

## STUDY ABROAD PROGRAMME PROCEDURES

<b>Section</b>	International
<b>Contact</b>	International Office
<b>Last Review</b>	June 2014
<b>Next Review</b>	June 2017
<b>Approval</b>	N/A (see Policy SLT 14/06/148)
<b>Effective from</b>	June 2014

### 1. Introduction:

This document brings together aspects of procedures relating to overseas students at Massey under the Massey University Study Abroad programme.

These procedures should be read in conjunction with the Study Abroad Programme Policy.

### 2. General:

- 2.1 Massey University has an increasing number of study abroad students from overseas, many 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 Universities Studies Abroad Consortium (USAC).
- 2.2 Students pay a set programme fee and are able to select a variety of papers across Colleges and disciplines and are enrolled as full time students for one or two semesters.
- 2.3 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.
- 2.4 The Study Abroad Programme will be administered through the International Office.

### 3. Steps in the Study Abroad Agreement Approval Process:

- 3.1 It is not essential that a Study Abroad agreement be established with a home institution to enable students to attend Massey University on the Study Abroad Programme. However, an overseas institution can request that a formal agreement be established.
- 3.2 Study Abroad agreements with home institutions or third-party providers will be administered through the International Office.
- 3.3 These agreements are championed by the International Office.

- 3.4 All proposed Study Abroad agreements are referred to the Office of the Assistant Vice-Chancellor (Academic and International) with a recommendation for approval or rejection. Should a proposed agreement not meet the University's criteria for an acceptable agreement (as specified in the procedures for establishment of new offshore academic agreements), the Assistant Vice-Chancellor (Academic and International) may decline the proposal.
- 3.5 Two copies of the approved agreement will be signed by the Vice-Chancellor (or nominee as appropriate).
- 3.6 The agreement documents will then be forwarded to the overseas party or parties for co-signature.

#### **4. Procedure for Operating the Study Abroad Programme:**

- 4.1 Study Abroad students coming to Massey University apply for admission ad eundem. The student's choice of courses must be approved by the home institution prior to arrival at Massey.
- 4.2 Course approvals for study abroad students will follow Massey's established procedures in a way similar to the acceptance of a student transferring to Massey from another university.
- 4.3 On completion of the programme of study, Massey University must submit a formal academic transcript to the home institution or third-party provider, as appropriate.
- 4.4 The Manager Student Mobility will report annually to the Director, International and the Assistant Vice-Chancellor (Academic and International) on the operation of the Study Abroad programme and the number of students coming to Massey.

#### **Audience:**

All staff

#### **Related procedures / documents:**

[Study Abroad Programme Policy](#)  
[Procedures for Establishment of New Offshore Academic Agreements](#)

#### **Document Management Control:**

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