

OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP0709.02	
Title:	Overseas Travel in Approved Programmes		
ITPNZ Std:	7 Programme Delivery		
Academic Board Approval:	Ac Bd Paper No: A120/09	Ac Bd Date: 19 Aug 09	Effective Date: 19 Aug 09
Previous Policy No:	n/a	Review Date:	as required
Contact Authority:	Director: Quality		Status: Current

Purpose To provide the parameters for any overseas travel which may be included in approved programmes at Otago Polytechnic.

Background In 2003, TEC introduced regulations stating that overseas travel would not be funded through the Student Component Funding. Exemptions to this regulation may be granted following application – any application would be required to meet the funding criteria set out in the Tertiary Funding Conditions.

The exemption criteria applicable for 2009 are:

- The overseas travel is integrally linked to stated academic course outcomes as described, eg in course material to learners and in academic course prescriptions and programmes.
- The course is a compulsory requirement of a qualification and/or major.
- The academic outcomes for the course cannot be achieved in any other manner in New Zealand.
- The course or qualification, or qualification major, is of high strategic relevance and well aligned to the Government's tertiary education priorities as expressed in the Tertiary Education Strategy (TES) and Statement of Tertiary Education Priorities (STEP).

Statutory Compliance

National Guidelines TEC 2009 Tertiary Funding Conditions

- Policy and Procedures**
1. Overseas travel will not be funded through Student Component Funding.
 2. Overseas travel may be included as part of a course if:
 - a. the Tertiary Education Commission (TEC) has granted Otago Polytechnic an exemption, or
 - b. the travel is not funded by Student Component subsidies or fees/course costs.
 3. Any application for exemption must meet the criteria set by TEC and must be applied for annually.
 4. Any overseas travel, other than approved for exemption as part of the programme, included within any programme will be optional for the students in the programme.



5. The Head of School is responsible for ensuring that required risk management procedures are in place for any overseas travel.

**Referral
Documents**

**Delegation of
Procedures**

**Approved
Date: 19 August 2009**

