

RECIPROCAL STUDENT EXCHANGE PROGRAMME POLICY

Section	International
Contact	International Office
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Purpose

The purpose of this policy is to define the criteria that the University will apply in entering student exchange agreements with overseas partner institutions, and the procedures for setting up and operating these agreements.

Introduction

As a key element in its Internationalisation Strategy, Massey University aims to promote and support the principle of reciprocal student exchanges between Massey and overseas tertiary institutions.

Student Exchanges benefit Massey University through diversifying the student body, building Massey's reputation overseas, potential recruitment of fee-paying students from the partner university, and the enhancement of a working relationship with an overseas partner. The student exchange programme also adds value to Massey's programmes and can help attract and retain quality domestic students. Outbound Massey students benefit from engagement with other cultures and broadening their worldviews, and many students experience academic advantages by participating in an exchange.

Policy

1. Massey University will establish and maintain a limited number of formal student exchange relationships with high quality institutional partners where active exchange is readily achievable. Proposals for student exchanges need to be underpinned by a Memorandum of Understanding between Massey University and the partner institution. The Memorandum of Understanding must be signed by the Vice Chancellor or nominee.
2. Such exchanges will normally be at the university-to-university level but may from time to time be agreed to involve only one College of the University provided that College is able to ensure that the Agreement is sustainable over the long term.
3. Criteria for selection of overseas partners (refer Section 5) are needed to ensure that exchange agreements will be viable. For example, Massey will be reluctant to set up an agreement with an institution which our students have little interest in attending, or where the language of instruction is other than English, unless there are other strong positive factors.
4. The 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 three years.
5. Proposed student exchanges must meet a number of criteria, specifically:
 - a) The partner institution must be of high academic standing so that the relationship will assist in maintaining and enhancing the standing of Massey University. Simple tests are:

- The institution has recognised strengths in research and teaching.
 - There are special advantages to the student exchange, such as close compatibility of courses or unique course offerings that are likely to be of interest to Massey students.
 - Graduates of that institution would be accepted into our Honours, Masters or PhD programmes, subject to meeting Massey’s standard entry criteria for that programme.
 - Credit would be granted to individual courses on transfer.
- b) The student exchange should promote enhanced relations between Massey and the partner university. In particular:
- The student exchange builds on existing relations with the partner institution in research and teaching.
 - The student exchange has the potential for expansion into other areas such as staff exchanges and collaborative research.
 - The student exchange assists in the development of a relationship of special character, for example one relating to meeting the University’s Treaty of Waitangi, equity or diversity obligations.
- c) Massey will manage its portfolio of student exchange agreements so that a suitable geographical spread of partner institutions is achieved, and an unsuitable concentration of partners in any one country is avoided.
- d) The partner institution must be in a country and location that will make it a desirable destination for Massey exchange students, so that we can realistically anticipate the exchange will be balanced. The relevant cost of living should also be considered, as the cost to the student is a significant factor determining the desirability of the location.
- e) Suitable programmes of study must be available at the partner university, allowing full credit transfer toward the appropriate Massey degree.
- f) The language of instruction at the partner university must not present an obstacle to the Massey exchange student. This will usually require that English be the language of instruction, or that a reasonable number of papers are taught regularly in English. If the focus of the exchange partnership is language study, there should be strong support for the partnership from Massey’s College of Humanities and Social Sciences. Incoming exchange students from the partner university must also be able to meet Massey’s English language entry requirements for the relevant programme.
6. All new student exchange agreements will be set up and operated according to the procedures set down in the related document, “Reciprocal Student Exchange Programme Procedures”, and in accordance with the Delegations Document, and Creation of Contracts Policy of Massey University, and will be approved by the Vice-Chancellor (or nominee) on the recommendation of the Assistant Vice Chancellor (Academic and International). All student exchange agreements must meet the regulations set by the New Zealand Ministry of Education.
7. Exchange agreements will be administered through the International Office.
8. All student exchange agreements will be subject to the normal International Office review and renewal process.
9. Exchange agreements where the number of incoming students has exceeded the number of outgoing students by 50% or more are to be placed on hold, and incoming students accepted only as fee paying study abroad students until the reciprocal balance of the exchange has been restored.

10. Exchange students will pay applicable tuition fees at their home institution and have all tuition fees waived at the host institution. Compulsory non-tuition fees, such as student association levies, may be charged to the student either by the home institution or the host institution, but not both, according to the terms of the exchange agreement. Students will be responsible for the arrangements and cost of their own travel, visa, insurance, accommodation and living costs.
11. If a student withdraws from the exchange after arriving at the host institution, the exchange is considered a completed exchange for the purposes of calculating exchange balances. In such circumstances, the student will usually be liable for tuition fees in accordance with the home institution withdrawal regulations.

Outbound Students:

12. To be eligible to participate in the Student Exchange Programme, students must
 - be currently enrolled at Massey University
 - be studying towards a Bachelor, Bachelor with Honours, or Master degree at Massey University, or another Massey programme subject to approval from their College and meeting current calendar regulations
 - be enrolled full time while on exchange
 - normally have a grade average of at least “B” in their Massey University studies to date. However students with a marginally lower grade point average will be considered on a case by case basis.
 - be judged by the selection committee to be able to be a good ambassador for Massey University and New Zealand
 - undergraduate exchange students must have completed at least 120 credits of degree-level study at Massey before they are eligible to participate in an exchange.
 - postgraduate exchange students who have not completed their undergraduate study at Massey must have completed at least 60 credits of postgraduate study at Massey before they are eligible to participate in an exchange.
13. Massey University students participating on an official Massey exchange programme are bound by the the University Calendar regulations for Minimum Credit to be completed through Massey University and the Transfer of Credit.
14. Student Administration (or nominee) will undertake to advise outgoing exchange students on the requirements of their study courses at the partner university. Approval for this course of study will be given by the appropriate Director Teaching & Learning, or Programme Director, of the College or nominee.
15. Postgraduate students may normally study overseas on exchange for up to 25% of the duration of their degree programme. Exceptions to this must be considered on a case by case basis by the Student Administration Unit, who may seek advice from the Director, Teaching & Learning, or Programme Director, of the relevant College or nominee.
16. Students will not normally be approved for a student exchange to their country of origin or a country of which they are a citizen, unless they have lived in New Zealand for at least 5 years or there is a shortfall in participating students to that partner university. Priority will be given to other applicants for a given destination when spaces are limited.
17. Domestic students studying at Massey by distance will not normally be approved to participate in an

exchange to an institution in the country where they are already living or usually live.

18. Massey students on exchange will be charged Massey tuition fees for 60 credits per semester in their usual programme of study, regardless of the number of credits transferred at the completion of their exchange.
19. Outbound exchange students will be charged the tuition fees they would normally pay to Massey while studying on campus. Any non-tuition fees will be charged according to the student's most recent campus of study. International students will be charged the regular international tuition fees and there will be no GST exemption for the exchange study. Permanent resident students will be charged domestic tuition fees for their exchange study.
20. Outbound Exchange Students may in some circumstances be permitted to study one Massey paper (15 credits) by distance during an exchange semester, and study the equivalent of 45 credits at the partner university. Students will be responsible for organising any special arrangements required to sit their Massey exam overseas (if required), but will be exempt the exam venue fees for that paper. Massey tuition fees for the distance paper will be included in the total tuition fees (60 credits) for the semester.

Audience

All staff

Relevant legislation:

Education Act 1989 and Amendments
Immigration Act 1987

Legal compliance

If exchange students are not classified as Exempt Students under the Act, the Education Act 1898:80/15 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.

As inbound exchange students do not pay tuition fees, the reciprocal nature of the Student Exchange Agreement is essential to meet obligations under Section 159 of the Education Act 1989, and Ministry of Education regulations.

Massey University must comply with Immigration New Zealand regulations including the Generic Temporary Entry Policy, and regulations relating to Exchange Schemes.

Related procedures / documents

Internationalisation Strategy
[Reciprocal Student Exchange Programme Procedures](#)
[Delegations of Authority Document](#)
[Processes for the Establishment or Renewal of Off-Shore Academic Agreements](#)
[Contract Management Policy and Related Material](#)
[The Code of Practice for the Pastoral Care of International Students](#)

Document Management Control:

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