

STUDY ABROAD PROGRAMME POLICY

Section	International
Contact	International Office
Last Review	June 2014
Next Review	June 2017
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Purpose:

The purpose of this policy is to define the criteria that the University will apply in hosting Study Abroad students from overseas.

Introduction

As a key element in its Internationalisation Strategy, Massey University aims to promote and support the hosting of visiting international students studying full time as Study Abroad students.

Whereas Government policy on student exchange agreements requires that the number of incoming international students and outgoing New Zealand students for each exchange be approximately equal, at least on an average over two years, Study Abroad carries no such limitations. The main distinguishing factor is that Study Abroad students pay the current Study Abroad Programme fee, enrolment fees and, normally, all other attendant course costs and costs of accommodation at the host university.

Massey University has an increasing number of study abroad students from overseas, most of these through formalised arrangements with third-party providers such as the Institute for Study Abroad-Butler (IFSA-Butler), the International Student Exchange Program (ISEP), and the Universities Studies Abroad Consortium (USAC).

Policy

Massey University will actively develop its study abroad market with the aim of hosting targeted numbers of international students, normally for a one or two semester period of study.

Proposed arrangements for Study Abroad students coming to Massey from overseas institutions must address a number of criteria, specifically:

- (i) Study Abroad students coming to Massey from overseas will normally be
 - (a) Covered by a formalised agreement with a partner institution or third-party Study Abroad provider.
 - (b) Received from an institution or other third party not covered by a formalised agreement, where the student has applied to Massey directly and independently.
- (ii) Students applying to study at Massey University on a Study Abroad basis must

- (a) Be studying toward a Bachelor's or Master's degree at a tertiary institution whose academic standards ensure that the student should be able to manage the courses he or she intends to undertake at Massey.
 - (b) Meet the academic entry criteria for the courses they wish to undertake.
 - (c) Meet the English language criteria to study at the level at which they wish to study.
 - (d) Have permission from their home university to study at Massey.
- (iii) All Study Abroad students are liable for the Study Abroad Programme fee, health and travel insurance that meets Massey's minimum insurance requirements, visa and travel costs, accommodation and living costs, and any additional local administrative levies. Students must pay all fees prior to arrival, either to Massey directly, or to relevant third-party provider according to the terms of any formalised agreement. Where required, Massey will then invoice the third-party provider.

Study Abroad arrangements will be set up and operated according to the Procedures Relating to Overseas Students Studying at Massey University Under the Study Abroad Programme, and in accordance with the Delegations Document, and Creation of Contracts Policy of Massey University, and will be approved by the Assistant Vice-Chancellor (Academic and International).

The Study Abroad Programme and Study Abroad agreements with home institutions or third-party providers will be administered through the International Office.

All incoming Study Abroad students must follow Massey's established procedures in a way similar to the acceptance of a student transferring to Massey from another university.

Any international student studying at Massey University for a period of one semester or more must be formally enrolled at Massey as a full time student.

International students who hold New Zealand citizenship or permanent residency and who arrive at Massey under the Study Abroad Programme are prohibited from withdrawing from the Programme and enrolling as domestic students under the domestic student fee structure.

Audience

All Staff

Relevant Legislation

Code of Practice for the Pastoral Care of International Students
Education Act 1989 and Amendments
Immigration Act 1987.

Legal compliance

If Study Abroad students are not classified as Exempt Students under the Act, the Education Act 1989:80/15 Code of Practice for Providers who enrol International Students, requires that the University must ensure that international students are cared for in accordance with the Code of Practice for Pastoral Care of International Students.

Study Abroad students must meet New Zealand Immigration Service regulations in relation to Visa and other requirements.

Massey University must comply with New Zealand Immigration Service regulations including the Generic Temporary Entry Policy, and any applicable regulations relating to Study Abroad Schemes.

Related procedures / documents

Internationalisation Strategy
[Study Abroad Programme Procedures](#)

Document Management Control:

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