

Erskine Programme

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



Visitor Information Guide – 2022/2023

Table of Contents

Table of Contents	2
1. Contacts	3
2. Travel Bookings	4
3. Travel insurance	11
4. Visa Enquiries – General Information	13
5. University Accommodation	18
6. Schooling	20
7. Communications	22
8. Banking/Maintenance Allowance	23
9. Security/Health & Safety	27
10. Driving and Transportation	30
11 Other Information	33
12 John (Jack) Angus Erskine, Benefactor	42

1. Contacts

1.1 Please address any inquiries as follows and include your name in the subject heading for e-mail. E-mail correspondence is normally acknowledged and replied to within two New Zealand working days. Please contact us again if you have not received an acknowledgement after five working days.

Subject	Contact details
<ul style="list-style-type: none"> • Dates of visit • Acceptance of visit • Maintenance allowance • Travel Insurance • Visa enquiries • Accommodation • Christchurch • Banking services • Schools (primary, intermediate and secondary) • Health Services • Functions • General enquiries 	<p>Harriet Prendergast Erskine Programme Coordinator erskine@canterbury.ac.nz Phone +643 369 0367 Ext 90367</p>
<p>Campus Housing</p>	<p>Phone +64 3 369 2888 – UC Security Email: campushousing@canterbury.ac.nz</p>
<p>Travel and travel insurance</p>	<p>Orbit Travel, University Travel office amyc@orbit.co.nz Phone +63 3 339 3450</p>
<p>Insurance – for answers to specific questions about the policy</p>	<p>Marsh Limited: Josh Gray Email josh.gray@marsh.com Phone +64 3 977 4320</p> <p>Mary Holi – Claims Email mary.holi@marsh.com: Phone +64 9 928 3070</p>
<p>University Information</p>	<p>www.canterbury.ac.nz</p> <p>(Includes links to school/department home pages)</p>
<ul style="list-style-type: none"> • Academic matters • Christchurch • Computing facilities and accounts • Health services • Reception at airport • Transport services • All academic enquiries 	<p>Head of School/Department and/or relevant academic staff member</p>

2. Travel Bookings

2.1 General Information

The University will order 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. 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. As set out in Clause 5.8 we cannot guarantee accommodation beyond the dates of your fellowship. Outside of the fellowship dates you may have to make your own accommodation bookings in privately rented accommodation. You will also be liable for any rental charges for accommodation outside of the fellowship period.

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.

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 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/adjustments before or after arrival.

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



2.4 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.

If desired, the return destination can differ from the point of departure.

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.

2.5 Baggage Allowances

Although the baggage allowance between airlines differs, the standard allowance for passengers is typically:

- From the USA (with Air NZ, Qantas, Delta, United Airlines and American Airlines):
 - Air NZ/United Airlines – typically 1 piece of luggage with a maximum weight of 23kg per person plus hand luggage; or
 - Qantas/Delta- typically 2 pieces of luggage with a maximum weight of 23kg per person plus hand luggage; or
- From Europe (with Emirate, Qantas, Singapore Airlines) a maximum luggage allowance of 30kg per person plus hand luggage.

If you are travelling with a number of different airlines en route to or from New Zealand, the baggage allowance may differ per airline and to avoid excess baggage charges you should travel with the minimum available weight.

All passengers are asked to check their travel itinerary, issued by Orbit Travel, ahead of the initial travel date to clarify the baggage allowances for your journey.

If you have any questions about the baggage allowance on a journey, please contact Orbit Travel for clarification ahead of the start of your journey.

Please note that frequent flyer members may be entitled to an extra piece of luggage. This should be clarified prior to the departure with all airlines you are travelling with.



The Erskine Programme will not cover the cost of any additional baggage for sports/leisure equipment i.e., golf clubs, skis, bicycles, surf boards etc. The cost of transporting items of this nature is at the visitors' personal expense.

In exceptional circumstances, such as where a visitor's fellowship means they will remain in New Zealand for an extended period of time (i.e., in excess of four months), bringing heavy teaching materials or where a visitor will be spending time in Antarctica and is required to bring bulky items of clothing, the Erskine Programme will consider covering the cost of one additional bag (where an additional bag is charged per piece and not per kg). The Erskine programme is unable to fund an additional bag where it charged on a per kg basis or because the visitor requires additional luggage due to holidaying in New Zealand for an extended period of time pre/post fellowship.

All requests for additional baggage must be submitted to the Erskine Programme office ahead of the start of the Fellowship.

2.6 Other Travel Allowance

Should you be in receipt of a travel allowance from another institution for part or all of a travel route including Christchurch, please advise the Erskine Programme Coordinator so that a pro rata adjustment of the travel allowance can be arranged.

2.7 Travel Estimate

The costing of the travel advised in your invitation is an estimate only and is subject to ticketing and currency fluctuations. Accordingly, it is not a budget but a guide to the cost of the travel that the University will arrange in due course.

By the time your bookings are made, the actual cost may vary significantly due to carrier availability, carrier pricing, route availability, ticket class availability, market specials, and fluctuations in the New Zealand dollar.

We do ask that once the process of arranging your travel has commenced that you finalise your arrangements ASAP. Failure to do so can result in significant price increases. You will be contacted directly by Orbit Travel who will assist with your travel booking. If you know of any reason why your travel arrangements need to be delayed, please discuss this with the Erskine Programme office ASAP.

2.8 Departure Date

It is not necessary for your exact departure date to be determined before the travel can be ordered.

2.9 Departure Airport

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.

2.10 Traveller Profile

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.

2.11



Additional Tickets

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.

2.12 Amendments

Should it become necessary to amend your travel dates, please note that any revised period must be for a minimum Fellowship duration of 28 nights, excluding travelling time.

Regarding any significant change to the dates of your visit, please obtain initial agreement from the Head or academic colleague/host of the School/Department you are visiting, and ask him/her to advise erskine@canterbury.ac.nz so that revised travel ordering and accommodation can be arranged on your behalf, and any revision to the maintenance allowance can be notified to you.

Our travel agent has no authority to arrange any variations on the above terms of the travel component of your Visiting Fellowship. If you have any questions in the first instance, please contact the Erskine Programme Coordinator.

Please note that any additional costs or penalties for changing your bookings after ticketing, including any additional costs or penalties for changes effected after your arrival, are your responsibility and are not payable by the Erskine Programme. The only exception to this is schedule changes which are instigated by an airline.

Note that if an existing return air ticket should be subsequently re-ticketed as two one-way tickets, the cost of one one-way ticket can be equal to or greater than the cost of the original return ticket and that no refund would therefore be available with which to pay for return travel arrangements.

Please note also that should any re-ticketing after your arrival result in the family member's visit becoming less than 28 nights, this will then result in the total cost of the original ticket for that person being billed to the Visiting Fellow by the travel agent.

2.13 Ticketing Progress

Your travel consultant will process your booking taking into account the relevant carrier ticketing deadlines. If you consider at any stage that your booking is not being processed in a

sufficiently timely manner, please do not hesitate to contact the Erskine Programme Coordinator at an early stage for any assistance that may be required at erskine@canterbury.ac.nz

2.14 Final Itinerary

Please ensure your itinerary is finalised with the travel consultant **no later than** one month before the start date of your Fellowship.

2.15 E-Tickets/Couriered Tickets

The majority of airline tickets are issued as e-tickets. You will be responsible for printing off a copy of all e-tickets for you and your fellow travellers.

Where rail tickets are provided, these are usually couriered to you. If your tickets are couriered, they will be in your hands no later than three weeks before your departure date. Please advise erskine@canterbury.ac.nz immediately if this deadline is not met.

2.16 Insurance

See Section 3 for further information about Travel Insurance.

For policy details and excesses please refer to Appendix One.

2.17 Check-In

Travellers are reminded that the minimum check-in time for many carriers' international flights can be **three hours prior** to departure time because of extensive security clearances.

Please allow sufficient time for your connecting surface travel to each airport of departure, including an additional margin for any delays in motorway or train travel, airport parking, security checks, and possible changes of departure gate.

To avoid unnecessary delay, do not pack banned items in carry-on luggage.

2.18 Health Warning

To reduce the risk of Deep Vein Thrombosis (blood clots) when undertaking long haul flights, it is recommended that you take the following precautions both before boarding, where relevant, and while in flight: drink sufficient fluids to avoid dehydration, wear loose-fitting clothes, avoid smoking and alcohol, and do physical exercises while seated.

Taking blood thinners in advance, under medical advice, and wearing compression hose may also reduce the risk of blood clots.

2.19 Biosecurity

New Zealand has strict biosecurity procedures at its airports and ports to prevent the introduction of unwanted pests and diseases. When coming into New Zealand you will be asked to complete a passenger arrival card and to declare any of the following items:

- Prohibited items;
- All food, plants, animals, animal products, organisms, and salt or fresh water products; and
- All used equipment like camping, farming, hunting, sporting, gardening and other recreational equipment.

If you are in doubt about any of the items you are carrying either a) declare them on your passenger arrival card or b) dispose of them in one of the bins provided at the airport.

Sniffer dogs will be asked to check your luggage before you depart the airport. Failure to declare biosecurity risk goods can result in a NZ\$400 immediate fine. If you were caught smuggling a prohibited or risk item could result in

- A fine of NZ\$100,000;
- 5 years in prison; and/or
- Deportation.

Additional information can be found at <http://mpi.govt.nz/travel-and-recreation/arriving-in-new-zealand/items-to-declare/>

PLEASE READ THIS GUIDE CAREFULLY

When you fly to New Zealand from overseas, it's important to follow New Zealand law. That means you must declare or dispose of risk goods at our international borders. You might have goods with you that could be carrying pests and diseases. These pests and diseases could cause millions of dollars in damage to our country's environment and economy.

WHAT WILL HAPPEN WHEN YOU ARRIVE AT A NEW ZEALAND BORDER

There are important biosecurity steps at New Zealand borders:

1. Correctly fill out your Passenger Arrival Card. Any risk goods must be declared.
2. Dispose of any risk goods you have not declared in the amnesty bins.
3. Present your Passenger Arrival Card to the MAF Biosecurity Inspector. Declared risk goods may then be inspected.

Your bags may be sniffed by detector dogs, x-rayed or searched.

If you have any questions ask one of the MAF Biosecurity Inspectors.

RISK GOODS YOU MUST DECLARE INCLUDE

All of these goods are a risk for New Zealand and must be declared. (If you are not sure ask an Inspector).

DECLARE

Ingredients used in cooking, all dairy products, honey, pollen, propolis, honeycombs and other bee products.

DECLARE

Any plants, plant cuttings, bulbs, corms, rhizomes, tubers and seeds.

DECLARE

Traditional or herbal medicines or remedies, health supplements and homeopathic remedies that include animal or plant products.

DECLARE

All wooden items, drums, carvings, spears and masks, items stuffed with seeds or straw, made of bamboo, cane, coconut or straw, or hair, fur, unprocessed wool, skin, feathers and bone.

DECLARE

Fruit and vegetables, fresh or dried.

DECLARE

Any meat, fish or poultry.

DECLARE

All outdoor, camping, sports equipment, hiking boots and other sporting footwear that could be contaminated with soil, seeds or water.



Note: for a full list of risk goods that must be declared see your Passenger Arrival Card or visit www.biosecurity.govt.nz.

2.20 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.

2.21 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 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.

- 2.22 If you are planning on taking a 'side-trip' (i.e., a weekend trip to Australia), please refer to Section 3.8 for more information.
- 2.23 Please note that the maintenance grant 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 grant can be modified.

The above official University of Canterbury travel information and advice, as conveyed by the University's travel agent, takes priority over information received from any other source.

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. 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. Any personal/leisure travel/other study/grant leave will not be covered by the University.

Any accompanying children under the age of 16 years are also 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.

Where a Fellow has a leisure component to their travel (i.e. an element of personal travel either en-route to Christchurch, on the return journey home or both) then the University of Canterbury provides insurance cover for the period of the Fellowship only, as set out on the letter of invitation. Where the leisure component totals 6 days or more the Fellow will need to personally arrange for and pay the cost of additional insurance to cover the entire leisure period.

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\$5.65 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 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, then 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:

- 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/endemic cover.

In both scenarios a copy of the insurance cover note must be sent to the Erskine Programme Coordinator before the travel departure date.

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 refer to Appendix One for additional information.

This information is current as at March 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 the leisure 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 **Visiting academics coming to New Zealand from visa-free countries** can enter New Zealand on a visitor visa, as long as their stay is for 90 days or less (or multiple short stays amount to 90 days or less per calendar year). Stays of 90 days or more will require a temporary work visa under the category Special Purposes or Event. You can apply for a temporary work visa online via the following link:

<https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/about-visa/specific-purpose-or-event-work-visa>

Visitors from the UK can stay in New Zealand for up to 6 months on a visitor's visa.

Please have a copy of your letter of invitation for a Fellowship to hand when clearing Immigration at your NZ arrival airport.

- 4.2 For a list of visa waiver countries please see the following link:
<https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/general-information/visa-waiver-countries>
- 4.3 If you are **not** a citizen of a visa-free country you will need to apply online for a Temporary Work Visa via the following link:
<https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/about-visa/specific-purpose-or-event-work-visa>



Please note that 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 for a visa to be issued, especially at peak times of year (for travel between December to March).

In the event 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.

- 4.4 Accompanying persons will normally require visitor visas. Accompanying partners can also apply for a Partnership-Based Temporary Visa if the Visiting Fellow is applying for a work visa. Depending on the type of Partnership-Based Temporary Visa which is being applied for the accompanying partner may or may not be eligible to work in New Zealand.

Please note that the application process for a Partnership-Based Temporary Visa is more complex than a visitor visa. Further information about a Partnership-Based Temporary Visa can be found at <https://www.immigration.govt.nz/documents/forms-and-guides/inz1199.pdf> (Immigration New Zealand Form 1199).

As part of the submission for a Partnership-Based Temporary Visa the applicant will be required to demonstrate that they are in a genuine and stable relationship with the person applying for a work visa. This will require the applicant to submit evidence to prove the duration of the relationship, the degree of financial dependence or interdependence or any arrangements for financial support, common ownership of property, the degree of commitment to a shared life, childcare arrangements, the performance of common household duties by partners, and the reputation/public aspects of your relationship. You may also be required to

provide medical certificates to prove you are in good health if you reside in certain countries or have recently visited certain countries.

If your partner is not looking to work in New Zealand and your visit is for a short duration (i.e., less than 6 months), we recommend that your partner applies for a visitor visa to enter New Zealand; it is a much simpler application process!

- 4.5 Please refer to section 6 of this guide for student visa information; if you intend for your children to be educated in New Zealand they will require a student visa.
- 4.6 If you or any accompanying family members require a visa you are advised to consult the immigration office in your particular area as immigration policy regarding visas can change on a weekly basis and the interpretation of that policy may fluctuate among the various New Zealand Immigration Service overseas offices. Each NZIS office may process a type of application in a particular way, and you are advised to consult with your local office so that you receive authoritative and up-to-date information. Some offices may require you to show your degree certificates – please ask at your nearest NZIS office if you are required to do so before sending your application. Detailed contact information for NZIS offices is listed on pages 16 and 17.

Please note that with effect from 4 July 2018 visa labels are no longer issued by Immigration New Zealand. Applicants of approved visas will receive an email with a letter of approval or an eVisa. Visa holders should print a copy of their eVisa letter and keep it with their passport.



- 4.7 Travellers of Australian nationality may enter New Zealand as a visitor holding a current passport and without a visa.
- 4.8 **Some visitors and transit passengers must have an Electronic Travel Authority and pay an International Visitor Conservation and Tourism Levy before travelling to NZ.**

Before you travel to New Zealand, it is your responsibility to check if you need a New Zealand Electronic Travel Authority (NZeTA). You may also have to pay an International Visitor Conservation and Tourism Levy (IVL). An NZeTA requests costs NZ\$9 or NZ\$12 and the IVL costs NZ\$35.

Please note the Erskine Programme does not cover the cost of the NZeTA or IVL. This is because this is a levy put in place by the NZ government to be invested specifically in sustainable tourism and conservation projects. The majority of our Erskine Fellows also have period of holiday either at the start or end of their Fellowship and therefore have the opportunity to enjoy New Zealand independently as tourists, as well as Fellows. While not all Fellows are able to tack on a holiday, at a very minimum our Erskine Fellows travel independently in New Zealand as tourists during weekends during their Fellowship therefore it is not unreasonable for Visiting Fellows to make a contribution sustainable tourism and conservation projects.

For more information on how to obtain an NZeTA, please follow this link: <https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/about-visa/nzeta>

- 4.9 The University does not require evidence of professional registration for you to take up the Fellowship.
- 4.10 In November 2018, Immigration New Zealand increased the cost of a number of different visa types. The most significant increase was to the cost of a Temporary Work Visa.

Some Visiting Fellows will need to obtain a Temporary Work Visa if a) their fellowship will be more than 3 months long and they require a work visa to remain in the country for a longer duration and/or b) they are travelling with children who require a student visa and need to obtain a Temporary Work Visa to facilitate this. With effect from 15 November 2018, if a visiting fellow requires a Temporary Work Visa for either of these reasons the Erskine Programme will cover the cost of the Temporary Work Visa.

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 secondary visas which may be required as a result of spending time in New Zealand pre/post fellowship. Costs relating to visas required for the duration of the Fellowship only will be reimbursed. If you have any questions please contact the Erskine Programme Coordinator.


The Erskine Programme will reimburse the cost of any eligible visas on production of the visa and proof of payment (i.e., proof of the cost). The visa and proof of payment must be emailed to the Erskine Programme Office at erskine@canterbury.ac.nz. The cost of the visas will be reimbursed into the New Zealand bank account which the visitor is required to open to receive the maintenance payment (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.

- 4.11 If you experience difficulties in contacting your local office, or become concerned about receiving your visa in time for your departure, please consult direct the New Zealand Immigration Service, New Zealand (Tel. +64 9 914 4100) (0600 - 0000 hrs NZ time) for general advice and to ensure that you receive authoritative information.
- 4.12 **Please do not direct visa inquiries to academic departments or other colleagues at the University of Canterbury. Please contact the Erskine Programme Office for advice on which forms should be completed and to request a form NZIS 1113 (employer form) as part of the submission for a temporary work visa.**
- 4.13 Please be aware if you intend to be in New Zealand before or after your Fellowship you will also need to apply for a visitor visa. A visitor visa replaces a work visa and vice versa.
- 4.14 The cost of personal documentation such as a new passport and passport photos is the responsibility of the visitor. Please note the Erskine Programme does not cover the cost of the NZeTA or IVL.
- 4.15 For information about visas please only refer to advice received from the Erskine Programme Office, Orbit Travel or the [New Zealand Immigration website](#).

5. University Accommodation

Campus Housing

- 5.1 The University has a number of two-to-four-bedroom properties available which offer visitors a comfortable average standard of accommodation. University campus houses and apartments (flats) are fully furnished and are equipped with cutlery, crockery, linen, blankets, towels, electric blankets, heaters, a fridge-freezer, automatic washing machine, clothes drier, television and a writing desk. 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. If you are travelling with children, please provide the ages of your children.
- 
- 5.2 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. It is your responsibility to clean the campus house. 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. The Erskine Programme is unable to assist you with this.
- 5.4 All campus housing is within easy walking distance of University departments and is close to a number of different bus routes across the city. Please ensure that your rental accommodation is left fully locked when you are not at home and advise Security (Ext 92888) on each occasion if you are leaving the premises overnight or longer. Call 6111 in any emergency or 369 2888, ext. 92888 for non-emergencies.
- 5.5 The available accommodation consists of two-bedroom ground floor units which are suitable for a single person or a couple and a mixture of two/three/four-bedroom houses which are suitable for families.
- 5.6 Please note that the campus houses have electric heating but no central heating (radiators) or double glazing. This is common to many homes in New Zealand. Campus houses are typically either heated using heat pumps, electric fires and/or pellet fires. The University supplies the first two bags of pellets for visitors to use when they arrive at UC after which the visitor is responsible for purchasing additional pellets, for the pellet fire, as may be required.

Christchurch can have low night-time temperatures (0 to -2 is not uncommon) during winter (June to August) so 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.

Cotton clothing is not sufficiently warm for indoor wear in winter, and you are advised to bring appropriate clothing to keep warm (i.e. wool). Layering clothing is the most effective way to keep warm.



Hot water bottles and electric blankets are other popular methods of keeping warm at night and both will be available in the campus houses.

Information on heating a house efficiently can be found at [Energywise NZ - heating your home](#).

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 the Erskine Programme Office know ASAP. If you do not report problems to us, we are unable to get them fixed for you.

Privately Rented Accommodation

- 5.7 At peak times (typically February to June), if University campus accommodation is not available, 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 Central Christchurch, Riccarton or within the Burnside High School enrolment zone.

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

Accommodation Outside of the Fellowship

- 5.8 A reservation will automatically be made for the period of your Fellowship. Non-term-time accommodation and/or accommodation outside of your Fellowship dates is not generally paid for by the University. The Visiting Fellow is usually liable for the rental charge outside of the period of the Fellowship.

You can request accommodation if you wish to spend time in Christchurch ahead of your fellowship and pay the cost of renting a property directly to the University or accommodation provider if you will be staying in private accommodation.

Campus accommodation will only be provided if it is not required by:

- a) Another Visiting Fellow whose fellowship dates may coincide with your 'holiday' or;
- b) Another person who will be spending time at UC. Campus accommodation is not strictly reserved just for Visiting Fellows.

During our busy periods, 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). During term time when many fellows and other people are visiting the University, if you wish to remain in Christchurch beyond the dates of your Fellowship, campus housing may not be available and you may have to make your own alternative private accommodation arrangements.

Please note that the Erskine Programme Office is unable to store luggage. If you want to store luggage before or after the start of your fellowship please speak to your host or department/school to see if they can assist.

Please contact the Erskine Programme Coordinator for further information.

Accommodation Charges

- 5.9 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.
- 5.10 An account for accommodation costs outside of the fellowship period will be sent to you every two weeks via email. Each account/invoice may be paid by internet banking or credit card (Visa or Mastercard only) - details can be obtained from Accounts Payable (ap@canterbury.ac.nz). You need take no action until you receive the first account. Please note that American Express and Diners Club credit cards are not accepted at the University.
- 5.11 If you do not require accommodation and will be making your own arrangements please advise the Erskine Programme at your earliest convenience with a **minimum of at least four months' notice** before your arrival date.
- 5.12 **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.**
- 5.13 If you will be away from your accommodation, whether it be a campus house or housing from a private provider, for any significant period of time (especially overnight) please do not leave electric heaters running as they can be a potential fire hazard.
- 5.14 While our staff will make every effort to meet your accommodation requirements, we are unable to guarantee any specific style, standard or location. If you wish to upgrade the style of your accommodation over reasonably priced accommodation available to the University, the additional cost will be billed to you.
- 5.15 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.**
- 5.16. On arrival, please do not hesitate to contact Security (ext.92888) regarding any aspect of your accommodation including additional items that you may require e.g. kitchen items. If there is a maintenance issue with a Campus House during your stay please contact the Erskine Programme Office and we will log a maintenance request to get the problem fixed for you. Please do not be afraid to ask us to get a problem fixed!
- 5.17. Please note that low-flying commercial aircraft are very occasionally experienced in the North West neighbourhoods of Christchurch when wind conditions cause slight changes to the access flight path to Christchurch Airport.
- 5.18 Please make any inquiries regarding your final telephone account direct to Campus Housing.
- 5.19 At the conclusion of your stay, please ensure you leave the rental property in the same condition as at the start of your visit. Please lock up and return all sets of keys for Campus Houses direct to Security, 114 Ilam Road. The Security Office is open 24 hours a day all year.
- 5.20 The keys for private accommodation providers should be returned as per their instructions.

6. Schooling

6.1 Child Care

The University's Early Years Care and Education Centre is located at 116 Ilam Road, Ilam. The Centre is licensed to care for 50 children (14 aged 0-2 years and 36 aged 2-5 years) at any one time. For information concerning bookings, session times and fee structures visit:

- Cassandra Yeo (Manager of the ECLC for enrolments) at cassandra.yeo@canterbury.ac.nz or on + 64 3 369 4176
- Early Childhood Learning Centre – children 2-5 years: <http://www.canterbury.ac.nz/earlychildhood/contact-us/>

Children between birth and 5 years old can also attend the Montana Early Learning Centre which is open to the children of students, staff and the community. The Centre is located at 31 Montana Avenue, Ilam. For information concerning bookings, session times and fee structures visit please contact the Head Teacher/Administrator on (03) 364 3968 or 364 2652 ext. 3968 or at montanaelc@ucsa.org.nz

Please note that the selection of a particular child-care service is the responsibility of the visitor concerned.

6.2 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 attend [Ilam School](#) which has a close relationship with the University of Canterbury. The University is located on the northern boundary of Ilam School. The school has an international community and welcomes children from a multitude of different cultural and national backgrounds which provide a rich and diverse environment.



Older children typically tend to attend [Kirkwood Intermediate School](#) or [Burnside High School](#) but, subject to approval from the school principal, you can send your child/children to a school of your choice.

Please note that currently all students wanting to enrol into a New Zealand School will require a student visa to do so. The academic parent (i.e., the parent in receipt of the fellowship) will require a Temporary Work Visa for a child to obtain a student visa.

Your child will require a visa so that they can be classed as a domestic student and avoid the payment of international school fees. Please contact the Erskine Programme Coordinator for further information about visas or see Section 4 of this Guide. The Erskine Programme will need to supply the academic parent with a signed form INZ113, which is submitted as part of a work visa request.

Ilam School

The Erskine Programme has a close relationship with Ilam School, and we are extremely appreciative that the School is willing to enrol the children of Erskine Visiting Fellows into their school.

As domestically enrolled students the cost of educating your children is much cheaper, for you the visitor, than the cost of educating your children as an international student.

The annual donation for domestic students at Ilam School is \$155 for the first child and \$80 for each subsequent child. This is charged at a pro-rata rate for students who do not attend the school all year. Other costs may also be charged in addition for activities such as class trips, sports or cultural activities. These costs are communicated via newsletters.



As you will all appreciate the cost of educating a student is more than the annual donation fee paid by parents. Like all other schools, Ilam School receives money from the Government, twice a year based on the number of students it has enrolled on two key funding dates: 1 March and 1 July.

Where possible it would be greatly appreciated if your child/children were enrolled and in attendance at the school on one or both of these key dates. Attendance on either of these dates will ensure the school receives funding from the Government for educating your child/children.

We appreciate that it may not always be possible for you to arrange your visits so that your child/children are in attendance on the two key funding dates. If this is not possible, we would encourage you to make a small financial donation to the school at the end of your visit. The donation would be gratefully received by the School and go some way towards the costs of educating your child/children. Without Ilam School welcoming so many 'Erskine children' into their school we recognise that many visitors would not be able to bring their families to share their teaching experience at the University of Canterbury.

Children are expected to live within the school's home zone as part of the enrolment process. The University's campus housing is located within the Ilam School zone. Where possible the Erskine Programme will try to accommodate any visitor wishing to enrol a child/children at the school in a campus house to satisfy this enrolment criteria.

At peak times if your child is not attending Ilam School you may be housed outside of the Ilam School zone.

Children attending Ilam School are expected to wear the school uniform. The School's PTA co-ordinate a second-hand uniform sale once per term where school uniform items are available for purchase. The sale is usually held on the first Friday of each term. Erskine visiting fellows are advised to contact the School for further information. If you have any Ilam School items of clothing for donation at the end of your visit they would be gratefully received by the School.

7. Communications

- 7.1 Before your arrival at the University of Canterbury, you will receive an email from the University of Canterbury's Identity and Access Management system OKTA with your Username and University of Canterbury Email Address. This will contain a link which will enable you to set your password. Please see below for an example of what this email looks like. If you don't receive it, please check your spam/junk folder or contact the Erskine Programme Office.

Information Technology Services (ITS) would like to welcome you to the University of Canterbury.

This email is for your reference and confirms the creation of your IT account.

Your Username is: [REDACTED]

Your UC Email Address is: [REDACTED]

Your Personal Email Address is: [REDACTED]

Please note that your personal email address is not shared with other people or systems.

In order to set your password please click on the link below.

[Set Password for UC Account](#)

This link expires in 7 days.

We hope you enjoy your time at UC and look forward to being of assistance to you in the future.

If you have any questions or require assistance, please log a request on the [ITS Self Service](#).

- 7.2 The standard format for email addresses at the University of Canterbury is firstname.lastname@canterbury.ac.nz.

- 7.3 The University has 7 Faculties:

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

Further information on the Faculties and the Schools and Departments in each Faculty can be found at <http://www.canterbury.ac.nz/> under the heading 'Faculties and departments'.

8 Banking/Maintenance Allowance

- 8.1 In order for you to receive your maintenance payment we require you to open a New Zealand bank account. The Erskine Programme have a good relationship with ANZ bank who 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:

Pre-arrival: apply online for an account:

Prior to arrival please apply directly to open an ANZ bank account through the [Moving to New Zealand](#) website. Once the application process has been completed you will be contacted by the International Migrant Banking Team at ANZ who will request personal identification documentation, confirm the new bank account details and answer any queries. The Team will also be able to arrange an appointment for you to activate your account upon your arrival in Christchurch.

Please note this process is to be completed within 90 days prior to your arrival in New Zealand.

Account activation

Once you have arrived in Christchurch you can then visit any ANZ branch (please note we recommend visitors visit the Upper Riccarton branch), to activate the bank account, pick up an ATM card and activate internet banking/ mobile banking/ phone banking.

You will need to take to the meeting:

- your passport; and
- An address verification document such as a utility bill or bank account statement (from within 6 months of your appointment) which states your address in your country of origin.

Visitors with E-Visas (visas not in their passports) will need to bring a copy of their E-visa to their appointment with the bank in order to be able to log-in at the branch so that the bank can print out the verified version of the visa.

The branch details for the Upper Riccarton branch are:

ANZ Upper Riccarton Branch

322 Riccarton Road
Upper Riccarton
Christchurch,
8041

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

Contact details for the person who can assist with account opening at the ANZ Upper Riccarton Branch is Tracy Wu (Asian Banking Branch Manager) on tel. +64 3 368 3017; email tracy.wu@anz.com

The branch is open from 9.00am to 4.30pm weekdays. Appointments can be made in advance by phoning the ANZ contact team on 0800-269-296. The contact team are 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 can't (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 would be happy to 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 x93375 or by email at erskine@canterbury.ac.nz

- 8.2 The Bank of New Zealand ('BNZ') is located within the Bush Inn Centre, Waimairi Road. Please phone 343-1850 or 0800 275 269 to arrange an appointment and identify yourself as a Visiting Erskine, Cambridge, Canterbury, Oxford or Māori and Indigenous Fellow. Alternatively you can commence your application online with BNZ before you leave home. The account will be activated on arrival in NZ and presentation of your passport at the branch. Please see www.bnz.co.nz/movingtonewzealand for further information. You should state that you have a 'visitor visa' or a 'work visa' (as appropriate) when completing the online application.
- 8.3 **Proof of address** - You will also need provide proof of your address in your country of origin. This can be in the form of a bank statement or utility bill form within 6 months of your appointment with the bank.
- 8.4 Account closure – we advise 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
- 8.5 The maintenance allowance payment itself is not subject to taxation in New Zealand but note that your bank account 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.
- 8.6 Please provide your bank account 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.

The maintenance allowance will be promptly paid into your bank account once you have arrived in New Zealand. If you provide all the above information, the maintenance allowance will be accessible in your bank account within ten working days, subject to processing by Financial Services. This will be confirmed by email.

- 8.7 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 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.

8.8 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/>

8.9 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 10-day period over the Christmas/New Year holidays, 5 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 (i.e., with Gateway Antarctica or field trips) please let us know at the earliest opportunity.

8.10 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 she 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.



8.11 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.

8.12 The Programme will not pay the maintenance allowance outside of term time, i.e., during university holidays, unless a visiting fellow's host explicitly states and describes in detail the visiting fellow's student facing activities during this time.

8.13 Please note that the Erskine Programme will not fund the cost of travel to any other 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.

8.14 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.

- 8.15 After you have provided your bank account number to the Erskine Programme office, subsequent communication regarding the crediting of your maintenance allowance to your bank account should be directed to the Financial Services Department via the email to ap@canterbury.ac.nz.
- 8.16 The maintenance allowance is paid to you in full without deductions. 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 two weeks' worth of money.
- 8.17 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 grant if an overpayment has occurred.
- 8.18 **Cash Machines**
- An ANZ ATM is located in the lobby area of the Undercroft (under the Puaka-James Hight Central Library);
 - Please refer to the campus map in your introductory folder; or
 - Use the relevant ATM for your bank card or additional cash withdrawal fees may apply.

8.19 **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.

8.20 **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.

8.21 **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 speak to the Erskine Programme Coordinator.

9 Security/Health & Safety

9.1 Emergency Contact Information

At least two weeks before the start of your journey to New Zealand please provide the Erskine Programme with details of your emergency contact(s) and a contact telephone/mobile number for you whilst you are in Christchurch.

Please provide the full name, telephone number, email and details of the relationship to you for each of your emergency contacts. Please email the information to erskine@canterbury.ac.nz.

9.2 Security

- Please take normal security precautions in each School/ Department you visit and do not leave valuables unattended e.g. lock your laptop computer in the file cabinet of your University office while you are away.
- Notify Security, ext. 92888, on each occasion you are away overnight from your campus accommodation.
- Please do not leave electric/ oil heaters running if you will be away from your property for an extended period of time (especially overnight).
- **Do not leave valuables** such as laptops, jewellery, cash, tickets or passports in visible sight if you are away. Campus houses all have safes which you are encouraged to use.
- **The Security Base, located in 114 Ilam Rd operates as a 24 hour, 7 days a week service.**
- The emergency telephone number is Ext **92111** or **0800 823 637**.
- The general enquiries telephone number is Ext **92888** or **03 369 2888**.

9.3 School/Department Health & Safety Procedures

In due course, please obtain information regarding Health and Safety procedures from your School/ Department Safety Officer, whose name is available from the School/ Departmental Secretary. Staff members holding a first aid certificate are identified by asterisk in the School/ Department listings of the University campus telephone directory.

9.4 Medical Care

Emergencies: in New Zealand, the number for fire, police, and ambulance is **111**.



If a defibrillator is needed, dial **111** first for an ambulance and then dial **92111** and state “Medical Emergency” for the emergency defibrillator service which is operated 24 hours a day / 7 days a week by the Student Health Centre and the Security Desk. If using a mobile phone, dial **0800 823 637**.

Visiting Fellows are welcome to use the Student Health Centre on campus, Ph. 03 369 4444; most non-students are charged a modest fee. The Centre can also provide physiotherapy, counselling services and assist with travel vaccines (excluding yellow fever). See www.canterbury.ac.nz/healthcentre for hours.

Private medical centres closest to the University include:

Clinic	Hours	Address	Website	Phone
Fendalton Medical Centre	9am – 5pm	10 Otago Street, Fendalton	http://www.fendaltonmc.co.nz/	03 3515165
Ilam Medical Centre	8:30am – 5:30pm	106 Memorial Avenue, Ilam	https://www.ilammc.co.nz/	03 3516198
Doctors On Riccarton	Mon – Fri: 8am – 6pm Saturday: 9am – 5pm	183 Riccarton Road, Riccarton	https://www.doctorsonriccarton.co.nz/	03 3488989
Riccarton Clinic	Everyday 8am – 8pm	4 Yaldhurst Road, Riccarton	https://www.riccartonclinic.co.nz/	03 3433661

For urgent after-hours medical care there are:

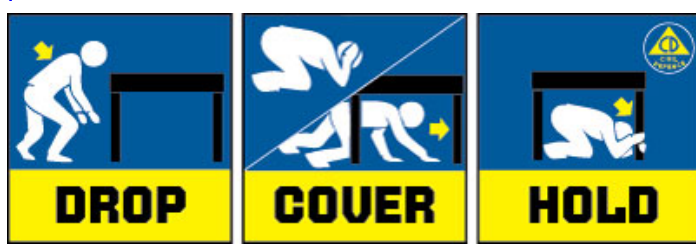
Clinic	Hours	Address	Website	Phone
After Hours Surgery	24 hours	401 Madras Street, Christchurch	https://www.24hoursurgery.co.nz/	03 3657777
Riccarton Clinic	8am – 8pm (7 Days)	4 Yaldhurst Road, Christchurch	https://www.riccartonclinic.co.nz/	03 3433661
Ilam Dental Centre	Varies, please see website	123 Waimairi Road, Christchurch	https://www.ilamdental.co.nz/	03 3481602

Please note that the selection of a particular medical service provider is the responsibility of the visitor concerned. Costs to visit the medical service provider may also differ depending on the provider.

9.5 Earthquakes

All of New Zealand experiences earthquakes; the vast majority of which are minor and are not felt. Christchurch was sadly hit by a series of devastating earthquakes in 2010 and 2011 and it is therefore important that you and your family know what to do in the event of an earthquake. The following website contains important information about what to do when an earthquake happens - <https://getthru.govt.nz/earthquake>

The website also contains information about other natural disasters which can affect New Zealand - <https://getthru.govt.nz/disasters/>



If there is a magnitude 5.5 earthquake or greater within 50km of Christchurch then UC's buildings will typically be inspected. Testing may also be undertaken for less severe events closer to Christchurch. In the event of an incident when staff are off campus you should assume that campus remains open unless told otherwise, or it is obvious from sources such as the media or Civil Defence. If campus is open but you are unable to get to the University please let your host or the School/Departmental secretary know.

UC will endeavour to contact staff as soon as possible after an event, and after the outcome of any inspections are known. UC will endeavour to communicate with staff by 6pm at the latest for events during the day, and by 7am for significant events occurring overnight. If after an earthquake you have any safety concerns about the accommodation you have been provided (i.e., cracks appearing in walls or foundations) please contact the Erskine Programme Office or the Security Office (if staying in campus accommodation).

UC will also communicate with staff and students and key stakeholders by email. It will also post updates on the UC Facebook page and on Twitter. UC will no longer post on the UC website as a matter of course but may do so when an event is significant and affects campus, or the Emergency Operations Centre is activated.

Visitors are encouraged to connect to the UC Facebook page or Twitter account for the duration of their visit to receive up to date information from UC.

10 Driving and Transportation

10.1 Driving

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. It is essential that you take out insurance for personal car hire.

You can only drive those types of vehicles you were licensed to drive in your home country.

You must carry your licence or permit with you whenever you are driving. If your overseas licence or permit is not in English, you should also carry an official translation with you. Please note that whilst it is unlikely you will be asked to provide a translation if you are unable to do so, the car hire company may offer to translate your licence for you, for a fee. Further information can be found at <https://www.nzta.govt.nz/driver-licences/new-residents-and-visitors/driving-on-nz-roads/>. Please contact the Erskine Programme Coordinator if you have any queries.

All drivers on New Zealand roads must have an adequate knowledge of our road rules, signs, laws and safe driving practices. The driver and all passengers (both front and rear) must wear seat-belts at all times in a moving vehicle.

All children aged 7 years or under must be properly restrained in an approved child restraint. <http://www.nzta.govt.nz/resources/factsheets/07/child-restraints.html>



Mobile phones must be hands-free.

If you are returning from a previous visit, please note that the country's previous right turn Give Way rule changed in 2012 to conform to international standards – check a current Road Code for details.

If you are intending to drive in New Zealand, **please** read the following information about safe driving. This is particularly important 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/>
- <http://www.drivesafe.org.nz/>
- <http://www.newzealand.com/int/feature/driving-road-rules-and-safety/>
- http://www.budget.co.nz/driving_nz/safe_driving_in_nz/default.aspx

Details of the official New Zealand Road Code for Car Drivers can be found at <http://www.nzta.govt.nz/resources/roadcode/road-code-index.html>

If you are hiring a rental car and this is your first experience of driving on the left-hand side of the road, obtain from the car-hire firm a safety **KEEP LEFT** sticker for your dashboard.



10.2 Car Hire

Discounted University rates for quality rental car hire may be accessed by visitors through Orbit Travel's Leisure Travel Office Ph. +64-3-339 3727 or email orbitholidays@orbit.co.nz. It is also possible to book through the University's intranet once you arrive at the University at <https://intranet.canterbury.ac.nz/travel/rentalvehicles/>

If making bookings direct with any firm, ensure you identify yourself in advance as a University visitor in order to receive any special rate. The discount code for any personal hires with Thrifty Rentals please use the code: 7298614752.

Another local car hire company is Affordable Car Rentals - <https://www.affordablecars.co.nz/> who is located close to the University. They offer cars for hire for the weekend through to a whole semester from as little as \$12 to \$14 a day for a small compact car.

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. It is possible that you may not need to hire a car. Information about the bus system can be found at <http://www.metroinfo.co.nz/>

The Erskine Programme has a Garmin GPS, kindly donated by Visiting Erskine Fellow Professor Michael Lacour-Little, for loan to visitors. Please email erskine@canterbury.ac.nz for availability.

10.3 Buying and Selling a Car

If you are staying in Christchurch/New Zealand for a longer period of time you may wish to consider purchasing a car. Good places to look for a car are:

- **Auction:** Turners Car Auctions at www.turners.co.nz. Turners SuperSite is at 15 Lester Lane, off Deans Avenue at the SW corner of Hagley Park.
- **Trade Me:** website: www.trademe.co.nz/motors (click on the Trade Me Motors icon)
- **Print:** Buy Sell & Exchange is published Thursdays, available at dairies and service stations.
- The Press newspaper especially the Saturday edition.
- **Retail:** There are numerous car lots on Moorhouse Avenue selling a wide range of cars.

10.4 Car Parking

Parking space is provided free at each campus house. Visitors staying in non-University accommodation and who hire or buy a car will need to obtain a parking permit in order to occupy a park on campus from 8am to 5pm throughout the year. The cost of a parking permit is currently*:

- NZ\$1000 for an all year staff parking permit;
- NZ\$500 for a half year permit;
- NZ\$250 for a quarterly permit; and
- NZ\$83.30 for a monthly permit.

* Cost correct as at 27/07/21

Further information is available at <http://www.canterbury.ac.nz/campus-services/parking/permits.shtml>

10.5 Cycle Hire

Bicycles can be hired from <http://www.cyclehire-tours.co.nz/bike-rentals-christchurch.html>. Please note that New Zealand law requires the wearing of cycle helmets.

You can find more information about Christchurch's cycleways and maps on the Christchurch City Council website: <https://ccc.govt.nz/transport/cycling/cycling-maps>

10.6 Bus Information

General information regarding bus services, including Metrostar and Orbiter, is included in your introductory folder.

- For specific current timetables and routes please telephone **03 366-8855** or visit Metro info's interactive map. <http://metroinfo.co.nz/map/>
- Bus routes servicing UC Ilam and information on a Metrocard which is used for pre-paid bus travel can be found at <http://www.canterbury.ac.nz/life/sustainability/getting-around/busing/>



10.7 Lime Electric Scooter and Bike Rentals

To access a Lime scooter, the Lime app must first be downloaded which can be found at <https://www.li.me/electric-scooter>. Please note helmets are required to be worn, Lime scooter riders are to be **over 18 years of age**, and the scooters and bikes are not to be driven/ridden on sidewalks.

11 Other Information

11.1 University of Canterbury Term Dates 2022/2023

2022

First Semester:	Term1: 21 February 2022 to 8 April 2022
	Term 2: 2 May 2022 to 3 June 2022
Second Semester:	Term 3: 18 July 2022 to 26 August 2022
	Term 4: 12 September 2022 to 21 October 2022

2023

First Semester:	Term1: 20 February 2023 to 31 March 2023
	Term 2: 24 April 2023 to 2 June 2023
Second Semester:	Term 3: 17 July 2023 to 25 August 2023
	Term 4: 11 September 2023 to 20 October 2023

11.2 Reception at the airport

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.

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).

11.3 University maps

For a detailed map of the campus please refer to <http://www.canterbury.ac.nz/theuni/maps/>. A campus map will also be included in the information folder you will receive from the Erskine Programme Office.

11.4 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.

11.5 Businesses on campus

There are a number of privately owned businesses on campus including a number of cafes and restaurants - http://www.canterbury.ac.nz/theuni/business_campus.shtml

11.6 Information Folder

After you have settled into your accommodation, please make your first visit during weekdays to your host School/Department or your academic to collect the information folder that has been sent there for you if your host has noted handed the folder to you on arrival. The folder contains essential information that will assist you to settle into Christchurch and the University of Canterbury.

We request that you read the contents of the Information Folder as it contains a lot of information which will help you get the most out of your time at UC and Christchurch.

11.7 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/ Head of Department should have had discussions with you prior to your arrival about your UC teaching programme. 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.

11.8 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 by 5.00 pm on Wednesday of the week before your presentation, for publication on the UC Events web page that Friday. Please ensure the text includes your title of **Visiting Erskine/ Cambridge/ Canterbury/ Oxford, UC Maori & Indigenous Studies Fellow** as appropriate.



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 and also learn something new. 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**'.

11.9 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.

11.10 Incidental Expenses

At the earliest opportunity, please obtain from the Head of School/ Department, or your School/ Departmental contact, advice as to those items for which the School/Department will pay (e.g., incidental library, computing and photocopying charges) and those items which will be your responsibility (e.g., phone calls, and postage/ freight for items being sent back to your home country).

11.11 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 in the Security office, 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. Please make it known to issuing staff that you are an Erskine Programme visitor as you will be given priority over students.
- Please refer any queries regarding the operation of your Canterbury Card to Security.
- At the end of your Fellowship, please give the card to the School/Department Secretary and ask that it be returned in the internal mail to the Canterbury Card office.

11.12 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.



11.13 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



11.14 Telephone Voice Mail

If you are here for a relatively long visit, please organise voice-mail on your phone. Please contact the Helpdesk on ext. 95000 or 369 5000 for advice on how to set this up.

11.15 Mobile Phone

The Erskine Programme has one basic mobile phone on the which is available for loan to Visiting Fellows. The phone is issued on a first come first served basis. Please email erskine@canterbury.ac.nz for availability.

You may wish to consider purchasing a New Zealand sim card so you can make calls easily within New Zealand and also overseas. A number of providers offer cheap international call packages.

The main mobile phone providers in New Zealand are Vodafone, Spark and 2 Degrees. All these providers have shops at the Westfield Shopping Mall. Cheap pre-paid mobile phones can also be purchased from the Warehouse and Countdown.

If you purchase a New Zealand mobile and have no further use for it, the Erskine Programme office will happily accept any donations of mobile phones for future Visiting Fellows to use.

11.16 Making telephone calls within New Zealand

The international dialling code for New Zealand is +64.

New Zealand landline phone numbers are a total of eight digits excluding the leading 0. This consists of a one-digit area code, and a seven-digit phone number (i.e. 03 123 4567). There are five regional area codes: 3, 4, 6, 7 and 9. These must be dialled, along with the domestic trunk prefix, when calling a recipient outside the local calling area of which the caller is located. The code for Christchurch is 03.

Mobile phone numbers begin with a 02 followed by seven to nine digits (usually eight). Telephone numbers must always be dialled in full for mobile phones.

Toll-free numbers begin with 0508 or 0800 usually followed by 6 digits. Premium rates services used the code 0900 followed by 5 digits.

The telephone number for the emergency services is 111.

If you have any problems with the phones, please speak to a School/Department administrator or the Erskine Programme office who will happily help you.

11.17 Donate an item

If you purchase an item during your stay which you don't 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.

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

- Desk lamp;
- 1 litre glass coffee plunger;
- Insight Guide to New Zealand travel book;
- Hand mixer;
- Hot water boiler;
- GPS; and
- 2 x mobile phones
- 2 x printers

Please contact the Erskine Programme office for further information.

11.18 Erskine Programme Office

If you would like to visit the Erskine Programme office **please telephone Ext 90367 first to arrange a convenient time**. The location of the Erskine Programme office is Level 2, Matariki Building (please refer to a campus map).

11.19 Activities for Children

Christchurch is a wonderful place for children to visit and there is a lot for them to do.

Margaret Mahy Playground, one of the largest playgrounds in the Southern Hemisphere recently opened and is a great place for children to explore. <https://ccc.govt.nz/news-and-events/running-an-event/central-city-event-venues-map/margaret-mahy-playground>



Websites for free activities for children:

- <http://christchurchmums.com/20-free-things-to-do-in-christchurch/>
- <https://www.christchurchtop10.co.nz/things-see-and-do-south-island-nz>
- <http://www.tourism.net.nz/region/christchurch/attractions-and-activities/entertainment/childrens-activities>
- <http://www.eventfinda.co.nz/children-kidsholidays/events/christchurch>

11.20 Lesbian, Gay, Bisexual, Transgender, Queer, Questioning and Intersex (LGBTQI+) Visitors

- The Pink Pages is a directory of queer and queer-friendly services, sports and events in Christchurch - <http://pinkpages.org.nz/>.
- Bears Christchurch – A group dedicated to celebrating gay men and their friends. The Bears have regular events each month - <http://bearschristchurch.org.nz/wp/>
- Lambda Trampers – Christchurch’s gay and lesbian tramping club. The group organise day tramps of varying difficulty - <http://pinkpages.org.nz/business-directory/108/lambda-trampers/>. There is also another group, the Lambda Lattes, who organise shorter walks of about 2 hours and usually meet for coffee afterwards.

- Rainbow Networking Canterbury is a networking group whose focus is connecting businesses, professional, individuals and support organisations of the LGBTI community through networking, education and social events. The group is based in Christchurch. The group meets monthly. Further information can be found at: <https://www.facebook.com/RainbowNetworkingCanterbury/>

11.21 The University of Canterbury Club



During your Visiting Fellowship, either as the guest of a club member or as an honorary member, you will be a welcome visitor to The University of Canterbury Club. The Club is located at the Ilam Homestead, 87 Ilam Road. You can find an honorary membership card in your information folder.

The Club holds a variety of social events such as BBQ's, beer and wine tastings and we recommend that you take advantage of this opportunity to meet socially other Visiting Fellows and staff members. The Club is open weekdays between 4.30pm and 7.00pm (8.30pm on a Friday).

Please refer to the following website for further information: www.staffclub.canterbury.ac.nz

11.22 Swimming

Jellie Park Recreation & Sport Centre (closest to University)
295 Ilam Road (half block east of Memorial Avenue), Burnside
Ph. 03-941-6888
www.jelliepark.org.nz

Graham Condon Recreation and Sport Centre
3 Sissons Drive, Papanui
Ph. 03-941-6888
<https://www.ccc.govt.nz/rec-and-sport/rec-and-sport-centres/graham-condon>

Wharenui Indoor Swimming Pool and Leisure Centre
73 Elizabeth Street, Riccarton
Ph. 03-348-6488
<https://www.wharenuisportscentre.co.nz/>

Tairoa QEII Recreation and Sport Centre
193 Travis Road, New Brighton
Ph. 03-941-6888
<https://www.ccc.govt.nz/rec-and-sport/rec-and-sport-centres/taioraqeii/>

Beaches

Information on beaches near Christchurch can be found at:

<http://www.christchurchnz.com/what-to-see-and-do/the-best-beaches-in-and-around-christchurch/>

11.23 Cinemas

The closest multiplex to the campus is the all-stadium Hoyts 6, at Westfield Mall on Riccarton Road. Theatre No. 5 features the largest cinema screen in New Zealand. Up-ramp access is off Dilworth St at the Clarence St end, one block south of Riccarton Road.

The Hoyts EntX cinema in central Christchurch offers residents a cinema experience with spacious recliner seats and 2 Xtremescreens. The cinema is easily accessible by bus.

There are also a number of smaller boutique cinemas in the central city:

<https://alice.co.nz/>

<https://lumierecinemas.co.nz/>

<https://www.artfilms.co.nz/>

11.24 Television

A list of television and radio stations is provided in your visitor folder on arrival. Visitor information screens 24/7 on Visitor TV (UHF Channel 52).

11.25 University Recreation Centre

Visitors are welcome to enrol as short term members of the University's Recreation Centre which is located off Kirkwood Avenue. Erskine Programme visitors will be offered UC Staff rates. More information is provided in your visitor folder. Please advise that you are an Erskine Programme visitor when enrolling.

<https://www.canterbury.ac.nz/ucreccentre/>

The Recreation Centre cannot be used by under 16s.

11.26 Events

Christchurch is the home to a number of sporting teams including the Canterbury Crusaders (<http://crusaders.co.nz/>), Canterbury United (<http://www.nzfootball.co.nz/canterbury-united/>), Mainland Netball (<http://www.tactix.org.nz/>) and Canterbury Kings cricket (<https://www.canterburycricket.org.nz/>). Christchurch also hosts games by the All Black rugby team (AMI Stadium) and Black Caps cricket (Hagley Oval).

In addition to world class sporting events, Christchurch also has a number of venues where national and international musicians, comedians and theatre productions can be seen. During the summer months a number of festivals are also held. Tickets for these events can be obtained from:

- Ticketek (<https://premier.ticketek.co.nz/default.aspx>);
- Ticketmaster (<http://www.ticketmaster.co.nz/>),
- Dash Tickets (<http://www.dashtickets.co.nz/>); or
- Issac Theatre Royal (<http://isaactheatreroyal.co.nz/>)



11.27 Cheap Eats and Attractions

There are a number of websites which offer discounts on local attractions and dining options:

<https://www.bookme.co.nz/things-to-do/christchurch-canterbury-kaikoura/home> - offers deals of up to 80% on a huge range activities, attractions and restaurants – other locations available around NZ too.

<https://www.firsttable.co.nz/christchurch/> - You pay \$10 to book a first table at participating restaurants then you'll get up to 50% of the food bill for 2 to 4 diners.

<https://new.grabone.co.nz/christchurch> - a discount website which offers money off tickets for events, attractions, beauty treatments and local restaurants. Other locations available around NZ too.

<https://local.treatme.co.nz/christchurch> - similar to Grabone but different deals

11.28 Christchurch Visitor Centre



The Visitor Centre is located in the Arts Centre at 28 Worcester Boulevard, Christchurch

Email: <https://isite.nz/your-local-guides/doc-visitor-centre/listing/doc-otautahi-christchurch-visitor-centre>

Phone: +64 3 379 4082

Open from: 8.30am to 7.00pm for 7 days a week

It's a great place to visit to find ideas for attractions, days out and weekends away in and around Canterbury.

11.29 Websites

University of Canterbury	
University of Canterbury	www.canterbury.ac.nz
Erskine Programme	http://www.canterbury.ac.nz/engage/erskine/
University of Canterbury calendar	http://www.canterbury.ac.nz/regulations/
University of Canterbury term dates	http://www.canterbury.ac.nz/study/keydates/
Christchurch – General Information	
Find:Chch See, eat, do.	https://findchch.com/
Christchurch City Council	www.ccc.govt.nz
Christchurch and Canterbury Tourism	https://www.christchurchnz.com/

Be There – Christchurch Events	https://ccc.govt.nz/news-and-events/whats-on/
New Zealand Tourism Guide – Christchurch	http://www.tourism.net.nz/new-zealand/about-new-zealand/regions/christchurch/regional-information.html
AA Traveller - Christchurch	https://www.aa.co.nz/travel/places-to-go/filter/canterbury-region/christchurch-city
Tripadvisor - restaurants	http://www.tripadvisor.co.nz/Restaurants-g255118-Christchurch_Canterbury_Region_South_Island.html
Miscellaneous	
Arts & letters daily	http://www.aldaily.com/
Court Theatre	www.courttheatre.org.nz/
The Press (local newspaper)	http://www.stuff.co.nz/the-press
Metro – bus travel around Christchurch	http://www.metroinfo.co.nz/
Neat Places - a select list of local places, events and people	https://neatplaces.co.nz/stories/christchurch-canterbury/

11.30 Māori development within the University

The University is committed to supporting Māori development and innovation. In support of this a strategy titled *Rautaki Whakawhanake Kaupapa Māori: Strategy for Māori Development* has been developed ('the Strategy'). The Strategy was adopted in 2012 and a copy can be found at http://www.canterbury.ac.nz/media/images/leadership-and-governance/strategy_for_maori_development_2012.pdf

In support of the Strategy, the University has adopted te reo Māori names for each of its Faculties. This supports the University's commitment to encouraging the use of te reo Māori on campus and also supports the revitalisation of the Māori language in New Zealand.

The names for the Faculties and their meanings are listed below:

Faculty	Proposed name
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	
Faculty of Law	Te Kaupeka Ture
UC Business School	Te Kura Umanga

The University is seeking to create a learning environment which supports the participation and success of all students, and one that produces graduates who are bi-culturally competent, confident and capable of contributing to a bicultural society in a multicultural world.

A list of Māori names at UC and how to pronounce them can be found at <https://www.canterbury.ac.nz/about/leadership/senior-management-team/avc-maori/maori-names-at-uc/>

12 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.



The picture of John Angus Erskine (1872-1960) is currently in storage. There is a silver plaque under the portrait which was painted by William Sutton in 1962 and 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 January 2022

Appendix One - Travel Insurance Information:

Marsh Limited, PO Box 1591
Christchurch, New Zealand
Phone (03) 977 4383

- Insurance cover takes effect from the outward flight to NZ and to landing on home country but excludes any personal/leisure travel undertaken during the journey.
- A grant recipient can arrange additional cover, for a) any specified personal baggage item(s) over the policy limit of NZ\$5,000 to a maximum limit of \$30,000 or b) any personal leisure travel combined with the University of Canterbury funded travel under the same Policy at a small cost per travel day per person.
- Please advise the Erskine Programme Coordinator if insurance cover is NOT required at all.
- 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
- **Allianz Corporate Assistance:** In the event of an emergency please contact Allianz Corporate Assistance direct, any time Day or Night:
Call: (+64) 9 487 0815

Insured: University of Canterbury, Policy No: 76660011001

Further information can be found from the Erskine Programme Office.

- Claim forms are available on the University of Canterbury's intranet site [Travel Insurance Claims - Insurance - UC Intranet \(canterbury.ac.nz\)](#) If you are overseas and unable to access the claim forms please contact the Erskine Programme Coordinator or insurance@canterbury.ac.nz
- Please refer to the Policy Summary provided when travel insurance is arranged for full details.
- Rental vehicle excess: covers you for any rental Motor Vehicle Insurance Excess (deductible) for which you are liable, up to NZ\$6,000, if, during the Period of Insurance and during a Journey, you are the hirer of a Motor Vehicle and that Motor Vehicle is stolen or is involved in a collision whilst under your control.
- Note: The University of Canterbury does not insure rental vehicles in its own name or in the name of its staff overseas. It is your responsibility to ensure that the rental vehicle is insured prior to the hire commencing. When you rent a vehicle, basic damage insurance should be included in the per day fee. There is no obligation on your part to purchase any "optional extras" (e.g. reduced deductible) offered by the rental company.
- For any claims apart from extreme medical emergencies, the traveller should seek their own medical advice/attention and retain receipts and supporting documentation to enable them to submit a claim on their return to New Zealand.
- Please note that to facilitate prompt settlement all relevant documents including invoices and receipts should be submitted with the claim form.

Pre-existing Medical Conditions Coverage

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.

We do 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 of 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.

Appendix Two – Instructions to create a RealMe account for visa verification:

Please click onto this website: <https://www.immigration.govt.nz/about-us/our-online-systems/visa-verification-service/about>

1. Scroll to the **Login with RealMe** and click onto **'create an account'**
 I need to create a login

You'll be able to access a range of services with a single username and password. RealMe is designed to protect your privacy and security.

CREATE YOUR REALME LOGIN

2. Click onto **'I need to create a login'**-> **'Create your Realme Login'**
3. Fill in your details (email, username) and set up a password and 3 security questions
4. Please log into RealMe when it has been setup and it will show there is no account as below:

No Account

You are not currently a registered VisaView user. You must first register for one of the following services:

- **VisaView for Employers** – for New Zealand employers to check New Zealand visa and passport information to confirm whether a person can work for them.
- **VisaView for Education Providers** – for New Zealand education providers to check New Zealand visa information to confirm whether a person can study at their institution.
- **Visa Verification Service** – for users (such as the visa holder themselves, medical service providers and banks) to verify the details of a current New Zealand visa.

What do you want to do?

Create an Employer account

Note: have your employer's ACC number handy.

Create an Education Provider account

Note: have your education provider's ACC and MDE numbers handy

Create a Visa Verification Service account



5. Click on **'Create a Visa Verification Service account'** and set up a verification service.
6. Accept the terms and conditions
7. Done! You have your RealMe account set up!