

## RECIPROCAL STUDENT EXCHANGE PROGRAMME PROCEDURES

<b>Section</b>	International
<b>Contact</b>	Office of Global Engagement
<b>Last Review</b>	August 2020
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### 1. INTRODUCTION:

- 1.1. This document brings together aspects of procedures relating to student exchanges. These procedures should be read in conjunction with the Reciprocal Student Exchange Programme Policy.

### 2. GENERAL:

- 2.1. The Student Exchange and Virtual Exchange Programmes will be administered through the Office of Global Engagement. A formal exchange agreement must be established and signed by both relevant parties before the parties select participants for the exchange.
- 2.2. Tuition, non-tuition and enrolment fees are waived for inbound exchange students as these fees are paid by the outbound students. Reciprocal waiving of fees other than tuition and non-tuition fees may be negotiated with a partner institution and must be specified in the formal exchange agreement.
- 2.3. The Manager Student Mobility will report annually to the DVC Global Engagement on the operation of the exchanges and the number of students involved in each exchange.
- 2.4. The Manager Student Mobility will review current exchange agreements annually, checking that the exchange is working satisfactorily for both parties and that the reciprocity requirements are being managed.

### 3. OPERATING PROCEDURES FOR OUTBOUND STUDENT EXCHANGES:

- 3.1. To be eligible to participate in the Student Exchange Programme, students must:
  - a) Be currently enrolled in a Bachelor's, Bachelor's with Honours, or Master's degree at Massey, or another Massey programme subject to approval from their College and meeting current calendar regulations.
  - b) Be enrolled full time while on exchange.
  - c) Normally have a grade point average of at least "B" in their Massey studies to date. However, students with a marginally lower grade point average will be considered on a case by case basis.
  - d) Be judged by the selection committee to be able to be a good ambassador for Massey and New Zealand.
  - e) In the case of undergraduate exchanges, students must have completed at least 120 credits of degree-level study at Massey before they are eligible to participate in an exchange.

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- f) In the case of postgraduate exchanges, 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.
- 3.2. Current Massey students who meet the eligibility criteria may apply to be considered for the student exchange programme by submitting an application and relevant documentation.
- 3.3. A selection committee, consisting of at least one representative from the student's College or designee and at least one representative from the Office of Global Engagement, will consider candidates and determine whether they may be approved for the student exchange. This may involve a formal interview between the selection committee and the candidate.
- 3.4. Students must obtain academic approval from Massey prior to undertaking the exchange to ensure that their proposed exchange study will be suitable for credit to their Massey degree programme.
- 3.5. Successful outbound applicants will be advised that they have been nominated and will then apply for admission as an exchange student to the partner university.
- 3.6. Successful outbound applicants are responsible for the costs and for making their own travel, accommodation, insurance, and visa arrangements.
- 3.7. If there are any changes to the proposed courses to be studied at the partner university, the student must obtain academic approval from Massey for the new selection of courses.
- 3.8. Successful outbound applicants will be enrolled in the Exchange programme at Massey. This will appear on the academic transcript with credit values suppressed.
- 3.9. On completion of the semester, a formal academic transcript from the partner institution must be submitted to the Office of Global Engagement for confirmation of credit by Massey.

**4. OPERATING PROCEDURES FOR INBOUND STUDENT EXCHANGES:**

- 4.1. Students who have been approved by their home university for nomination as an exchange student to Massey may apply for admission by submitting the Massey application and supporting documentation.
- 4.2. Massey's Office of Global Engagement will assess the application and determine whether the student meets the applicable admission criteria.
- 4.3. Massey will assist the student with enrolling into courses at Massey. It is the students' responsibility to ensure that the courses they study at Massey are approved by their home institution.
- 4.4. Course approvals for inbound exchange students will follow Massey's procedures in a way similar to the acceptance of a student transferring to Massey from another university.
- 4.5. Massey is responsible for all inbound exchange students as stipulated by the Education (Pastoral Care of International Students) Code of Practice 2016.
- 4.6. Massey will submit a formal academic transcript to the partner institution on completion of the semester for all inbound exchange students.

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**5. OPERATING PROCEDURES FOR OUTBOUND VIRTUAL EXCHANGES:**

- 5.1. Current Massey students who meet the eligibility criteria may apply to be considered for the virtual exchange programme by submitting the application and relevant documentation.
- 5.2. Students must obtain academic approval from the Massey department associated with the virtual exchange prior to undertaking the virtual exchange to ensure that their proposed virtual exchange study will be suitable for credit to their Massey degree programme.
- 5.3. Successful applicants will be advised that they have been nominated and will then apply for admission as a virtual exchange student to the partner university.
- 5.4. If there are any changes to the proposed courses to be studied at the partner university, the student must obtain academic approval from Massey for the new selection of courses.
- 5.5. Successful applicants will be enrolled in the virtual exchange course at Massey under their existing academic programme.
- 5.6. On completion of the semester, a formal academic transcript from the partner institution must be submitted to the Office of Global Engagement for confirmation of credit by Massey.

**6. OPERATING PROCEDURES FOR INBOUND VIRTUAL EXCHANGES:**

- 6.1. Students who have been approved by their home university for nomination as a virtual exchange student to Massey may apply for admission by submitting the Massey application and supporting documentation.
- 6.2. Massey's Office of Global Engagement will assess the application and determine whether the student meets the applicable admission criteria.
- 6.3. Massey will assist the student with enrolling into virtual exchange courses at Massey. It is the students' responsibility to ensure that the courses they study at Massey are approved by their home institution.
- 6.4. Course approvals for inbound virtual exchange students will follow Massey's procedures in a way similar to the acceptance of a student transferring to Massey from another university.
- 6.5. Massey is responsible for all inbound virtual exchange students as stipulated by the Education (Pastoral Care of International Students) Code of Practice 2016.
- 6.6. Massey will submit a formal academic transcript to the partner institution on completion of the semester for all inbound virtual exchange students.

**Audience:**

All staff

**Related procedures / documents:**

[Reciprocal Student Exchange Programme Policy](#)  
[Delegations of Authority Document](#)

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[Processes for the Establishment or Renewal of Off-Shore Academic Agreements](#)  
[Contract Management Policy and Related Material](#)  
[Education \(Pastoral Care of International Students\) Code of Practice 2016](#)

**Document Management Control:**

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