



University
of Otago

ŌTĀKOU WHAKAIHU WAKA

NEW ZEALAND'S FIRST UNIVERSITY



Student exchange handbook

Student Exchange Programme

OTAGOGLOBAL

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Travel while you learn!

Experience a new learning environment and culture at one of Otago's 100+ prestigious exchange partners. Learn more about yourself, push your boundaries and make new friends around the world – all while you continue to work towards your Otago degree.

- Pay Otago fees
- Bring credits to your Otago degree
- Continue to receive StudyLink
- Receive a travel grant
- Scholarships available

Full details: otago.ac.nz/student-exchange

Otago Global info sessions

An overview of the Otago Global Student Exchange Programme. We'll cover the application process, course credits and academic advice, the scholarships and awards available, and choosing your host institution. Attendance is compulsory for all students applying to go on exchange.

- Tuesdays 3pm (online)
Exchange info session Zoom link
(Meeting ID: 934 1724 8642)
- Thursdays 1pm (in person)
AskOtago Central Hub

Exchange Adviser at the Hub

- Monday to Thursday, 11am–1pm
No appointment needed!
- Sessions/Hub hours run from February to October (excluding semester breaks).

Contact an Exchange Adviser

exchange@otago.ac.nz

Tūrangawaewae, Pōkai Whenua Exchange

The Tūrangawaewae, Pōkai Whenua Exchange (TPW) Programme is available for students of Māori descent through the Office of Māori Development. Students will be required to attend an interview before placement is confirmed.

For full information:

[Tūrangawaewae, Pōkai Whenua – Indigenous Exchange](#)

Email: maori.development@otago.ac.nz

What is TPW about?

- Founded between indigenous communities.
- A unique opportunity for Māori students to study abroad and learn from other indigenous cultures.
- We connect students with indigenous communities to enhance their study experience.
- Scholarships are available.



Eligibility criteria

- Students must have completed at least one semester of full time study at Otago before applying.
- Have and maintain a B average grade (cumulative GPA of 5).*
- Be enrolled full time at Otago while on exchange.
- Have a full course load (paper based) at host institution.
- Restrictions: Medicine, Dentistry, Psychiatry, Physiotherapy, Pharmacy or other clinical course. Papers taken overseas cannot be credited towards these University of Otago degrees.

*Note:

- Students with a GPA between 4.5 and 4.99 may be considered on a case by case basis.
- Grades are monitored up to the semester before students go on exchange. Should there be a GPA drop, students may be withdrawn from the programme at late notice.

Graduate level exchange

- Where possible, go on exchange during your undergraduate years because there are more destinations available, and it is a less complex process.
- If you'd like to go on exchange as a post-grad, you need to approach your Otago department first.
- Once you have your department's approval, please talk to an Exchange Adviser regarding the destinations available to you.

International students

- If you are an international student completing a full degree at Otago, you can apply to go on exchange!
- You are eligible to receive the Otago grants and awards, which will be paid to your NZ bank account.
- You will continue to pay international tuition fees to the University of Otago for the duration of your exchange.
- Ideally, you will not apply to go to an institution in your home country. Some institutions will not accept nominations from a national of that country.
- You need to apply for your NZ Student Visa before returning to New Zealand. Ensure you are enrolled at Otago and you have all other required documents to apply for the NZ Visa at the end of your exchange.

Exchange planning

- Meet with Student Development who will help you plan your Otago degree and identify papers/points to take on exchange. They might also point out the best semester/year for your exchange.
- Check your department's website for specific exchange information or recommended destinations for your major.
- When choosing your exchange destinations, select institutions where you can take the courses you need. Read the information on the institution's fact sheets and follow the links to ensure you have all the relevant information.

Note:

- Entry into courses at the host institution is not guaranteed. Flexibility is essential!
- If possible, take your core papers at Otago and leave electives to be taken on exchange.
- You may have papers not offered at Otago credited back to your Otago degree.
- If you only have one paper to complete your Otago degree, you can still go on exchange but you must take a full course load while away.
- A dissertation and/or thesis cannot be taken as part of your exchange.



Accommodation in Dunedin

Otago's semester 1 exchange

- Where possible, we recommend going on exchange in semester 1. There are more accommodation options available in Dunedin during semester 2.

Connect with other exchange students

We have a closed Facebook group where students can connect with others about accommodation. This is only for Otago students who've been accepted to the exchange programme. The link to this group will be emailed to students at an appropriate time.

Become a Kiwi Host

University Flats (UniFlats) provides accommodation for international students who are at Otago on exchange or study abroad programmes. They also offer the opportunity for domestic students to be a Kiwi Host and to start or continue their international experience right here at Otago.

Kiwi Hosts are full time, predominantly undergraduate students who share their local knowledge of Ōtepoti Dunedin and the University campus and environment with their flatmates. They also help international students settle into life at Otago.

UniFlats accommodation are within a 10-minute walk of campus and rental contracts include internet and power.

For full details and how to apply, please see: otago.ac.nz/uniflats/about/hosts

Semester 1 Kiwi host places are limited. We recommend students contact UniFlats in advance to check availability and the application timeline.

Finances

What you'll pay:

- Standard course fees to the University of Otago (as if you were in Dunedin)
- Living costs (accommodation, food, etc.)
- Flights
- Insurance(s)
- Visa costs (if applicable)
- Travel costs and personal spending
- You may need to pay sundry fees at your host institution. You will be advised of such costs prior to your arrival.

Financial assistance available to you:

- [A travel grant from Otago](#)
- StudyLink loans and allowances, if applicable
- [Scholarships and awards](#)
- [Region/country specific scholarships and awards.](#)



Application process

- Attend an Otago Global information session.
- Read the information under 'Plan to go on Exchange'.
- Otago exchange partners – research your host institutions. Choose up to five institutions!
- Log in to eVision (go to 'Programme and Papers', 'Apply for Global Exchange'). If applying for a full academic year, put in two applications.
- If applying for a course that is less than one semester of study, select 'short course' under 'period'.
- If applying with a friend, please mention their name on the application.
- No additional documents need to be uploaded.

Note: Your first choice of institution cannot be guaranteed!

To confirm placement at a host institution, we'll look at:

- date you completed your application
- institution availability
- institution requirements (GPA, restricted programmes, academic flexibility, study level etc.).

Placement requires analysing a wide range of information. Your Exchange Adviser will consider your choices and will place you at the best available institution to meet your academic and other needs.

Application processing period

1 March to 1 September: Otago's semester 1 the following year.

1 September to 1 March: Otago's semester 2 the following year.

See [When and how to apply](#) for full details.

Otago Global terms and conditions

You must abide by the *Otago Global Student Exchange Terms and Conditions* agreed to on your eVision application.

I understand that it is my responsibility to:

- Enrol in my programme at Otago and complete my declaration.
- Refund in full any monies if I fail to complete at least one semester on exchange, or two semesters where the required length of exchange is one year, or if I fail to pass a minimum of half the courses undertaken while on exchange.
- Immediately contact my Exchange Adviser if my plans change or if I decide to withdraw from the programme.
- Pay any fees required by the host university.
- Inform my Otago Exchange Adviser immediately if I am charged with any criminal offence or am subject to disciplinary action by my host university. I understand that my exchange may be terminated in this situation.
- Participate in any promotional activities related to the exchange programme at my host university, as required.
- Check my University of Otago student email account regularly.

Note: These are just some of the clauses. You can access the full document at any time: log in to your eVision portal, go to your exchange application and access the 'Declarations' tab.



Application timeline

1. Submitting your application

- Attend an Otago Global information session.
- Meet with the Student Development team if you need clarification on papers you can/should take on exchange.
- Do your own research to ensure the institution you are applying for is a good academic fit, has a number of papers you can take, and that you meet any prerequisites.

2. Processing applications

March–Sept (s1) | Sept–March (s2)

- eVision application received.
- Complete and submit survey.
- Placement finalised by the Exchange Adviser (EA).
- Receive a notification on eVision confirming your host institution.

3. Learning Agreement (LA)

From March (s1) | From Sept (s2)

- LA is emailed to you.
- You liaise with your department(s) for approval to take specific papers on exchange.
- LA is signed by you, the department(s) and Student Development and it is returned to the Exchange Adviser.

4. Applying to the host institution

Aug–Oct (s1) | Jan–June (s2)

- You are nominated to the partner institution (Note: institutions have different nomination/application deadlines).
- Exchange Adviser emails the host institution's application instructions, accommodation, etc.
- You apply ASAP after receiving this email.

5. Enrolment, StudyLink and grants

Sept–Feb (s1) | Sept–Sept (s2)

- You enrol at Otago for the semester you're on exchange.
- Your Exchange Adviser adds your EXCH000 paper.
- Your Exchange Adviser emails you part 2 of the StudyLink form and you apply for StudyLink.
- Your travel grant and awards are paid in January (s1 exchange) and August (s2 exchange).

6. Getting accepted

From Sept (s1) | From April (s2)

- Monitor your student account regularly!
- Allow your host institution time to process your application (anywhere from 2 to 10 weeks).
- You receive the acceptance documents.
- You attend a pre-departure seminar.

7. Preparations

From Aug (s1) | From April (s2)

- Apply for your visa after you receive your acceptance documents.
- Apply for accommodation.
- Book your flights and buy travel insurance.

8. On exchange

- Soak it all in and enjoy your overseas exchange experience.
- Your Exchange Adviser is just an email or Zoom call away!

9. IRD letter

April (s1) | Sept (s2)

- Your Exchange Adviser emails the IRD letter to you with information on how to submit it.

10. Academic transcript

From June (s2) | From Dec (s2)

- Your transcript arrives and is processed.
- Credits show under 'Transfer Credit' on your Otago transcript.

11. Graduation

- Finalists graduate!

@otagoexchange
Otago Global Student Exchange
otago.ac.nz/student-exchange



Learning Agreement

The Learning Agreement records the Otago credit that students have been approved to receive for their exchange semester.

You'll be fully approved to go on exchange once your Learning Agreement has been signed by an academic adviser in your department/programme(s) and Student Development.

The academic advisers have the final say as to whether your proposed courses and the potential host institution are an acceptable academic match for your Otago qualification.

If the academic adviser does not approve the institution for your major/minor, they may recommend alternative options. If this happens, please contact an Exchange Adviser as soon as possible. We'll discuss available institutions and send you a new Learning Agreement.

Note:

- You must take a full course load on exchange (as determined by the host institution and the University of Otago).
- Your Learning Agreement is an outline of the courses you plan to take at your host institution. You may make changes at a later stage if needed.
- You can use the host institution's course information for the previous academic year (course listings for the academic period you will be on exchange may not be available).

- It is a good idea to have more courses approved on your Learning Agreement than you require.
- You do not have to take all courses listed on your Learning Agreement, but you **must** have approval for all courses you want to credit to your Otago degree.
- Courses not approved may not be counted towards your major or minor requirements.
- Check your department's website. They may have specific information for students applying to go on exchange.
- Completion of this Learning Agreement does not guarantee enrolment in courses at the host university.
- Individual grades achieved while on exchange will not transfer back to Otago grades – your transcript will read 'Transfer Credits'.
- You will receive credits for the papers you pass. Exchange grades may be used for entry to postgraduate programmes or level of award of postgraduate programmes (the transcript of the host institution is required for assessment).
- The information provided by Student Development contains the University of Otago's final decision on the overall credit you will receive from exchange.

Papers that you need for your major/minor subjects: Academic advisers

- Provide the course outlines for the papers you want to take overseas to the academic adviser from your relevant major(s) and minor(s) department(s).

The academic/s may:

- Decide that your host's paper is equivalent to an Otago paper. Thus, if you pass that paper it will count towards your major/minor subject requirements.
- Determine the paper is not equivalent to an Otago paper but that it counts towards your major/minor requirements. You would then get unspecified credit for your major/minor.
- Decide a host's paper is not suitable as a replacement for Otago's subject requirements. You may need to find alternative papers.
- The academics will write their decisions and any variations to usual major/minor subject requirements on your exchange Learning Agreement (a separate course variation is not required).

Interest papers: Student development

Papers you'd like to take overseas as interest papers, and that you don't need for your major/minor subject requirements, can be assessed by a Senior Student Adviser in Student Development.

Senior Student Advisers can only approve unspecified credit (e.g. unspecified 100-level Commerce or unspecified 200-level Science), and cannot determine whether this meets major/minor subject requirements.



Learning Agreement continued

Who completes/signs your Learning Agreement?

1. Academic adviser(s) from your relevant major(s) and minor(s) department(s): sections C and D.
2. Student Development will sign sections D and E once all other steps are completed. They provide oversight as to what credit you will receive and ensure you know what papers you need to take on exchange.
3. You: Sections B, C, and F.

Ensure you allow plenty of time for steps 1 and 2 above because:

- You may not get an appointment straight away
- Additional information may be needed
- Assessing papers for credit is a time-consuming process for staff
- You should identify the papers you wish to study and contact the relevant staff members well in advance of the Learning Agreement deadline.

Do your research

- Look at the regulations for your degree and see if there are Otago papers you will miss while on exchange that you'll need equivalent papers for overseas. For example, a required paper for your major/minor, or a prerequisite for a paper that you want to take subsequently at Otago. You can request an appointment with an adviser at Student Development if you would like assistance.
- Explore the host institution's web page on the [Otago Exchange Partners website](#): it has information and links to help you determine how papers correspond to Otago papers and the appropriate number of papers to study while on exchange.
- Identify papers that are similar to the papers that you need for your major/minor at Otago, or that you would like to take for interest rather than to count towards your major/minor. It's a good idea to identify more papers than you need because sometimes the papers you planned to take won't be offered.
- Ensure selected papers are offered in English (if applicable), and in the semester you will be at the host institution.
- Ensure you meet the prerequisites for all papers you propose to take on exchange (as per your host institution's requirements).

Completing the Learning Agreement

1. You complete Sections B, C, and F.
2. Meet with an academic adviser.

You must approach your academic adviser/s fully prepared.

- Complete the student part in Section C. Show the minimum and/or average course load required by the host university.
- Provide a link or PDF of all courses you propose to take while on exchange (course outlines or as much information as you can gather).
- Ensure that the courses you propose to take are offered in English (if applicable), and in the semester you will be at the host institution.
- Papers that you need for your major/minor and papers that you are taking for interest can be treated differently.

The academic adviser will:

- Establish whether the host institution's paper can be substituted for an Otago paper
- Confirm whether the paper meets your major/minor requirements.
- Complete and sign sections C and D.

3. Meet with Student Development

- Once you and your academic adviser/s have completed Sections C and D (excluding the equivalency for interest papers) you need to talk with Student Development .
- Student Development will confirm the overall credit you may receive when you return to Otago and any other important information you may need to know (Section E).
- They will look at what papers you need to take while on exchange and check the academic adviser/s have completed all relevant sections of the Learning Agreement.
- They will explain how many points/credits/units you need to take while on exchange. This is calculated based on 18 Otago points and it will be clearly stated on your exchange Learning Agreement.
- Please select the Otago papers you intend to do in the semester before and/or after your exchange, before taking your Learning Agreement to Student Development. If you can't do this in eVision (e.g. paper selection is not available) then please consider the papers you will need to take. This helps Student Development know whether you are taking the right papers while on exchange.
- If you are planning to complete your degree on exchange, the above point is particularly important. Student Development will assess your finalist status and ensure you know what you need to do to complete your degree
- During this meeting, you will get final sign off on your agreement and will need to sign the Learning Agreement to acknowledge you understand what is required of you while you're on exchange.



Learning Agreement continued

Drop-in or book an appointment

We recommend you visit the AskOtago Central Hub during Student Development's drop-in hours (1–3pm weekdays) for this step.

Alternatively, you can make an appointment with a Senior Student Adviser in Student Development. When booking the appointment you should select the option 'I am going on exchange and need my Learning Agreement signed'. When you receive an email confirmation of your appointment, please reply to this email with a copy of your Learning Agreement so your adviser can prepare for your appointment.

4. You sign section F.

Returning the Learning Agreement

You are fully approved to go on exchange when your exchange adviser has received your signed Learning Agreement.

After the Learning Agreement has been signed by all parties, it is the student's responsibility to:

- Scan and save the file as: Host institution name + year and semester on exchange + your name + your Otago ID. e.g. Sorbonne Nouvelle 2000 S1 Jane Doe 1234567
- Email the final copy of the Learning Agreement to both: student.development@otago.ac.nz and exchange@otago.ac.nz

Please complete and return your Learning Agreement as soon as possible. If there is a delay and you are unable to meet the deadline, please let your Exchange Adviser know.

Approval for additional papers

Once signed, your Learning Agreement must not be altered in any way. Additional papers are approved by email.

1. Contact your academic adviser/s to have additional papers assessed/approved for your exchange.
2. Once an agreement is made with an academic adviser, please forward this correspondence to student.development@otago.ac.nz.

Note:

- Do not send a new or altered version of your Learning Agreement.
- Student Development will add this email approval to your original Learning Agreement and discuss whether these updates will impact your study at Otago. Remember, the academic adviser can only certify paper equivalency and does not approve the number of points/credit you will receive for each paper.
- The subject line on emails to Otago departments/Student development should always read: exchange 202* S* + Your name + Otago ID + host institution.
- Please ensure student.development@otago.ac.nz has a record of all additional papers you have been approved to take on exchange.

You must have Otago approval for all papers you take on exchange. This is particularly important if you are completing your degree while on exchange.



Applying to your host institution

You will need to apply to study at your host institution, complete all application steps and upload all required documents.

How to apply

1. Your Otago Exchange Adviser nominates you to your host institute and emails you to confirm your nomination and to provide information on your next steps.
2. You follow the email instructions and complete all required application steps as soon as you can.
3. Allow your host institution time to process your application. This could be anywhere between one week and two months.
4. The host institution will send you your acceptance documents once they have completed the admission process.
5. You apply for accommodation.
6. You organise your flights and insurance.
7. You apply for your student visa (if applicable).

Note:

- Institutions' nomination periods vary. We'll nominate you as soon as we are able.
- **Wait for the email from your Exchange Adviser!** You can only apply to the host institution after you've been nominated by Otago.
- Online is the most common way to apply, but a few institutions still require documents to be posted. If this is the case for you, your Exchange Adviser will send them on your behalf, once you drop them off.
- Official Otago transcripts – you can obtain yours via My eEquals, or your Exchange Adviser will order a hard copy for you for free if documents are sent by post.
- Most institutions will provide an electronic copy of your acceptance document, but a few will still be sending this by post.
- It is unlikely that you will not be accepted by the host institution, however this is their decision to make. GPA drop, restricted programmes/ability to accommodate your academic needs will be taken into account. Should there be an issue, your Otago Exchange Adviser will work with you on alternative destinations.

Connecting with other exchange students

Closed Facebook groups

You'll be invited to join closed Facebook groups where you'll be able to connect with:

- Otago students who have been on exchange, who are on exchange, and who may be going on exchange in the same semester as you.
- Students on exchange at Otago.

Your host institution

Your host institution may also invite you to join groups where you can connect with other students before arriving at the host destination.

Goin' Abroad Network

Use the Goin' Abroad Network to find other students from around the world who are also going to your host institution. When in the app, please select 'Goin' Abroad Network' as your community.

Register here to find other exchange students:
register.goinconnect.com/abroad



EXCH000

You will be enrolled in ONE paper when on exchange:

- EXCH000 (semester) OR
- EXCH001 (short course)

Enrolling in EXCH000/001

- Enrol on eVision but do not add any papers for the semester you're away.
- If you are studying at Otago the semester before/after your exchange, select your Otago papers as usual.
- We add EXCH000 for you.
- You get a notification on eVision.
- You sign your declaration and complete enrolment.

Note:

- There are no points associated with EXCH000, but it is a full-time paper.
- EXCH000 code is typically added after receiving your signed exchange learning agreement.
- Otago's s1 exchange: EXCH000/001 will be added from early November. Priority is given to students on exchange in January, and to students who had their Learning Agreement completed.

- Otago's S2 exchange: EXCH000/001 will be added by April.
- Let your Exchange Adviser know if you must take an Otago paper alongside EXCH000. In this case, you'll pay for a full course load for the EXCH paper + the Otago paper you enrol in.

If you are studying at Otago the semester before/after your exchange, select your Otago papers for that semester as usual.

Note:

- Most EXCH000/001 will be added between December and May.
- If you are not studying in the semester before or after your exchange, you won't be able to complete course enrolment until EXCH000/001 has been added to your account.

Studylink

You can continue to receive StudyLink loans and allowances while you're on exchange. This is how you apply:

- You must apply for your loan and/or allowance in the usual manner with StudyLink. You complete the [overseas study form](#).
- Your Exchange Adviser completes Part 2 (confirmation from an authorised staff member) and emails the document to you.
- You upload the completed form through the connect website (look for the connect banner).

Study breaks

You will not receive any student loan/allowance payments if you have a break in your study of more than three weeks duration, including:

- A break or holiday while on exchange
- A break from the time you finish at Otago and start study at your host university
- A break from the time you finish at your host university to the time you re-commence your study at Otago.

Note:

- If you're on exchange for two semesters starting in Otago's semester 2, you need to sign an agreement with StudyLink for the year you are away.
- You will receive your loan and/or allowance payments according to your host university's semester dates.
- You should take enough money with you to see you through the first month at your host university. Payments are made in arrears and may not be in your bank account on the day you start your exchange.
- Only you and your appointed agent will be able to make enquiries with StudyLink.
- You are responsible for informing the Student Finance Office and StudyLink if you withdraw from the Exchange Programme, or if there is any change in the length of study at your host university.
- **New Zealand Permanent Residents:** Please read the information under '[Studying while overseas](#)' on the [StudyLink website](#).



Otago fees and IRD

Paying your Otago fees

Your tuition fees will be paid to the University of Otago.

- You will pay one set amount, regardless of your workload at the host university.
- You may need to pay sundry fees at your host institution. You will be advised of such costs prior to your arrival.
- For assistance with your Otago fees, please email: student.finance@otago.ac.nz

IRD

You can apply for your loan to be interest-free while overseas if you are studying as part of a formal exchange. You can spend 183 days overseas before IRD charge interest on your loan.

Your Otago Exchange Adviser will provide the letter you need to apply for the interest exemption from IRD.

This letter will be emailed to you after you arrive at your exchange destination:

- In April – semester 1 exchange
- In September – semester 2 exchange.

Full details: ird.govt.nz/student-loans

Pre-departure and grants payment

Pre-departure seminar

You'll be invited to attend a pre-departure seminar where we cover a range of topics to better prepare you for your exchange:

- May – for students going on exchange in Otago's Semester 2
- September – for students going on exchange in Otago's Semester 1.

The email invite will have additional information.

Grants payment

All Otago students (international and domestic) taking part in the exchange programme will receive an Otago Global Travel Grant.

- NZ\$ 1,000 for one or two semesters
- NZ\$ 500 for less than one semester

The travel grant is paid to students only once. If you received it on a previous exchange, you will not be entitled to a travel grant this time.

In order to receive your grants, scholarships or awards you must:

- Add your NZ bank account to eVision
- Complete your host institution application process
- Complete your enrolment at Otago for the semester you are on exchange
- Provide proof of insurance to meet the Otago Global Exchange requirement.

Your payment will be made in February (s1 exchange) or August (s2 exchange).



Insurance

Otago requirements

Exchange students must secure appropriate insurance to meet the [Otago Global Student Exchange insurance requirements](#).

You must have comprehensive travel and medical insurance which will:

- Cover you from when you leave home to when you return home
- Cover any additional trips while on exchange
- Cover holidays back to New Zealand/your home country
- Cover sports activities – if applicable.

Otago recommends

[Studentsafe Outbound insurance](#)
(25% discount code: 3600SE)

Host institution's insurance requirements

Individual exchange partners may have different insurance requirements and some have a compulsory insurance plan students must purchase.

If the compulsory insurance at the institution you are going to only covers health, you will need to buy a second insurance to meet Otago's insurance requirements.

Check insurance requirements at your host institution in advance!

Information is available on their website, in the emails you receive from your Otago Exchange Adviser, and also in the acceptance documents from your host institution.

Note:

Most insurance policies do not cover extreme sports, unless you purchase a specific policy covering that (if available). Some activities will not be covered by insurance.

Please read the fine print on your insurance policy.

You may need to purchase two insurance policies to meet Otago and your host institution's requirements.

Visas and passport

- Have a current passport (that is valid for at least 6 months after you return to NZ).
- Keep up to date with your host country's latest student visa requirements.
- Give the visa/permit issuing authority at least six weeks to process your application.
- If going to two different institutions, ensure you can apply for your visa for the second exchange in the country you will be in first.
- You need the official acceptance letter from your host institution to apply for the visa.
- All visa enquiries should be directed to the appropriate Embassy. Contact them with any questions and be sure to have all the required documents ready.
- Find more [information regarding visas on our website](#).

SafeTravel

[Register and update your travel details with SafeTravel, always!](#)

Monitor the travel advisories for changes/advice with regards to your host country and/or countries you'll be travelling to.



During your exchange

- Be a proud Otago Ambassador! Wear your Otago gear and please promote Otago if an opportunity comes up. The more students coming to Otago, the more students will follow your own footsteps.
- Abide by the T&C of your host institution.
- Make friends, travel, have the best semester yet.

Reach out to the appropriate team at your host institution if you need any assistance, and we are just an email, phone or Zoom away.

Otago Global Ambassadors

Show your Otago peers what a semester on exchange looks like:

- Have access to our Instagram page for a day.
- Send us videos and photos of your host institution/city/travels/events.

exchange@otago.ac.nz

Changes to length of exchange

You may be able to change the length of your exchange once you arrive at your host institution.

Increasing the length of your exchange

Eligibility will depend on:

- Timing – the sooner you let us know, the better your chances
- Availability of places – as determined by Otago
- Approval from your host institution
- Approval from your Otago department/Student Development
- Your academic progress at the host university.

Before approaching your Otago Exchange Adviser, please consider:

- Finances – can you stay another semester?
- Have you discussed this with your family?
- Visa implications – can you extend your student visa from the country you are studying?
- Are you happy to leave the country and return if you need to?

Decreasing the length of your exchange

If you wish to decrease your exchange from a full academic year to one semester, please let your Otago Exchange Adviser know as soon as you make that decision.

You must complete at least one semester on exchange (or two semesters where the required length of exchange is one year). If you do not complete the minimum exchange period you must repay in full any monies received through the University of Otago. It is likely that this will also impact your Otago fees and Studylink too.

Your first point of contact for any changes: exchange@otago.ac.nz

We will then run through the appropriate steps with you.



End of exchange

Your exchange evaluation

A requirement of the exchange is that you provide a written evaluation at the end of your exchange. A template will be emailed out to you.

Student profile

100–250 words. You may cover all or some of the following topics:

- How your overseas experience enhanced your understanding of the world. What academic opportunities were made available to you?
- How did you benefit from the exchange personally/ academically/ professionally?

Please include:

- A good quality photo of yourself (ideally alone) while on exchange
- Your name, semester on exchange and host university.

Official transcript from your host university

A growing number of institutions are releasing the transcripts directly to the student, so we will rely on you to email a copy to exchange@otago.ac.nz

Graduation

If you intend to complete your degree on exchange, you must:

1. Indicate that you are a finalist in eVision for the semester you are going on exchange. The University cannot confirm your finalist status until we receive your academic transcript from your exchange university. AskOtago can help if you don't know how to do this.
2. Email a copy of the official transcript from your host university to exchange@otago.ac.nz no later than:
 - 15 March – if applying to graduate in May
 - 15 June – if applying to graduate in August
 - 15 October – if applying to graduate in December

Ensure that you have:

- Taken the required number of points to graduate
- Checked your exchange Learning Agreement for information provided in Section E
- Passed any specific paper needed to complete your Otago degree
- Checked your exchange Learning Agreement for information provided in Section C and D.

- Ensure all papers you take at your host institution have been approved by your department and Student Development.
- Monitor your eVision account to ensure that your exchange credits have been processed and are showing under 'transfer credit' on your Otago transcript.

Note:

- Graduation in a programme pending exchange credits is not guaranteed.
- If transcripts are not emailed to exchange@otago.ac.nz by the relevant deadline, or papers taken on exchange have not been approved by the Otago department/Student Development, you may need to defer to a later graduation ceremony.



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 Otago Global Student Exchange