

PROCEDURES FOR DISTANCE EDUCATION OFFERINGS TO INTERNATIONAL STUDENTS OVERSEAS

PURPOSE

The purpose of these Procedures is to define low and high risk international distance education initiatives and outline the approval pathways to apply to each.

BACKGROUND

The following categories of students have always been approved for overseas distance learning study:

- (i) New Zealand citizens temporarily resident outside New Zealand. This group of students pays domestic fees.
- (ii) NZ Permanent residents living outside New Zealand, and non-New Zealanders who have completed 65% of a New Zealand university qualification while living in New Zealand. These students pay full international fees.
- (iii) Students from a selection of Pacific Island nations who may apply for admission, and if accepted are required to pay full international fees.

These Procedures, together with the Policy Relating to the International Delivery of Qualifications, set out the minimum requirements and expectations for distance delivery of University programmes to international students located 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 by international students from an overseas location with normally no requirement for any period of residence in NZ.

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

- a) An instructional design consultant from the Centre for Academic Development and e-Learning (CADEL) is involved in the initial paper and programme design
- b) Materials production services are provided by NSATS
- c) Learning resources adhere to copyright and quality assurance checklists
- d) Less than 25% of the total qualification will be offered
- e) The income from student fees is less than \$150,000 per annum
- f) 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) Delivery of part of the programme through block courses taught overseas
- b) 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)
- c) Greater than or equal to 25% of the total qualification will be delivered
- d) The income from student fees is more than \$150,000 per annum

DEVELOPMENT OF INTERNATIONAL DISTANCE EDUCATION INITIATIVES

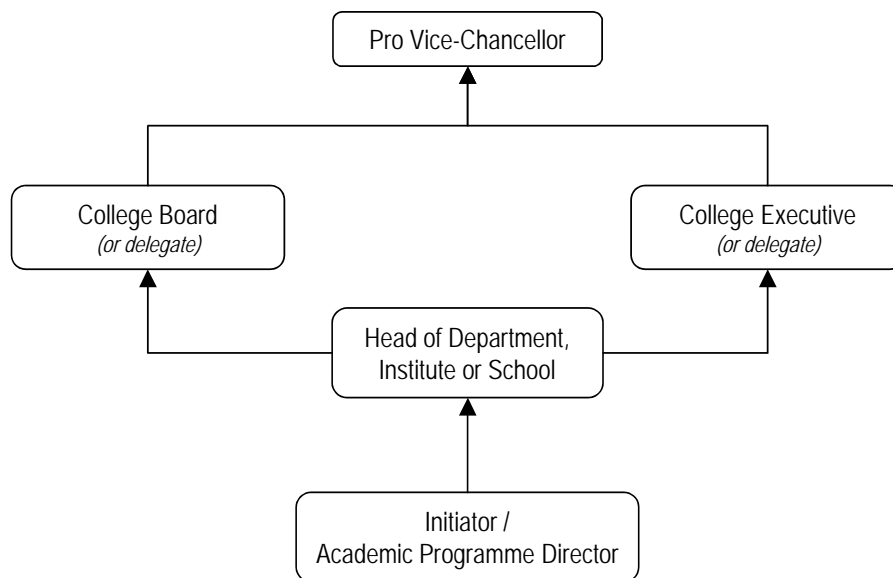
International distance education initiatives are generally initiated from one of three sources:

- a. Academic staff initiatives based upon personal and professional interests, interactions and research with international colleagues;
- b. Internationalisation initiatives involving multiple departments or Colleges 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.

APPROVAL PATHWAY AND RESPONSIBILITIES FOR LOW RISK INTERNATIONAL DISTANCE EDUCATION

The diagram below shows the formal approval pathway for all subcontracting arrangements classified as low-risk according to the definitions presented previously:



The responsibilities for each person or group are summarised in Table 1.

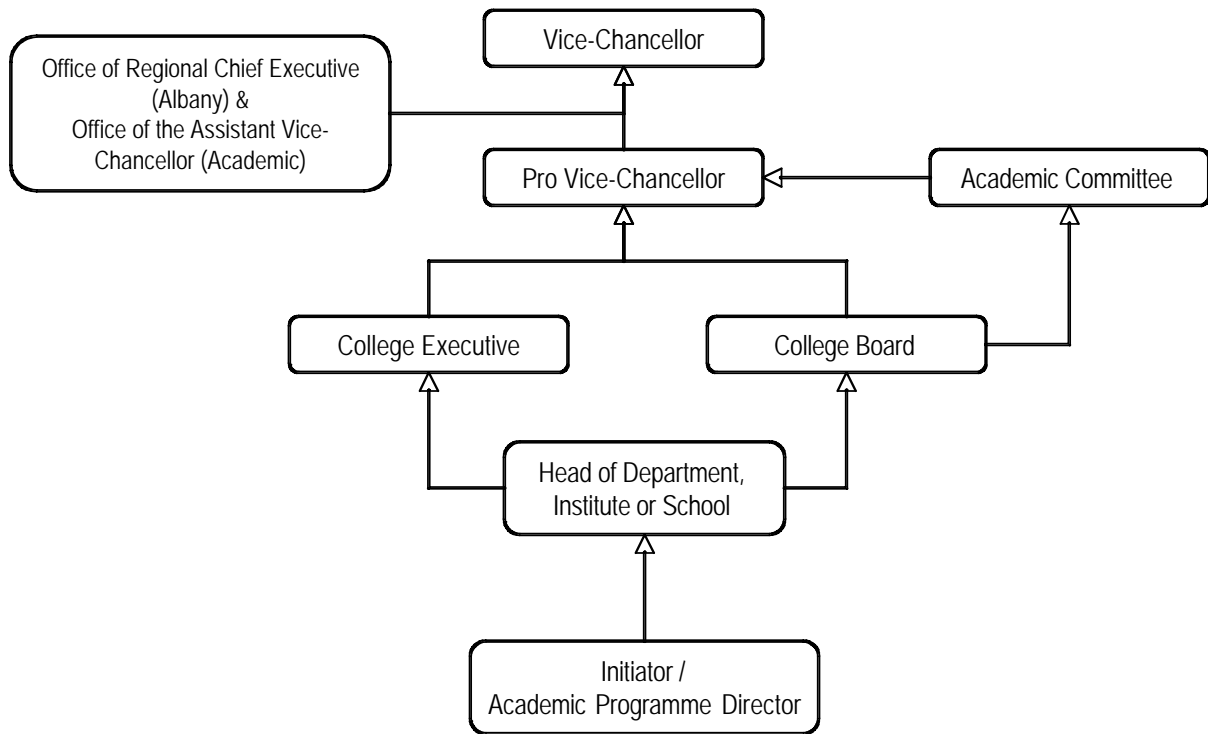
Person or Group	Responsibilities
Initiator / Academic Programme Director	<ul style="list-style-type: none"> • Identifies the opportunity for international distance education offerings. • Liaises with appropriate departmental and support staff regarding the establishment of the qualification or paper(s) and the development of a business plan. • Contacts Strategic Finance & Planning for the appropriate fees setting information. • Forwards copy of business plan to the relevant Head of Department/s, Institute/s or School/s for review and endorsement.
Head of Department, Institute or School	<ul style="list-style-type: none"> • Reviews the business plan 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 business plan. • Takes the Plan to the College Executive for review and endorsement. • Forwards the Plan to the College Board for endorsement of the academic quality assurance arrangements.
College Executive (or delegate)	<ul style="list-style-type: none"> • Advises the Pro Vice-Chancellor on the adequacy of the managerial, resourcing and relevant administrative considerations—this function may be delegated to another person or group as appropriate.
College Board (or delegate)	<ul style="list-style-type: none"> • Reviews the Business Plan to ensure consistency with the academic aspirations of the College. • 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.
Pro Vice-Chancellor	<ul style="list-style-type: none"> • Responsible for the final approval, or otherwise, of the Business Plan. • 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.

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

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 Offices of the Regional Chief Executive (Albany) and Assistant Vice-Chancellor (Academic) and the Academic Committee. The diagram below shows the formal approval pathway for high risk initiatives:



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

Person or Group	Responsibilities
Initiator / Academic Programme Director	In addition to the notes for low risk initiatives: <ul style="list-style-type: none"> 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.
Head of Department, Institute or School	<ul style="list-style-type: none"> As for low risk initiatives
College Executive (or delegate)	<ul style="list-style-type: none"> As for low risk initiatives
College Board (or delegate)	<ul style="list-style-type: none"> As for low risk initiatives Forwards the Business Plan to Academic Committee (Part II) for review and approval of the academic quality assurance arrangements
Academic Committee	<ul style="list-style-type: none"> Reviews the Business Plan to ensure that the relevant academic quality assurance considerations have been made and are appropriately reflected in the arrangement.
Office of the Regional Chief Executive (Albany)	<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 case to proceed to the Vice-Chancellor for approval.

Office of the Assistant Vice-Chancellor (Academic)	<ul style="list-style-type: none"> • The Assistant Vice-Chancellor (Academic) reviews the Business Plan and advises the Pro Vice-Chancellor and Initiator on the adequacy of all arrangements. The Business Plan may also be circulated to the Director CADEL, Director Distance Education, University Librarian and/or Academic Policy Manager where their input would be of value. • Co-authorises the business case to proceed to Vice-Chancellor for approval.
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 Academic Committee, Offices of the Regional Chief Executive (Albany) and Assistant Vice-Chancellor (Academic) 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) and Regional Chief Executive (Albany). • Assumes overall accountability for the management of the quality of the qualification or paper(s) delivered via international distance education.
Vice-Chancellor	<ul style="list-style-type: none"> • Responsible for the final approval, or otherwise, of the Business Plan.

COSTS & FEES

Students enrolling for international distance education will be required to pay any applicable application-for-admission fees, Extramural Student fees, and other applicable fees (such as late fees) and penalties, but will be exempt from Massey University Students Association Fees as paid by on-campus students in New Zealand. They will not be required to pay the Overseas Examination fee if they register at a scheduled examination centre.

AUDIENCE

All staff

RELEVANT LEGISLATION

None

LEGAL COMPLIANCE

None

RELATED PROCEDURES

- Policy for International Distance Delivery of Qualifications
- Guidelines for Distance Education Offerings to International Students Overseas
- Equivalence Policy
- Creation of Contracts Policy
- Contract Document Management Process
- Credit Transfer Regulations

DOCUMENT MANAGEMENT CONTROL

Prepared by: Academic Policy Manager

Authorised by: DVC (Auckland & International) and DVC (Academic & Research)

Approved by: Academic Board 19 November 2008

Review Date: November 2010