

## STUDY ABROAD PROGRAMME PROCEDURES

<b>Section</b>	International
<b>Contact</b>	Office of Global Engagement
<b>Last Review</b>	August 2020
<b>Next Review</b>	August 2023
<b>Approval</b>	AB 20/10/291
<b>Effective from</b>	August 2020

### 1. Introduction:

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

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

### 2. General:

- 2.1 Students pay a set programme fee and can select a variety of courses across Colleges and disciplines and are enrolled as full-time students Study Abroad students. Virtual Study Abroad students can enrol as full or part-time students.
- 2.2 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. Virtual Study Abroad students are liable for a per course fee based on the Study Abroad Programme fee and any additional local administrative levies.
- 2.3 The Study Abroad and Virtual Study Abroad Programmes will be administered through the Office of Global Engagement.

### 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 either programme. However, an overseas institution can request that a formal agreement be established.
- 3.2 Study Abroad and Virtual Study Abroad agreements with home institutions or third-party providers will be administered through the Office of Global Engagement.
- 3.3 These agreements are championed by the Office of Global Engagement.
- 3.4 All proposed Study Abroad and Virtual Study Abroad agreements are referred to the Office of the Deputy Vice-Chancellor Global Engagement 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 Deputy Vice-Chancellor Global Engagement 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 and Virtual 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 if the student is enrolled in a foreign tertiary institution and not on a gap period.
- 4.2 Course approvals for these 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 Deputy Vice-Chancellor Global Engagement on the operation of the Study Abroad and Virtual Study Abroad programmes.

#### **Audience:**

All staff

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

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

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

Prepared by: Office of Global Engagement  
Authorised by: DVC Global Engagement  
Date issued: AB 20/10/291  
Last review: August 2020  
Next review: August 2023