

Uni Exchange Aotearoa Terms and Conditions



Te Herenga Waka—Victoria University of Wellington

The following Terms and Conditions are to ensure transparency of the requirements that apply to students who participate in a domestic student exchange, and to maintain the integrity of the exchange programme. You must agree to the Terms and Conditions and complete your Expression of Interest form before being offered a place on an exchange programme. Please read the terms below carefully. If you have any questions or need further information, please contact UniExchangeAotearoa@vuw.ac.nz.

You agree that, if you are offered and accept an exchange through Victoria University of Wellington (VUW)'s Uni Exchange Aotearoa programme, you will:

1. Comply with all statutes, policies, procedures, rules, regulations, and reasonable requirements of both VUW and the host university while on exchange.
2. Be enrolled as a domestic student in New Zealand to be eligible for the exchange.
3. Maintain at least a B- average (or C+ with a recommendation letter) and complete at least 120 points or a full-time year of study before the commencement of your exchange. The points you complete while on exchange must not fall within the final 120 points of your degree. You understand that Uni Exchange Aotearoa will check your most recent grades before your departure. If you no longer meet the criteria, you may be withdrawn from the exchange programme.
4. Enrol in a full-time course of study at the host university while on exchange. You understand that:
 - You should work with your Student Success Adviser to select courses at your host university which are approved for cross-crediting to your home degree.
 - You should notify your Student Success Adviser as soon as possible if any course changes happen during your exchange.
5. Pay on time all fees and levies as advised by your host university in relation to your exchange, and to VUW when you re-enrol prior to your return.
6. Attend any briefing sessions held by VUW prior to your exchange commencing, and attend any orientation and other exchange-related activities required by your host university.
7. Provide all necessary authorisations to ensure the host university can send a full transcript to VUW. You understand that the points you earn while on exchange will count towards your VUW degree requirements, but grades achieved on exchange will not be included in your VUW GPA. You may also fall under the Academic

Progress for Continued Registration Procedure if you pass fewer than half of the points you take during the exchange trimester.

8. Represent VUW while on exchange. This may include attending promotional events.
9. Immediately notify both your VUW Student Success Adviser and your host university should you need to return to Wellington earlier than intended.
10. Notify VUW if your plans change, and you do not intend to return to VUW at the completion of your exchange. If this occurs, you will cease to be a VUW exchange student.
11. Immediately notify VUW if, prior to or while on exchange, you are charged with or convicted of any criminal offence or are subject to disciplinary action under VUW's Student Conduct Statute (or your host university's equivalent). You understand that this may lead to your application and/or exchange programme being declined or terminated. If your exchange programme is terminated, this will not in itself impact on your enrolment at your host university or your ability to re-enrol at VUW, however these may be impacted in accordance with each University's statutes and policies.
12. At the completion of your exchange, you will complete the end of exchange survey. You understand that course credit will not be transferred to your VUW programme until you complete this survey.
13. Support the Uni Exchange Aotearoa programme upon your return through voluntary mentoring of other students and/or promotion of the programme.
14. Update both VUW and your host university if your residential address and contact details, or your nominated emergency contact details, change at any time during your exchange. You agree that VUW and/or your host university may contact your nominated emergency contact if they have concerns about your wellbeing or safety.
15. Notify your host university (and, if you choose, also VUW) if you have any concerns about your health, wellbeing, or safety, or your ability to study, or if you have any other concerns (including concerns about discrimination, racism, bullying, harassment or abuse, or the health, wellbeing and safety of other students) while on exchange. You understand that your host university and VUW may work together to offer you appropriate support and, where relevant, assist you to access additional services. You understand that health (including mental health) of exchange students can be affected by the stresses which come with living and studying away from home, and that notifying your host university is important as it helps them support you in accessing appropriate services and other supports.
16. Follow the Withdrawal Procedure if you wish to withdraw from the exchange programme. This includes:
 - notifying your host university
 - notifying VUW via this email: UniExchangeAotearoa@vuw.ac.nz

- withdrawing from your accommodation (if in university accommodation)
- repaying the \$1,200 scholarship you have received
- informing StudyLink. Your Student Success Adviser can advise you on this if you decide to withdraw during the exchange.

17. You understand that:

- VUW will collect, store, use, and disclose personal information about you in order to carry out its operations, functions, and activities as a university and facilitate your exchange as further outlined in the University's privacy notice (at www.wgtn.ac.nz/privacy), which you have read and understood.
- VUW will share information about you with your host university to facilitate the exchange. You consent to this occurring.
- Your host university will collect, store, use, and disclose your personal information in accordance with its own legal requirements and procedures.

18. You understand that travel to any location carries a level of risk, including with regards to health and safety, and you acknowledge and accept the risks associated with travel.

19. If you fail to comply with any of the above terms and conditions, your exchange may be declined or terminated, and you will accept full responsibility for the consequences of any such termination. If your exchange programme is terminated, this will not in itself impact on your enrolment at your host university or your ability to re-enrol at VUW, however these may be impacted in accordance with each University's statutes and policies.

Annexure 1 - Health and Safety Information

Travel to any location carries some level of risk. Victoria University of Wellington (VUW) recognises the importance of your wellbeing and safety. To support you in making decisions, some high-level information and advice regarding health and safety risks associated with travel is set out below. Please contact Uni Exchange Aotearoa if you have any questions or need assistance to access additional information.

Key risks

Travelling on exchange brings various health and safety risks. These risks can be exacerbated in the case of global health pandemics, political unrest, natural disasters, and other unexpected events. Due to such events, you may:

- be unable to travel to your host university and/or return to Wellington or your home as scheduled

- be subject to lockdowns or other restrictions while you are studying with your host university
- incur costs in connection with interruptions to travel and/or lockdowns or other restrictions
- need to access healthcare
- have your studies interrupted or affected. You may have to complete some or all of your exchange online (where this is available) and/or adjust your academic programme if any of your courses are cancelled or you are not able to complete them.

VUW recommends that you have contingency plans in place so that you are prepared for the above risks. For example, you should be prepared to:

- study remotely
- change flights that you have booked
- arrange additional accommodation if your return to Wellington or your home is delayed
- manage your health and wellbeing needs if your travel is unexpectedly extended (including by having adequate prescription medicines).

You need adequate financial resources to cover your costs for the duration of your exchange, including any costs you incur due to interruptions or delays. We also recommend that you consider any personal/family commitments that may be affected if your return to Wellington or your home is delayed for an extended period.

Please note that:

- If you withdraw from the exchange programme after the deadline for changing enrolments, you may not be eligible for a refund of fees
- VUW may not be able to provide academic credit for the courses you take at your host university if those courses are cancelled due to unforeseen events.

More information

This Annexure provides a high-level summary of certain key risks associated with travel. However, it is not a comprehensive or exhaustive list of all risks that occur. VUW recommends that you conduct your own risk assessment, having regard to your personal circumstances.

Acceptance of terms and conditions

By submitting your Expression of Interest form, you confirm your acceptance of the above terms and conditions.