

RECIPROCAL STUDENT EXCHANGE PROGRAMME PROCEDURES

Section	International
Contact	International Office
Last Review	June 2013
Next Review	June 2017
Approval	N/A (see Policy SLT 14/06/148)

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 Programme will be administered through the International Office. A formal student exchange agreement must be signed by both relevant parties before the parties select participants for the exchange.
- 2.2. Student tuition and enrolment fees are waived for inbound exchange students, as these fees are paid by the reciprocal outbound students. Reciprocal waiving of fees other than tuition fees may be negotiated with a partner institution and must be specified in the formal student exchange agreement.
- 2.3. The Manager Student Mobility will report annually to the Director International and the Assistant Vice-Chancellor (Academic and International) 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. Current Massey University students who meet the eligibility criteria may apply to be considered for the student exchange programme by submitting the application form and relevant documentation.
- 3.2. A selection committee, consisting of at least one representative from the student's College and at least one representative from the International Office, 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.
- 3.3. Students must have prior academic approval from Massey to ensure that their proposed exchange study will be suitable for credit to their Massey degree programme.
- 3.4. 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.
- 3.5. Successful outbound applicants are responsible for the costs and for making their own travel, accommodation, insurance, and visa arrangements.

3.6. 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.

3.7. On completion of the semester, a formal academic transcript from the partner institution must be submitted to the International Office 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 using the Massey application form and supporting documentation.

4.2. Massey's International Office will assess the application and determine whether the student meets the applicable admission criteria.

4.3. Massey will assist the student with enrolling into papers at Massey. It is the student's responsibility to ensure that the courses they study at Massey are approved by the 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 University is responsible for all inbound exchange students as stipulated by the Code of Practice for the Pastoral Care of International Students.

4.6. Massey will submit a formal academic transcript to the partner institution on completion of the semester for all inbound exchange students.

Audience

All staff

Related procedures / documents

[Reciprocal Student Exchange Programme Policy](#)

[Delegations of Authority Document](#)

[Processes for the Establishment or Renewal of Off-Shore Academic Agreements](#)

[Contract Management Policy and Related Material](#)

[The Code of Practice for the Pastoral Care of International Students](#)

Document Management Control:

Prepared by:	International Office
Authorised by:	AVC Operations, International, and the University Registrar
Approved by:	N/A (see Policy SLT 14/06/148)
Date first issued:	November 2007
Last review:	June 2014
Next review:	June 2017