



## RECIPROCAL STUDENT EXCHANGE PROGRAMME PROCEDURES

<b>Section</b>	International
<b>Contact</b>	Office of Global Engagement
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### Introduction:

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.

### General:

Student Exchange 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.

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.

The Senior Manager International Mobility will report annually to the Executive Director Global Engagement on the operation of the exchanges and the number of students involved in each exchange.

The Senior Manager International 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.

### Operating Procedures for Outbound Student Exchanges:

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.
- 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. 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.

**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](#)  
[Education \(Pastoral Care of International Students\) Code of Practice 2016](#)

**Document Management Control:**

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