



**COURSE RELATED STUDENT TRAVEL OVERSEAS POLICY**

<b>Section</b>	Academic
<b>Contact</b>	Academic Strategy Manager
<b>Last Review</b>	June 2011
<b>Next Review</b>	June 2014
<b>Approval</b>	AB11/95 - October: 3.2.1.3

**Purpose:**

To ensure that the University is compliant with the requirements of the Tertiary Education Commission in regard to course related student travel overseas.

**Context:**

The Tertiary Education Commission seeks to ensure that “course related overseas travel is a legitimate academic requirement of the course to which it relates”, and “learners subsidised from public funds enrol for educational purposes rather than the incentive of paid overseas travel” (Tertiary Funding Policy, 2011).

**Policy:**

Student travel overseas may only be included as part of a course if one of the following applies:

- the Tertiary Education Commission has granted the University an exemption for the course;
- the travel is not funded by the Student Component funding or fees/course costs; or
- the travel is related to postgraduate research where travel funding is allocated from designated funds maintained by the University from its total income, and for which there is an established application process.

In the above mentioned circumstances overseas travel for students must comply with the Procedures for Course Related Student Travel Overseas in place at any time.

**Scope:**

This policy applies to all course-related overseas travel undertaken by students paid for by the University, or subsidised by the Student Component funding.

**Exemptions Procedure:**

To gain an exemption, application must be made to the Tertiary Education Commission and the course must meet the following criteria:

- The overseas travel is integrally linked to stated academic course outcomes as described, e.g. in course material to learners and in academic course prescriptions and programmes.
- The course is a compulsory requirement of a qualification and/or major.
- The academic outcomes for the course cannot be achieved in any other manner in New Zealand.



- The course or qualification, or qualification major, is of high strategic relevance and well aligned to the Government's tertiary education priorities as expressed in the Tertiary Education Strategy (TES) and Statement of Tertiary Education Priorities (STEP).

Once granted, an exemption remains in place and will normally require review only when there have been significant changes to the qualification structure, Tertiary Funding Guide or related government policies including the TES and STEP. Applications must be made at least one month before advertising or publishing any information about the course.

Staff should contact the Senior Business Analyst (Funding), Office of Strategy Management in the first instance to receive assistance with the application for exemption and obtain the relevant Overseas Travel Exemption Application Form.

**Audience:**

All staff.

**Relevant legislation:**

None

**Legal compliance:**

None

**Related procedures / documents:**

[Tertiary Funding Guide for the Student Component](#)  
[Overseas Travel Exemption Application Form](#)  
[Procedures for Course Related Student Travel Overseas](#)

**Document Management Control:**

All policies should have a footer, which indicates the document number (if any); person who prepared the document; person/body who authorised the document (policy owner); the date the document was issued or revised; the date the policy is to be reviewed and a statement that this policy is the property of Massey University. This information should be set out as follows:

Prepared by: Academic Strategy Manager  
Authorised by: AVC (Academic & International)  
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