li>● SAE Institute's Code of Practice Self Assessment</li> <li>● Education (Pastoral Care of International Students) Code of Practice</li> <li>● International Student Contract Dispute Resolution Scheme Rules</li> <li>● The Code Guidelines for Schools and Tertiary Education Organisations</li> </ul>

<p><b>6. Policy</b></p>	<p><b>6.1 Code of Practice</b></p> <p>SAE Institute is a signatory to the <i>Education (Pastoral Care of International Students) Code of Practice</i>.</p> <p>In accordance with the Code of Practice, SAE meets our obligations in terms of the following 10 outcome areas. In so doing, SAE ensures that we are being fair and equitable in the recruitment of international students and accurate in terms of all communications with international students including via agents. It further ensures international students are well supported during all stages in the student lifecycle. These 10 outcomes are <u>directly quoted</u> from the Code of Practice:</p> <p><i>Outcome 1: Marketing and Promotion</i> The intent of this outcome is to ensure prospective students and their families have a full and realistic picture of what it will be like to live and study in New Zealand, and in particular at your institution. This means supporting them up-front with robust information so they can make a sound decision about whether studying with you is the best decision for them – so as well as all the benefits, they will need to be aware of the costs they will face, the reality of day-to-day life, and where relevant, what kind of employment opportunities they are likely to have during and after study. It is important that this information is regularly reviewed so it remains current.</p> <p><i>Outcome 2: Managing and Monitoring Agents</i> The intent of this outcome is to address the fact that agents play an important role in the lives of international students and their families. It is vital that agents act with the utmost integrity at all times so it is important that agents you contract with are clear on their obligations, and that you have procedures to make sure they provide students and their families with the best information and support possible.</p> <p><i>Outcome 3: Offers, Enrolment and Contracts</i> The intent of this outcome is to ensure you have good systems and documentation set up to manage the offer, enrolment and contract for each new student, and ensure that students and their families are clear on their obligations and responsibilities.</p> <p>The intent of this outcome is to help ensure students get the right advice about insurance, and have insurance policies in place to protect them against significant financial costs arising from any incidents.</p>

*Outcome 4: Immigration Matters*

The intent of this outcome is to ensure that students are entitled to undertake their programme, and that they understand their rights and responsibilities around immigration matters.

*Outcome 5: Orientation*

The intent of this outcome is to ensure that students, and where relevant their parents or legal guardians, have a robust orientation to help them settle in well to life and study in New Zealand.

*Outcome 6: Safety and Wellbeing*

The intent of this outcome is to ensure students are as well supported as possible to have a safe, happy, healthy and successful time living and studying in New Zealand.

The intent of this outcome is to ensure students have a safe and comfortable living environment, especially for those students coming to a new country and culture, and might be away from home for the first time without friends and family nearby.

*Outcome 7: Student support, advice and services*

The intent of this outcome is to ensure that students are fully informed about services and advice so they have good ongoing support while they live and study in New Zealand.

*Outcome 8: Managing withdrawal and closure*

The intent of this outcome is to ensure good systems and processes are in place for students so they are clear on what happens if a student withdraws from a programme, does not attend, or if your institution closes for any reason. This includes aspects such as student fee protection, along with hand-over of care after enrolment ends.

*Outcome 9 and 10: Grievance Procedures*

The intent of this outcome is to ensure a robust, transparent and accessible process is in place to resolve any grievances students may have.

For more information regarding the terms and conditions of the Code of Practice including SAE's obligations as a signatory, see:

	<p><a href="http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html?search=ts_act%40bill%40regulation%40deemedreg_code+of+practice_reselel_25_a&amp;p=1">http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html?search=ts_act%40bill%40regulation%40deemedreg_code+of+practice_reselel_25_a&amp;p=1</a></p> <p><b>6.2 Code of Practice Self Assessment</b></p> <p>As part of our ongoing commitment to the care of International students, and to meet our legislative requirements, SAE regularly reviews our adherence to the Code of Practice.</p> <p>SAE conducts the required annual Code of Practice Self Assessment and upon completion submits this document alongside the required Attestation to the New Zealand Qualifications Authority (NZQA).</p> <p>In addition to ongoing and formal reviews, policies will also be checked whenever there are changes in legislation to ensure that they comply with current provisions.</p>
<p><b>7. Records</b></p>	<p>1_A_POL_InternationalStudents_190401</p> <p>DRAFT released for consultation 21 May 2019</p> <p>FINAL approved by Academic Board 3 June 2019 and released</p>

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