

## STUDY ABROAD PROGRAMME POLICY

<b>Section</b>	International
<b>Contact</b>	Office of Global Engagement
<b>Last Review</b>	July 2023
<b>Next Review</b>	July 2026
<b>Approval</b>	AB 20/10/291
<b>Effective Date</b>	July 2023

### Purpose:

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

### Introduction:

Whereas Government policy on student exchange agreements requires that the number of incoming international students and outgoing New Zealand students for each exchange be equal, on an average over three 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.

### Policy:

Massey University will actively develop its study abroad market with the aim of hosting international students for periods of study ranging from less than one semester through to two semesters.

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

- (i) Students applying to Study Abroad at Massey University who have completed secondary school in a foreign country and are taking gap time prior to enrolling in a degree programme at a tertiary institution must:
  - a. Be 18 years old by the time they arrive at Massey University.
  - 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.

- (ii) Students enrolled in a foreign tertiary institution who apply to Study Abroad at Massey University 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 the relevant third-party provider according to the terms of any formalised agreement. Where required, Massey will then invoice the third-party provider.

### **Virtual Study Abroad:**

Virtual Study Abroad exists within the Study Abroad framework and operates in a similar manner. The differences between Virtual Study Abroad and Study Abroad are:

- (i) Offshore students remain at their home campuses while participating in Distance courses at Massey University.
- (ii) Students can enrol in from one to four Distance courses per semester that do not have a compulsory contact component.
- (iii) Students are not limited to enrolling in a maximum of two semesters.

Virtual Study Abroad must meet the same entry requirements as Study Abroad students to enrol in the programme.

Virtual Study Abroad students are charged a per course fee based on one-quarter of the Study Abroad programme fee.

These students will be charged non-tuition fees in accordance with Massey's standard policies regarding fees for online courses.

### **Study Abroad Arrangements:**

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 Deputy Vice-Chancellor Students and Global Engagement.

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

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:**

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, the University must ensure that international students are cared for in accordance with The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

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 Framework 2017-2025  
[Study Abroad Programme Procedures](#)

**Document Management Control:**

Prepared by: Office of Global Engagement  
Authorised by: DVC Global Engagement  
Approved by: AB 20/10/291.  
Date issued: April 2005  
Last review: July 2023  
Next review: July 2026