



PROCEDURES FOR DISTANCE EDUCATION OFFERINGS TO INTERNATIONAL STUDENTS OVERSEAS

Section	International
Contact	International Office
Last Review	August 2011
Next Review	August 2014
Approval	AB11/110-October: 3.2.2.2

PURPOSE

The purpose of these Procedures is to define low and high risk international distance education initiatives and outline the approval pathways that apply to each. The Procedures ensure compliance with the Policy on International Delivery of Qualifications.

BACKGROUND

The following categories of students have been approved for enrolling in International Distance Education when resident outside of New Zealand:

- (i) New Zealand citizens temporarily resident outside New Zealand. This group of students pays domestic fees.
- (ii) New Zealand permanent residents and Australian citizens living outside New Zealand who are enrolled for tuition must pay fees at the rate for international students.
- (iii) Distance (extramural) enrolment may be permitted for candidates living outside New Zealand who are not New Zealand citizens.

Note: Enrolment by distance (extramural) education will not normally be approved for citizens of the People's Republic of China in order to ensure degree recognition. Any exception requires approval by the Pro Vice-Chancellor (or nominee) of the College responsible for the student's programme of study.

These Procedures, together, set out the minimum requirements and expectations for distance delivery of University qualifications to international students resident overseas who apply for admission, and if accepted are required to pay the international fee for the offering.

DEFINITIONS

International Distance Education: qualifications are completed from an overseas location with normally no compulsory requirement for attendance at a contact course.

Low Risk International Distance Education occurs when *all* of the following apply:

- a. The qualification is already available by distance
- b. The total qualification can be completed by distance
- c. There is no compulsory contact course in New Zealand
- d. Online learning is central to the programme design and delivery
- e. Study materials are mostly available online in a digital format
- f. Materials production services have been supported by Student Management
- g. Learning resources adhere to copyright and quality assurance checklists



- h. Teaching consultants have been involved in advising on appropriate designs for international delivery
- i. Peer review of course design is adopted for ongoing quality enhancement
- j. The International Office has been consulted on the suitability of the qualification for International Distance Delivery
- k. The arrangement *does not* include a partnering or sub-contracting arrangement with any other provider or service

High Risk International Distance Education occurs when *any* of the following apply:

- a) The qualification has never been taught by distance
- b) Only part of the qualification is available by distance
- c) The qualification is only available to international students
- d) The qualification has a compulsory contact course in New Zealand
- e) The qualification has a compulsory contact course taught overseas
- f) Delivery of the qualification is mostly through printed study materials
- g) The qualification requires substantial structural change to make it suitable for international distance delivery
- h) The use of a partner institution or subcontractor for teaching or service delivery or the production of course (refer to the Approval Pathways and Quality Assurance Guidelines for Domestic and International Subcontracting of Teaching Activity)

DEVELOPMENT OF INTERNATIONAL DISTANCE EDUCATION INITIATIVES

International distance education initiatives are generally initiated from one of three sources:

- a. Academic staff initiatives based upon personal and professional interests, interactions and research with international colleagues;
- b. College or Pan-University initiatives involving multiple departments or staff that contribute to the enhancement of programmes and economic development of the University; or
- c. Invitations from other institutions or individuals (domestic or international) based upon a desire to establish relationships to meet a specific need or opportunity for which collaborators are sought.

In any case, each international distance delivery arrangement will be subject to formal review and approval in line with the pathways for either low or high risk initiatives as follows.

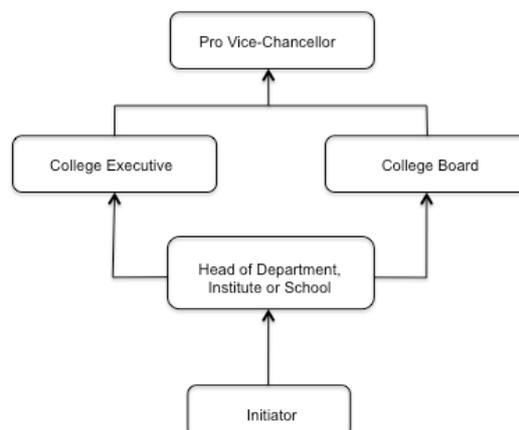


Figure 1: Approval pathways for low-risk international distance education



APPROVAL PATHWAY AND RESPONSIBILITIES FOR LOW RISK INTERNATIONAL DISTANCE EDUCATION

Figure 1 shows the formal approval pathway for all international distance education offerings classified as low-risk according to the definitions presented previously. The responsibilities for each person or group are summarised in Table 1.

Person or Group	Responsibilities	Relevant Guidelines
Initiator (or equivalent)	<ul style="list-style-type: none"> Identifies the opportunity for international distance education offerings. Liaises with appropriate departmental and support staff regarding the establishment of the qualification or paper(s) for international distance education. Develops a proposal for the programme to be offered through international distance education. Discusses the proposal with the relevant Head of Department/s, Institute/s or School/s for review and endorsement. 	Guidelines 4 & 5
Head of Department, Institute or School	<ul style="list-style-type: none"> Reviews the proposal to ensure consistency with the department's strategic direction and resource capability. Ensures that any existing or proposed departmental structures and supports for the arrangement are accounted for in the proposal. Takes the case to the College Executive for review and endorsement. Forwards the proposal to the College Board for endorsement of the academic quality assurance arrangements. 	Guidelines 2 & 3
College Executive (or delegate)	<ul style="list-style-type: none"> Advise the Pro Vice-Chancellor on the consistency of the proposal with the academic aspirations of the College's Strategic Plan. Advises the Pro Vice-Chancellor on the adequacy of the managerial, resourcing and relevant administrative considerations. 	Guideline 2
College Board (or delegate)	<ul style="list-style-type: none"> Reviews the proposal to ensure consistency with the academic aspirations of the College's Strategic Plan. Advises the Pro Vice-Chancellor on the adequacy of the academic quality assurance arrangements—this function may be delegated to another person or group as appropriate. 	Guideline 2
Pro Vice-Chancellor	<ul style="list-style-type: none"> Responsible for the final approval, or otherwise, of the proposal and for obtaining Senior Leadership Team approval where appropriate. Responsible for informing the International Office of the arrangement. Assumes overall accountability for the management of the quality of the qualification or paper(s) delivered via international distance education. 	Guideline 2

Table 1: Responsibilities for each of the persons or groups in the development and approval of low-risk subcontracting arrangements.



APPROVAL PATHWAY AND RESPONSIBILITIES FOR HIGH RISK INTERNATIONAL DISTANCE EDUCATION

In *addition* to the requirements for low risk international distance education, high risk initiatives require final sign-off by the Vice-Chancellor with advice from the Office of the Assistant Vice-Chancellor (Academic & International) and the International Policy and Strategy Committee. Figure 2 below shows the formal approval pathway for high risk initiatives:

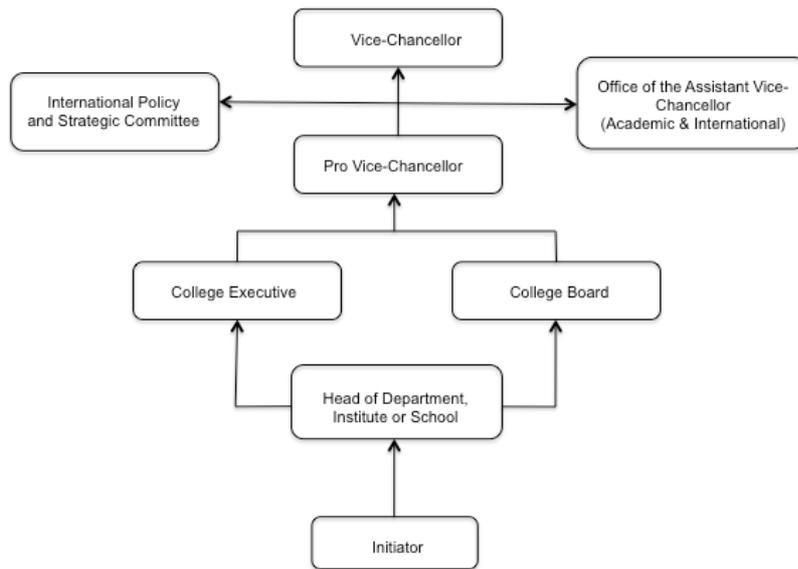


Figure 2: Approval pathways for high-risk international distance education

The responsibilities for each person or group are summarised in Table 2.

Person or Group	Responsibilities	Relevant Guidelines
Initiator (or equivalent)	In addition to the notes for low risk initiatives: <ul style="list-style-type: none"> • Develops a Business Plan following approved templates to support the qualification delivery. • Is advised to contact the International Office for any information that could impact on the proposal including legal obligations or requirements in the destination country, or arrangements with existing providers. • Seeks early advice from Risk Management Office regarding the risk assessment of the opportunity. 	Guidelines 1, 4 & 5
Head of Department, Institute or School	<ul style="list-style-type: none"> • As for low risk initiatives and reviews and endorses the Business Plan. 	Guidelines 1, 2 & 3
College Executive (or delegate)	<ul style="list-style-type: none"> • As for low risk initiatives and reviews and endorses the Business Plan. • Forwards the Business Plan to International Policy and Strategic Committee for review of the policy compliance and risk assessment. 	Guidelines 1 & 2



College Board (or delegate)	<ul style="list-style-type: none"> Advises the Pro Vice-Chancellor on the adequacy of the relevant academic considerations^{NOTE1}—this function may be delegated to another person or group as appropriate. 	Guidelines 1 & 2
International Policy and Strategy Committee	<ul style="list-style-type: none"> Reviews the Business Plan to ensure policy compliance and risk assessment is appropriately reflected in the arrangements. Advises the Assistant Vice-Chancellor (Academic & International) on the adequacy of all arrangements particularly those relating to financial matters, intellectual property, regulatory and security issues. 	Guidelines 1 & 2
Office of the Assistant Vice-Chancellor (A&I)	<ul style="list-style-type: none"> Reviews the Business Plan and advises the Pro Vice-Chancellor and Initiator on the adequacy of all arrangements particularly those relating to financial matters, intellectual property, regulatory, and security issues. Co-authorises Business Plan to proceed to the Vice-Chancellor for approval. 	Guidelines 1 & 2
Pro Vice-Chancellor	<ul style="list-style-type: none"> Reviews the Business Plan to ensure all academic, managerial, administrative and resourcing considerations have been made. Reviews feedback from the Office of the Assistant Vice-Chancellor (Academic & International) and ensures that appropriate changes are incorporated in the Business Plan. Forwards the final Business Plan to the Vice-Chancellor for approval after sign-off by AVC (Academic & International). Assumes overall accountability for the management of the quality of the qualification and paper(s) delivered via international distance education. 	Guidelines 1 & 2
Vice-Chancellor	<ul style="list-style-type: none"> Responsible for the final approval, or otherwise, of the Business Plan. 	Guidelines 1 & 2

Table 2: Responsibilities for each of the persons or groups in the development and approval of high-risk subcontracting arrangements.

NOTE 1:

In all cases where the international distance education initiative forms part of the introduction of a new subject or a new academic qualification, OR represents a substantial structural change to an existing programme including name or title changes, or changes to entry requirements, admission regulations, or credit transfer arrangements, the proposal must be forwarded from the College Board to Academic Committee and CUAP.

COSTS & FEES

Students enrolling for international distance education will be required to pay any relevant application-for-admission fees, distance learning fees, and other applicable fees (such as late fees) and penalties, but will be exempt from any compulsory Students Association Fees as paid by on-campus students in New Zealand. No GST is charged when students study entirely from overseas. They will not be required to pay the Overseas Examination fee if they register at a scheduled examination centre. All fees must be approved by Council. All fees should be paid before study commences.

AUDIENCE

All staff



RELEVANT LEGISLATION

Education Act & Amendments
Immigration Act 1987
Copyright Act 1994

LEGAL COMPLIANCE

If 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 Massey University must ensure that international students are cared for in accordance with the Code of Practice for Pastoral Care of International Students.

International students living overseas must meet New Zealand Immigration Service regulations in relation to Visa and other requirements when attending Contact Courses in New Zealand.

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

RELATED DOCUMENTS

Application for the Establishment of Memorandum of Understanding and/or an International Partnership Agreement
[Approval Pathways and Quality Assurance Guidelines for Domestic and International Subcontracting of Teaching Activity](#)
Contract Document Management Process
[Creation of Contracts Policy](#)
[Credit Transfer Regulations](#)
[Equivalence Policy](#)
Guidelines for Completing the Financial Analysis Template
[Guidelines for Distance Education Offerings to International Students Overseas](#)
Guidelines for Establishing International Relationships
[International Delivery of Qualifications Policy](#)
International Partnership Financial Analysis Template
Managing Risks in Internationalisation Initiatives Document
[Procedures for Distance Education Offerings to International Students Overseas](#)
Procedures for Establishing a Memorandum of Understanding and/or an International Partnership Agreement
[Process for the Establishment of New Offshore Academic Agreements](#)
[Process Relating to the Renewal of Expired Off-shore Academic Agreements](#)
Template for Summarising Risk Information
[Use of Copyright Material for Educational Purposes Policy](#)

DOCUMENT MANAGEMENT CONTROL

Prepared by: Director, Teaching, Learning and Distance Education
Authorised by: Assistant Vice-Chancellor (Academic & International)
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