

Erskine Programme

Erskine, Cambridge, Canterbury, Oxford, UC Māori & Indigenous Studies Visiting Fellowships



Visitor Information Guide – 2023/2024

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1. Contacts

Subject	Contact details
<ul style="list-style-type: none"> • Dates of visit • Acceptance of visit • Maintenance allowance • Travel Insurance • General visa enquiries • Accommodation • Banking services • Schools (primary, intermediate and secondary) • Functions • General enquiries 	<p>Erskine Programme Coordinators: erskine@canterbury.ac.nz</p> <p>Harriet Prendergast Phone +64 3 369 0367 Ext 90367</p> <p>Polly Ackroyd Phone +64 3 369 3375 Ext 93375</p> <p>Hannah Mason Phone +64 3 369 1273 Ext 91273</p>
<ul style="list-style-type: none"> • Travel 	<p>Orbit Travel, University Travel office amyc@orbit.co.nz Phone +64 3 339 3450</p>
<ul style="list-style-type: none"> • Specific visa enquiries 	<p>Immigration New Zealand https://www.immigration.govt.nz +64 9 914 4100 (available 6:00am – 10:00pm NZT, Monday to Friday; no email available)</p>
<ul style="list-style-type: none"> • University Information 	<p>www.canterbury.ac.nz</p> <p>(Includes links to school/department home pages)</p>
<ul style="list-style-type: none"> • Academic matters • Computing facilities and accounts • Reception at airport • Transport services • All academic enquiries 	<p>Your Head of Department or Host</p>

2. Travel Bookings

2.1 General Information

The University will send a travel order for return (round trip) air travel through its travel agent not less than four months prior to the start date of your Fellowship, although travel is usually ordered before this time to secure the best price. The travel agent, Orbit, will then contact you regarding your preferred travel arrangements. Please note that the definition of a 'return' trip is a journey which departs from your home to New Zealand and a return to your usual place of residence (i.e. your home). In the event you wish to depart and/or return to a place which is not your usual place of residence please contact the Erskine Programme as soon as possible.

Tickets cannot be ordered until the agent receives a formal travel order from the University; if you wish to order your tickets in advance of the Erskine Programme Office initiating the process, please contact us at erskine@canterbury.ac.nz.



If you contact the travel agent directly, please quote the code 'Erskine' so that your booking can be identified.

Please make all travel inquiries in the first instance direct to the University's travel agent, Orbit Travel or the Erskine Programme Office and not to academic departments.

The credit available for the travel is as specified in your invitation, i.e., return air travel to Christchurch by the most direct & economical route from the airport nearest to

your home address and for the dates of your fellowship. If you choose to extend your stay in New Zealand and travel home at a peak time instead of at the end of your fellowship (i.e., school holidays or Christmas/New Year) you may be liable for any fare increase as a result of travelling at a more popular time.

Air New Zealand, Emirates, Lufthansa, Qantas and Singapore Airlines are the University of Canterbury's contracted first preferred airline; where competing carriers offer equally economical fares, bookings will be made with one of our preferred airlines. Please note that flights from Europe are generally with either Emirates, Qantas or Singapore Airlines.

If you wish to extend your stay in Christchurch beyond the dates of your fellowship, please discuss this with the Erskine Programme Coordinator. While we are sometimes able to extend your booking outside of the fellowship dates, we cannot guarantee this; you may have to make your own bookings in privately rented accommodation. You will also be liable for any rental charges for accommodation outside of the fellowship period, whether booked through UC or privately.

If you wish to make any amendments to your travel arrangements, especially after your flights have been booked, please contact the Erskine Programme Coordinator or Orbit Travel in the first instance.

2.2 Second Air Fare

A second air fare will be ordered for a spouse, domestic partner or other immediate family member living permanently at the same address, and who will be visiting for a continuous period of 28 nights or longer, excluding travelling time to/from Christchurch, during the period of the Fellowship proper. Please note that the second ticket is not available for visits of less than 28 nights. Any additional airfares beyond the second are not covered by the fellowship.

The departure airport must be the same for both tickets; the return airport must be the same for both tickets. For convenience, it is not necessary for the person to travel with the Visiting Fellow in either direction.

2.3 Additional Costs

The value of the travel described in your invitation may be credited towards your preferred itinerary and preferred fare level on most major air carriers for travel via Christchurch, New Zealand.

You will be responsible for and will be billed directly by the travel agent for any excess in cost including the cost of any additional or extended stopovers.



Please note that the University does not fund air travel at the business class level. However, if you wish to pay the difference between an advance purchase fare and business class travel, please discuss this option directly with the University's travel agent in the first instance or the Erskine Programme Office. Any difference in the cost of airfares must be payable at the time of booking your flights.

2.4 University Travel Agent – Orbit Travel

The Fellowship travel order is placed solely with the University's travel agent, Orbit Travel.

The University does not remit cash overseas to visitors or other agents for Visiting Fellows' travel purposes or make reimbursements before or after arrival.

Please contact the Erskine Programme Office to discuss any scenarios where you may need to book independently.

Please ensure you inform Orbit Travel at the time of booking your travel of your preferred departure airport. Once your travel has been ticketed any costs associated with changing your departure airport will not be paid by the Erskine Programme.

In due course, the Orbit Travel consultant will contact you by email for your traveller profile so that the booking process can commence; please provide this information promptly so that later delays can be avoided.



Please always supply your full name, including all middle names, **as it appears in your passport** when making bookings. Costs incurred for failing to provide a correct name will not be covered by the Erskine Programme.

If you are purchasing additional tickets for other members of your family, you are free to book these with the University travel agent, who can co-ordinate all the bookings, or with any other travel agent of your choice if you wish to take advantage of locally available special fares. Please note though that all flights paid for by the Erskine Programme must be booked through UC's travel agency, Orbit Travel.

2.5 Personal Travel within or outside of New Zealand

The University's travel agent Orbit Travel is a full-service travel agency which has access to discounted hotel, car-hire and other rates for your leisure travel. Please telephone 357-5166 or email amyc@orbit.co.nz / domestic@travel.canterbury.ac.nz to discuss with an Orbit Travel consultant.

Please note that if you travel overseas when in New Zealand and plan to return into the country (i.e., you take a weekend trip to Australia) you will be required to show immigration proof that you have a ticket to leave New Zealand (i.e., a return airline ticket back to your home country). It is advisable in this situation that you take a copy of the travel itinerary issued to you by Orbit Travel as well as a copy of the letter of invitation from the Erskine Programme, so immigration can be assured that you will not remain in New Zealand beyond the date of your tourist or work visa. Please contact the Erskine Programme Office if you have any queries.

If you are planning on taking a 'side-trip' (i.e., a weekend trip to Australia), please read sections 3 and 5 of this guide thoroughly for more information about insurance. Also note that the maintenance allowance is not payable for any time you spend outside of New Zealand during your fellowship unless you have been asked to travel overseas as part of your teaching responsibilities. Please inform the Erskine Programme Office of the dates you will spend outside of New Zealand during your fellowship so your maintenance allowance can be modified.

3. Travel insurance



The Erskine Programme strongly recommends that all Visiting Fellows and any accompanying family members are fully insured for the duration of their visit overseas, including any period(s) of holiday which may be taken before and/or after the Fellowship. Where possible we recommend that travel insurance is secured through the University of Canterbury's group travel insurance policy.

Visiting Fellows can arrange travel insurance through the University of Canterbury's group travel insurance policy with Allianz. Cover for the period of Fellowship will be funded by the University.

UC will cover the cost of the travel insurance for a) bookings made only through the University's travel agent, Orbit Travel and b) for the period of the Fellowship plus up to 5 days travelling time. Insurance cover takes effect from the outward flight to NZ and to landing on home country. Where a Fellow has a leisure component to their travel (i.e. any personal/leisure travel/other study/grant leave on either leg of the journey), the Fellow will need to personally pay the cost of additional insurance to cover the entire leisure period.

Please note that due to the licensing restrictions of UC's travel insurer, and as defined in the Travel Insurance Policy Schedule,¹ UC can only provide travel insurance to Visiting Fellows and their families whose journeys start from and return to their normal place of residence (i.e., your home). In the event you are travelling to New Zealand to take up a fellowship as part of an extended/longer overseas trip and visiting other destinations for a period (please note this does not include a short vacation on your way to New Zealand and/or on your way home) then we will not be able to arrange travel insurance through UC's travel insurer. When this occurs, you will have to source travel insurance from an insurance provider based in your usual place of residence before the start of your journey, ideally for the full duration of your overseas trip. On production of an insurance cover note covering the duration of your overseas trip the Erskine Programme will reimburse the cost of the New Zealand component at a cost of \$4.74 per person per day (please see the section below about accompanying children under the age of 16 years). Any payment made by the Erskine Programme to cover the cost of travel insurance for the eligible New Zealand component of a trip, which you have arranged with another travel insurer, will be paid to you as part of your maintenance payment.

If the University of Canterbury is not able to arrange travel insurance for a trip as it does not comply with our insurer's definition of a 'Journey' and you, the Visiting Fellow, elect not to arrange your own travel insurance for the full duration of your overseas trip, the Erskine Programme Office will ask you to sign a Travel Insurance Waiver form, not less than one week before the start of your journey.

Any accompanying children under the age of 16 years are covered at no additional cost. Please note that any children travelling with a parent/guardian will share the benefits, as set out in the Schedule of Benefits, with the accompanying adult if they suffer a loss from the same event. The insurance costs for any accompanying adult(s) will be covered by the Erskine Programme. Please contact the Erskine Programme Coordinator if you have any questions.

Travel insurance for both the period of the Fellowship (known as 'business insurance') and leisure insurance can be arranged and purchased through the Erskine Programme Office. Please contact the Erskine Programme Coordinator. The cost of leisure insurance is NZ\$5.95 per person per day. We recommend that travel insurance is arranged when your flights have been booked by Orbit Travel. Anyone under the age of 16 years will be covered under the leisure insurance policy for no

¹ A Journey means overseas travel in connection with the business of the insured, including associated, private, personal and family outside your country of usual residence, which starts from the time of leaving your home or normal place of business (whichever is last) and continues until arrival back at your home or normal place of business (whichever is reached first).

additional charge. As set out above any child travelling free of charge will share the benefits with the accompanying adult if they suffer a loss from the same event.

If you already have an existing travel insurance policy, this could be used to provide cover for the leisure component of your trip. This will not detrimentally affect the insurance cover provided to you, by the University, for the duration of the grant leave unless there is an overlap in insurance dates. You are strongly encouraged to check with your own insurer that any travel insurance you already have or intend to arrange yourself is not issued for the period of the Fellowship (i.e. the insurance period to be arranged through the Erskine Programme). The dates of cover must not overlap.

If you have an existing travel insurance policy you are asked to check with your own provider that there are no restrictions on concurrent policies being in place for the same trip (i.e. one policy for the leisure component and another policy for the period of grant leave).

In exceptional circumstances the University of Canterbury may allow a Visiting Fellow to arrange their own flights to New Zealand and not book travel through the University's travel agent. In this scenario the Fellow can choose to:

- Have their Erskine Programme Co-ordinator arrange insurance cover for the entirety of their trip through the University's insurance portal; or
- Arrange their own insurance cover. Please note that it is important to check the coverage of any travel insurance and it is advisable to check the level of pandemic cover.

In both scenarios a copy of the insurance cover note must be sent to the Erskine Programme Coordinator before the travel departure date. Please advise the Erskine Programme Coordinator if insurance cover is not required at all.

When UC's travel insurance has been arranged through the Allianz Portal, the traveller will receive a certificate of travel insurance cover and a copy of the policy by email. The certificate of cover will provide information about who to contact in the event of an insurance event. Please note that to facilitate prompt settlement all relevant documents including invoices and receipts and supporting documentation should be retained so that it can be submitted with the claim form.

Your pre-existing medical conditions are automatically covered as long as:

- Your journey is not undertaken against the advice of a doctor or the injured person is not fit to travel or if the purpose of the journey is for the insured person to seek medical attention;
- You are not suffering from a terminal condition which was diagnosed prior to the journey by a doctor, but only in respect of the terminal condition.

The policy does not cover claims and costs:

- Incurred for any medication for a condition which commences prior to the commencement of a journey and the insured person has been advised to continue with medication during the journey;
- Incurred for any pre-existing injury or sickness of any person other than you or the insured person in excess of \$1,500;
- Incurred for routine or elective medical, optical or dental treatment or consultation;
- Incurred after the period of twenty-four (24) months from the date the injured person dies or suffers a sickness or injury;
- Incurred in respect of any injured person who is domiciled outside of New Zealand for their ongoing expenses back in their country of usual residence that are in excess of \$50,000 or twenty-four (24) months whichever calculation produces the lesser amount.

For advice or answers to specific questions regarding the travel insurance policy please contact the Erskine Programme Coordinator or UC's Risk and Insurance Team via insurance@canterbury.ac.nz.

This information is current as at October 2022.

Disclaimer information:

The University of Canterbury/Erskine Programme recommends that Grant recipients read the insurance policy wording carefully taking particular note of exclusions. It is the Grant recipient's responsibility to become familiar with the level of cover and the refund conditions offered by the insurance.

The University of Canterbury/Erskine Programme takes no responsibility for misunderstandings over insurance content and conditions or for medical and travel costs not covered by insurance or for the activities of the insurance companies involved.

Although both travel and medical insurance cover is provided for the duration of the Grant leave, as set out in the letter of invitation, you are advised to have cover for the entirety of your trip (i.e. travel and medical insurance cover for any additional leisure travel). The University of Canterbury/Erskine Programme will not be liable for any kind of claim for loss, damage or expense of any kind arising out of or resulting from a Grant recipient failing to ensure they have insurance cover for the entirety of any trip.

If the Erskine Programme becomes aware that you have chosen not to purchase additional insurance for the leisure component of any travel to/from New Zealand, you will be asked to sign a travel insurance waiver. The waiver will acknowledge that you have chosen to decline travel insurance offered to you and that you will not hold the University of Canterbury/Erskine Programme responsible for any expenses incurred as a result of not purchasing travel insurance for any component of your travel.

Where flights are not booked through Orbit Travel and a Grant recipient arranges their own insurance cover the University of Canterbury/Erskine Programme will not pay the excess for any claim. The University of Canterbury/Erskine Programme will only pay any applicable excess charges when a claim is made through the University of Canterbury's group insurance policy.

The University of Canterbury/Erskine Programme is also unable to assist with the submission of any claims when insurance has not been provided via the University of Canterbury's group insurance policy.

A copy of the University's corporate travel policy schedule and leisure corporate travel policy schedule can be obtained from the Erskine Programme Office.

4. Visa Enquiries – General Information

- 4.1 **If you require a visa to enter New Zealand, this must be obtained before you travel.** Please apply for a visa as early as possible as it can take a number of weeks or even months for a visa to be issued, especially at peak times of year (for travel between December to March).

In the event that you fail to obtain a visa which prevents you or the person accompanying you from flying, and the Erskine Programme has already paid for your flights to New Zealand, we may seek a full or partial reimbursement of these and any related costs.

- 4.2 Some visitors from [visa-waiver countries](#) can travel to New Zealand for up to 90 days in a single visit without a visa if they apply for and receive an [NZeTA](#) (New Zealand Electronic Travel Authority) before they travel.

If you are **not** a citizen of a visa-waiver country, if your stay is for 90 days or more, or if you wish for your children to attend school in New Zealand without paying international student fees, you may require a visa. If you do, you can explore your visa options on the [Immigration New Zealand website](#). These options may include:

- [Specific Purpose Work Visa](#)
- [Academic Visitor Visa](#)
- [Bringing family](#)
 - [Partner of a Worker Visitor Visa](#)
 - [Dependent Child Student Visa](#)



Please note that the Erskine Programme Office and academic departments/colleagues are not legally permitted to provide visa advice in New Zealand. While we can assist with some general queries, we recommend that any specific questions you have about which visa is most appropriate for your situation are addressed to Immigration New Zealand directly. Their contact details and hours are available at <https://www.immigration.govt.nz/contact>.

The Erskine office is able to provide an INZ 1113 (employer form) as part of an application for a temporary work visa (such as the Specific Purpose Work Visa or Academic Visitor Visa).

- 4.3 The cost of an NZeTA is approximately NZ\$17-\$23 depending on your method of payment. Those traveling to New Zealand on an NZeTA must also pay an International Visitor Conservation and Tourism Levy of NZ\$35 before travelling to NZ. **Please note that the Erskine Programme does not cover the cost of the NZeTA or IVL.**
- 4.4 The Erskine Programme will cover the cost of a temporary work visa (such as the Specific Purpose Work Visa or Academic Visitor Visa) if a visiting fellow requires it for any of the following reasons:



- a) their fellowship will be more than 3 months long and they require a work visa to remain in the country for this period;
- b) they are not citizens of a visa-waiver country;
- c) they are travelling with a child who requires a student visa to attend school and need to obtain a temporary work visa to facilitate this.

The Erskine Programme will also cover the cost of the visa for the second accompanying passenger. If a visiting fellow is travelling with additional family members, the cost of the visas will be a personal expense (i.e. the Erskine Programme will cover the visa costs for the two primary travellers).

Please note that the Erskine Programme **will not** cover the cost of any visas which may be required as a result of spending time in New Zealand pre-/post-fellowship (unless they would be required for the fellowship itself). The cost of personal documentation such as a new passport and passport photos is also the responsibility of the visitor. If you have any questions about what the Erskine Programme does or does not cover, please contact the Erskine Programme Office.

The Erskine Programme will reimburse the cost of any eligible visas on production of the visa and receipt showing proof of payment. After your arrival, please email the visa and proof of payment to the Erskine Programme Office at erskine@canterbury.ac.nz along with the details of your New Zealand bank account (this is also required for the payment of the maintenance allowance; see Section 8). The Erskine Programme will not reimburse the cost of obtaining a visa into an overseas bank account.

In the event you fail to obtain a visa which prevents you or the person accompanying you from flying, the Erskine Programme will not reimburse the cost incurred. It is the responsibility of the visitor to obtain all necessary visas prior to travel.

- 4.5 If you experience difficulties with your application, or become concerned about receiving your visa in time for your departure, please [consult Immigration New Zealand directly](#) (Tel. +64 9 914 4100 between Monday to Friday, 06:00 – 22:00 New Zealand Time) for general advice and to ensure that you receive authoritative information.

For further information about visas please refer to any advice received from Immigration New Zealand, including via their [website](#), and from Orbit Travel as part of the process of booking your travel.

5. University Accommodation

Campus Housing

- 5.1 The University has a number of two- and three-bedroom properties, as well as a couple of properties with 4+ bedrooms, which offer visitors a comfortable but not luxurious standard of accommodation. All campus housing is within easy walking distance of the University and is close to a number of different bus routes. In order for the University to make an appropriate reservation, please advise the Erskine Programme if additional members of your immediate family will be accompanying you at any stage of your visit, and if you are travelling with children, please provide their age(s).
- 5.2 University campus houses and apartments (flats) all have wifi access, are fully furnished, and are equipped with cutlery, crockery, linen, blankets, towels, heaters, a fridge-freezer, washing machine, clothes drier, and television. Cots, cot linen and highchairs are available on request.
- 5.3 Please note that the University does not offer a weekly cleaning service to the occupants of its campus houses. Should you wish to have the house professionally cleaned for the duration of your visit you will need to make private arrangements to hire a cleaner.
- 5.4 Campus houses have electric heating but not central heating (radiators) or double glazing. This the case for many homes in New Zealand. Campus houses are typically either heated using heat pumps, electric fires and/or pellet fires.



Christchurch can have low temperatures during winter (e.g. in June to August, temperatures of 0 to -2 degrees Celsius are not uncommon, especially at night). If your visit is scheduled at this time of year and you are sensitive to cold you may wish to discuss your accommodation arrangements with the Erskine Programme. We also suggest you bring warm clothing.

If there is a problem with the heating source in a campus house (for example the heater is broken, or you are unable to easily control the temperature) please let Campus Housing know and they will endeavour to fix this immediately.

Privately Rented Accommodation

- 5.5 If University campus accommodation is not available (especially at peak times such as February to April and July to September), a reservation will be made for you in private housing. Private housing is either a house or an apartment.

All private accommodation has been checked by the Erskine Programme Office to ensure it is of a suitable standard for visitors. Most private accommodation is located in the Central City, Ilam or Riccarton.



All private accommodation is fully furnished with all kitchen equipment and linens provided, and has Wi-Fi.

Accommodation Outside of the Fellowship

- 5.6 A reservation will automatically be made for the period of your Fellowship. The cost of accommodation outside of your Fellowship dates is not covered by the University. The Visiting Fellow is liable for the rental charge outside of the period of the Fellowship.

You can request accommodation if you wish to spend time in Christchurch either before or after your fellowship and pay the cost of renting a property directly to the University or accommodation provider, if you are staying in private accommodation. The availability of campus accommodation outside of your official fellowship dates is dependent on other fellowships and accommodation bookings at UC. The Erskine Programme cannot guarantee that accommodation will be available more than a few days before or after the start and end of your Fellowship (the dates as set out in the letter of invitation). In this case you may have to make your own alternative private accommodation arrangements.

Additional notes

- 5.7 The rent and power costs will be paid direct by the Erskine Programme for the period of the Fellowship with additional periods billed to you separately.
- 5.8 If you will be making your own arrangements and do not require accommodation, please advise the Erskine Programme at your earliest convenience with a **minimum of at least four months' notice** before your arrival date.
- 5.9 **If you have changed the dates of your visit, please notify the Erskine Programme as soon as possible.** Fellowship dates should not be changed without prior discussion with the Erskine Programme Office. Failure to discuss a date change, especially during peak visit times, could result in accommodation not being available for the revised visit dates.
- 5.10 Visitors are asked to have their mail addressed to them at the School/Department, as follows:

C/- School / Department of _____,
University of Canterbury,
Private Bag 4800,
Christchurch,
NEW ZEALAND

Please do not use your campus housing address.

6. Banking/Maintenance Allowance

- 6.1 In order for you to receive your maintenance payment we require you to have a New Zealand bank account number. There are two different ways that this can be managed. You can either open a multi-currency account with the external company 'WISE', or you can open an account with a New Zealand bank.
- 6.2 WISE may be your best option if you are staying at UC for a shorter period, as it can be simpler and quicker than opening an account with a New Zealand bank. WISE simplifies travel and international transfers by offering an account that can receive funds through domestic transfers in a variety of countries, hold funds in multiple currencies, and transfer funds between currencies. You can also request a physical debit card for your WISE account or make purchases electronically using Google or Apple Pay. You can open an account online at www.wise.com; the process is relatively straightforward, but it does require you to verify your identity with them. Note that there are some costs associated with using WISE, including with converting from one currency to another, or withdrawing your funds. These costs depend on your country, and are freely available on their website. Use of WISE is subject to their terms and conditions, and is at your own risk.

Once you have set up your account, you can set up New Zealand Dollars as a currency, and ask for your own local NZ account number which will be sent to you in a pdf letter. Email this letter to us at erskine@canterbury.ac.nz, and we will arrange for payment of your maintenance allowance into your WISE account in New Zealand dollars in the first UC payment run after you arrive in New Zealand. Depending on your arrival date and the processing of the payment request by both UC's financial services and WISE, the funds should appear in your account approximately 2-12 days after your arrival.

- 6.3 A New Zealand bank account may be your best option if you are staying at UC for a longer period. If you choose to open a New Zealand bank account, you can choose any New Zealand bank; the main banks in New Zealand are: ANZ, ASB, BNZ, Kiwibank, and Westpac. However, the Erskine Programme have an established relationship with ANZ bank and they are familiar with the Programme and used to opening bank accounts for Visiting Fellows.

The steps to opening up a bank account with ANZ are set out below:

Prior to arrival:

Please contact Upper Riccarton Branch Assistant Manager Cindy Hsu (cindy.hsu@anz.com) to set up an appointment. State that you are a Visiting Fellow through the Erskine Programme at the University of Canterbury, and provide the dates of your visit to New Zealand. You must book this appointment before your arrival in New Zealand, because there can be a wait time for an appointment of 2-4 weeks, and this will delay the payment of your maintenance allowance.

Account activation:

Once you have arrived in Christchurch, please bring the following items with you to the appointment to set up your account:

- Your passport;
- Your 'source of wealth' (i.e. a copy of your Visiting Fellowship Letter of Invitation);
- Proof of immigration status (i.e. a copy of your NZeTA or visa);
- Proof of address (this will be sent to you in an 'Arrival/Accommodation' email prior to your arrival).



The branch details for Upper Riccarton are:

ANZ Upper Riccarton Branch

322 Riccarton Road

Upper Riccarton

Christchurch 8041

New Zealand

<http://www.anz.co.nz/>

The branch is open from 9.30am to 4.30pm weekdays. The contact team at 0800-269-296 are also available 24/7 which is particularly useful for visitors phoning from overseas.

As part of global measures to counteract tax evasion, all NZ banks and financial institutions are now required to collect information about a customers' foreign tax residency and pass that and other personal and account information onto Inland Revenue, which may then be exchanged with overseas tax authorities. You will be asked by the bank to complete a self-certification confirming:

- Your country or countries of tax resident and corresponding tax number(s) or equivalent(s); and
- If you cannot supply your tax number(s) or equivalent(s), the reason why you cannot (for example if the country does not issue tax numbers to its residents).

Further information can be found at <http://www.anz.com/about-us/our-company/corporate-governance/automatic-exchange-of-information/>

Please note that other banks may have different account opening procedures. Please contact an alternative bank in advance to see if they can open an account for you and to clarify what paperwork is required before going into a branch to open an account.

If you experience any problems opening an account please contact the Erskine Programme team for assistance on +64 3 369 3375 or by email at erskine@canterbury.ac.nz.

Account closure – We recommend that you close your ANZ account before you depart New Zealand in order to avoid having to pay fees. You can do so in a number of ways:

- Call ANZ on 0800 103 123. If you are overseas, call +64 4 472 7123 (toll charges apply)
- Send ANZ a Bank Mail request via ANZ Internet Banking
- visit any ANZ branch in New Zealand with Photo ID

6.4 The maintenance allowance payment itself is not subject to taxation in New Zealand but note that if you use a New Zealand bank account, it will be created incorporating the tax code for your home country as any interest credited to your account will be taxed at the withholding rate for that code. You may declare this interest earned, and the tax paid on it, as part of your world income when you make your annual tax return in your home country.

6.5 Please provide your NZ bank account number to the Erskine Programme Office by email (at erskine@canterbury.ac.nz as follows:

- Your name and department in the subject heading.
- The bank account number – please provide all digits including the bank code (this is usually 13 to 15 digits long). Please check that the correct number is provided; and
- State the dates for any period you will be out of New Zealand during the Fellowship.

If you provide all the above information after your arrival, the maintenance allowance will be promptly paid into your bank account. It will be accessible in your bank account within 2-12 working days, subject to processing by Financial Services. This will be confirmed by email.

6.6 The maintenance allowance is calculated at the rate of NZ\$100 per night. As the purpose of Visiting Fellowships is to give lectures to students at the University of Canterbury, the period for which the maintenance allowance is payable usually commences on the first term night

after your arrival and ends on the last term night before your departure. The arrival and departure dates are determined by the final travel itinerary obtained from the University's travel agent. The first and last weekend of your stay in Christchurch, if any, are also included in the allowance.

- 6.7 The maintenance allowance is only payable to visiting fellows during the University term-time unless the Head of School/Department and/or your host have informed us that you will be undertaking teaching related activities during non-term time. Teaching related activities which are eligible to receive the payment of a maintenance allowance during non-term time typically include:
- Preparation of lectures/teaching material in advance of the start of your fellowship.
 - Attendance on field trips.
 - Marking of examinations/tests.
 - Teaching of summer courses (between November and February each year); and/or
 - Strategic course development with UC staff.

University term dates are available at: <http://www.canterbury.ac.nz/study/keydates/>

- 6.8 The maintenance allowance will not be paid to you during statutory holidays when the University is usually closed and students are not present. This includes a 12-day period over the Christmas/New Year holidays, 4 days over Easter, Waitangi Day, ANZAC Day, Queen's Birthday, Labour Day and the Canterbury Anniversary Day. If you will be involved with teaching related activities during this time (e.g., with Gateway Antarctica or field trips) please let us know at the earliest opportunity.

- 6.9 We also recognise that many of our visitors wish to take the opportunity to:
- Visit other academic institutions in New Zealand to give a guest lecture; and/or
 - Travel around New Zealand to explore more of what the country has to offer.

If such visits occur during term time, the payment of a maintenance allowance will still be made in these circumstances (except during the aforementioned statutory holidays). If appropriate, please liaise with your host and/or Head of Department/School to plan how you will make up any time you spend away from the University. Please note that the Erskine Programme will not fund the cost of travel to another academic institution where you may be delivering a lecture or meeting colleagues. All travel costs will either be at the visitor's own expense or the expense of the institution you are visiting.

- 6.10 The Programme will not pay a maintenance allowance for travel overseas (including Australia) during the period of your fellowship unless there is a valid reason to do so. If you will be overseas (either lecturing or holidaying) during the period of your Visiting Fellowship you are asked to notify the Erskine Programme Office at the earliest opportunity so your maintenance allowance can be adjusted accordingly.
- 6.11 The maintenance allowance is typically paid to you in full. Depending on the time of year and the University's payment processing dates you are advised to bring sufficient money with you to New Zealand to last you until you receive your maintenance payment. It is recommended that you bring or have access to at least two weeks' worth of money.

For visits spanning more than three months, the maintenance allowance may be paid in two instalments: one within a week of providing your bank account number and one at the approximate mid-point of your visit.

- 6.12 The University reserves the right to retrospectively adjust the payment of the maintenance allowance if the visitor's plans subsequently differ from those originally agreed with the Head of School/Department. Please note if there is a significant adjustment this could result in the Erskine Programme asking for a refund of the maintenance allowance if an overpayment has occurred.

6.13 Tax Considerations

As a visiting Fellow, consideration should be given to the potential New Zealand tax obligations. A visiting Fellow is likely to be a non-New Zealand resident and is likely to be receiving income while in New Zealand (i.e., salary from their home institution).

Potentially, this *could* result in the Fellow being subject to New Zealand income tax on their worldwide income earned while in New Zealand if they are considered to be a New Zealand tax resident.



6.14 New Zealand Tax Resident Rules

The New Zealand **tax residency** rules differ from the ordinary New Zealand residency rules for immigration purposes. Essentially, if you are in New Zealand for a period over 183 days in any 12-month period, you will be considered a New Zealand tax resident from the first day that you are present in New Zealand. If you expect to be in New Zealand for 183 days or more, you will be considered a New Zealand tax resident and will be required to return income tax in New Zealand.

6.15 Double Tax Agreements ('DTA')

Your resident country may have a DTA with New Zealand. This is important as, depending on your country's DTA, you may be entitled to certain tax exemptions.

If you have any queries about your New Zealand tax obligations, please visit <https://www.ird.govt.nz/international/individuals/tax-residency-status-for-individuals>, and if in doubt, speak to the Erskine Office.

7. Schooling

7.1 Early Childhood Care

There are three Early Childhood Learning Centres associated with UC, all of which accept enrolments for children aged 0-5 years of students, staff, and the wider UC community.

Te Whare Kōhungahunga o UC | Early Childhood Learning Centre (ECLC)

116 Ilam Road, near UC's main campus.

Web: <https://www.canterbury.ac.nz/earlychildhood/>

Email: earlychildhood@canterbury.ac.nz

Phone: +64 3 369 5100

Te Whare Kōhungahunga o Montana | The Montana Early Learning Centre

31 Montana Ave, near UC's main campus.

Web: <https://ucsa.org.nz/elc/montana/>

Email: montanaelc@ucsa.org.nz

Phone: +64 3 369 0585

The Ilam Early Learning Centre

Parkstone Ave, on UC's Dovedale Campus.

Web: <https://ucsa.org.nz/elc/ilam/>

Phone: +64 3 348 4336

7.2 Schooling

If any school-aged children will be accompanying you, please contact the Erskine Programme Coordinator at your earliest convenience to discuss schooling and visas.

There are a number of schools around the University which your children could attend. The majority of children aged ~5-11 years attend [Ilam School](#) which has a close relationship with the University of Canterbury. The school is located next to the University. It has an international community and welcomes children from a multitude of different cultural and national backgrounds which provides a rich and diverse environment.



Children aged ~10-13 years typically attend [Kirkwood Intermediate School](#). Schooling for those aged ~12-18 years will depend on what zone your accommodation is in. The main secondary schools close to the University are: [Riccarton High School](#), [Christchurch Girls' High School](#), [Christchurch Boys' High School](#), or [Burnside High School](#).

Children attending school in New Zealand are often expected to wear a uniform. Second-hand uniforms may be available for purchase through the school or its wider community.

Please note that a student visa may be required for your children if you wish to enrol them into a New Zealand School as domestic students and avoid the payment of international student fees. The academic parent (i.e., the parent in receipt of the fellowship) may also require a work visa in order for a child to obtain a student visa. Please see Section 4 of this Guide for further information about visas.

8. Other information

8.1 University of Canterbury Term Dates

The University of Canterbury's academic year runs on a semester system from February to November, with additional courses over the summer (November-February).

The University term dates for upcoming years are available at:
<https://www.canterbury.ac.nz/study/keydates/>

8.2 University of Canterbury Faculties

The University has 7 Faculties, each with names in both English and Māori:

- Faculty of Arts | Te Kaupeka Toi Tangata
- Faculty of Education | Te Kaupeka Ako
- Faculty of Engineering | Te Kaupeka Pūhanga
- Faculty of Science | Te Kaupeka Pūtaiao
- Faculty of Health | Te Kaupeka Oranga
- Faculty of Law | Te Kaupeka Ture
- UC Business School | Te Kura Umanga

Further information on the Faculties and their Schools and Departments can be found at <https://www.canterbury.ac.nz/departments/>.

8.3 Reception at the airport

You will receive an email from the Erskine Programme Office at least 2 weeks before your arrival date confirming where you will be housed in Christchurch and arrangements for collection at the airport (if appropriate).

Several days before you depart, please confirm your arrival details by email with the Head of Department/School or your academic contact/host so you can be met at Christchurch airport and taken to your accommodation.

8.4 Healthcare

Healthcare in New Zealand is heavily subsidised by the New Zealand government. This includes ambulance and ER visits, and additional cover for most accidents is automatically provided to everyone in New Zealand (regardless of immigration status) through the Accident Compensation Corporation (ACC). If you have specific questions about what publicly-funded healthcare you are eligible for, see the following guide: <https://www.tewhatauora.govt.nz/our-health-system/eligibility-for-publicly-funded-health-services/guide-to-eligibility-for-public-health-services>

In particular, there are higher fees associated with some services (particularly primary care/GP visits) for those in the country temporarily. A GP consultation for a non-resident will typically cost around NZ\$100-\$125 depending on the medical centre you visit. After-hours or dental care will cost substantially more than this, although non-routine visits may be covered by your travel insurance.

Furthermore, note that Visiting Fellows are welcome to use the Student Health Centre on campus, Ph. 03 369 4444. Fees for temporary staff at this health centre are likely to be more affordable than many other local medical centres. The Centre can also provide physiotherapy, counselling services and assist with travel vaccines. See www.canterbury.ac.nz/healthcentre for hours and further details.

8.5 Transport

If you hold a valid overseas driver's licence, or an international driving permit, you can drive in New Zealand for a maximum of, currently, one year before you are required to apply for a New Zealand driver's licence. If you are intending to drive in New Zealand, **please** read the following information about safe driving, particularly if you are not familiar with driving on the left-hand side of the road: <https://www.nzta.govt.nz/safety/driving-safely/visiting-drivers/>

Discounted University rates for quality rental car hire may be accessed by visitors through Orbit Travel (email: orbitholidays@orbit.co.nz). If making bookings direct with any firm, ensure you identify yourself in advance as a University visitor in case a special rate exists. The discount code for any personal hires with Thrifty Rentals is: 7298614752.

Please note that Christchurch has a comprehensive bus system and the University is located only a 10 minute ride from both the CBD and the airport. Information about the bus system can be found at <http://www.metroinfo.co.nz/>

Christchurch is also a great city for cycling, with many designated cycle-ways (see a map at: <https://ccc.govt.nz/transport/cycling/cycling-maps>). Bicycles can be hired from a range of local companies (e.g. <http://www.cyclehire-tours.co.nz/bike-rentals-christchurch.html>) or purchased second-hand (e.g. on the website 'Trademe' – <http://www.trademe.co.nz>).

8.6 Teaching Programme

It is the responsibility of the Head of the academic School/Department you are visiting to discuss the contribution of your Fellowship to the teaching programme and to provide additional information that you require in this area including lecture timetables, assignments, testing and marking scales.

Your host/HoD should discuss your UC teaching programme with you prior to your arrival. If you have not had any correspondence with your host or School/Department three months prior to our departure date regarding your teaching programme whilst at UC, please contact the Erskine Programme Coordinator.

8.7 Seminars

When planning a lecture or seminar which the wider University community can attend, please send the date, venue, time and topic by e-mail to the Erskine Programme Office at erskine@canterbury.ac.nz at least a week before your presentation, for publication on the UC Events web page.



The Erskine Programme Office will circulate details of your seminar/lecture to other Visiting Fellows who are on campus inviting them to attend your event. This is a great way for Visiting Fellows to meet and interact. Family members are also welcome to attend public lectures.

In any interviews by the media or presentations off campus, it would be greatly appreciated if you would refer to your Fellowship by its full title of a '**University of Canterbury Visiting XX Fellowship**'.

8.8 Erskine Morning Tea

Depending on the timing of your visit (March or August) you will be invited to attend a Morning Tea for Visiting Fellows invited through the Erskine Programme. Any accompanying family members will also be invited to attend the event. The event is not a formal occasion but an opportunity for Visiting Fellows to meet each other and colleagues from UC. The dress code for the event is smart casual (or even casual). Suits and ties are not necessary.

8.9 Canterbury Card

On arrival at UC you will need to obtain your Canterbury Card. The all-purpose Canterbury Card acts as an ID card, door access card, and library card.

- The Canterbury Card Office is located with Security, 114 Ilam Road, open 24 hours. If you require after-hours access to your School/ Department's building, please ask your Departmental administrator to arrange this for you.
- During enrolment week in February, Canterbury Cards will be issued from the Central Library | Te Puna Mātauraka o Te Whare Wānanga o Waitaha, in the Puaka – James Hight Building. Please make it known to issuing staff that you are an Erskine Programme visitor as you will be given priority over students.
- At the end of your Fellowship, please give the card to the School/Department Administrator and ask that it be returned in the internal mail to Security.

8.10 Library

The Library provides a 'proxy borrower' arrangement for a visitor's spouse/ partner. This provides a 'proxy card' which authorizes that person to borrow on the visitor's behalf. A description of this service and agreement form is available at: <https://www.canterbury.ac.nz/library/services-and-facilities/membership/>



Please contact the library for advice on setting up the 'proxy borrower' arrangement. Please ensure the authorising borrower (i.e., the Visiting Fellow) has their library card and the proxy borrower has photo ID.

8.11 Computer Facilities

Prior to your arrival a computer account, internet access and file space will be set up for you. The address of your University of Canterbury email account will be in the standard format of firstname.lastname@canterbury.ac.nz

8.12 Borrow an item

The following items have been donated to the Erskine Programme Office by previous visitors and are available for loan (free of charge):

- desk lamp;
- 1 litre glass coffee plunger;
- hand mixer;
- stick blender;
- 3-station slow cooker;
- hot water boiler;
- hair dryer;
- travel cot;
- GPS;
- mobile phone (NB: it is also very easy to buy a SIM card for your current phone);
- printer;
- non-stick frying pan/pot;
- 4 glass tumblers;
- kashered meat dishes, silverware, and cups, and milk bowls, plates and cups.

Please contact the Erskine Programme Office for further information.

If you purchase an item during your stay which you do not want to take back home with you but think it could benefit a future Erskine visitor, the Erskine Programme Office, would be happy to accept the donation of the item. Items which could be donated include mobile phones, New Zealand SIM cards, bicycles, travel adaptors, school uniforms, GPS, etc.

8.13 Visiting the Erskine Programme Office

If you would like to visit the Erskine Programme Office **please email or call first to arrange a convenient time**. The location of the Erskine Programme Office is Level 2, Matariki Building (please refer to a campus map).

8.14 QS Academic Questionnaire

Like all universities, the University of Canterbury is aware of its international reputation particularly in various university ranking schemes. The International QS Rankings is one such ranking, and has a material effect on our development as a university, particularly international student recruitment. Any positive support in these surveys is very welcome.

The QS Academic Questionnaire is an annual survey which requires registration to complete. Unless you indicate otherwise, the Erskine Programme Office, will as part of the invitation to be a Visiting Fellow at the University of Canterbury, register Fellows for the QS Academic Questionnaire, when the offer of the Fellowship is accepted. QS will contact registered individuals, by email only, in the first half of the year with a link to complete the survey. If you wish not to participate in the QS Academic Questionnaire, and do not wish for us to register you, please inform the Erskine Programme Coordinator, when accepting the offer of the Visiting Fellowship.

9. John (Jack) Angus Erskine, Benefactor

All Visiting Erskine Fellowships and Visiting Cambridge and Oxford Fellowships in eligible faculties are made possible by the Erskine Bequest.



This portrait of John Angus Erskine (1872-1960) was painted by William Sutton in 1962, and is currently in storage. There is a silver plaque under the portrait, which reads

John Angus Erskine
1872 -1960
MATHEMATICIAN AND ENGINEER
Junior University Scholar & Senior University Scholar
1851 Exhibition Scholar
M.A. (Double Hons. N.Z.) Qualified Ph.D. (Berlin)
BENEFACTOR OF THE UNIVERSITY OF CANTERBURY

Please keep this document handy for
reference during your visit

Updated December 2022