

## STUDY ABROAD & EXCHANGE APPLICATION INFORMATION SHEET

### Step 1. Select a Campus:

When completing the Massey University Student Exchange/Study Abroad Application for admission form you need to select a campus. You may choose between the Albany at Auckland, Palmerston North or Wellington campus. Please make sure that you select your campus before you select your papers.

### Step 2. Choose some papers (classes):

It is important to be careful when **choosing papers** (classes) as part of the study abroad application form. Papers are coded by a six digit number. The first digit of second set of digits refers to the year of study, for example 130.100 is a first year undergraduate paper, 167.233 is a second year undergraduate paper, and 266.359 is a third year undergraduate paper. Postgraduate (or graduate) study is 598.700. Please do not select 000-level papers, for example 123.034, they are for sub-degree programmes and do not carry credit towards degrees at Massey University, and therefore at your home university as well.



You should check you are eligible to take the paper by reading the **prerequisite** requirements. You will only be admitted into advanced papers if you have had previous study in that area that also matches our requirements.

Please make sure that when you are viewing a paper that you have selected the correct academic year. Papers that are available one year may not be available the following year.

If you would like to take any Design, Fine Arts, or Music papers then you will have to submit a **portfolio** of your artwork with your application form; even if you only want to take one paper. The portfolio should include 10-15 pieces of art work to display your ability within the subject area you are intending to study at Massey. You can submit your portfolio by CD, email, website link or slides. For Music majors an audition tape with your application is required.

You can search for papers and view paper descriptions at <http://study.massey.ac.nz>

### Paper Search Screen:

#### Paper search

Keyword(s) / paper number:

e.g. design or 110.100

Campus location:

All

Semester:

All

Subject:

All

Level:

All

Mode:

Internal

Year:

2008

Search

Choose the Campus and Semester for the period you will study at Massey

When searching for a paper/class please ensure you select Internal

### Example Paper - website screen:

The screenshot shows a university website page for a paper titled "199.206 The Fauna of New Zealand (15 credits)". The page layout includes a header with three boxes: "Paper Code", "Paper Name", and "Credit awarded on successful completion". Below these is the paper title in large orange text. A paragraph of text describes the course, with a callout box labeled "Course Description" pointing to it. Below the description is a section titled "Requirements" with an information icon, containing a bullet point: "Prerequisite(s): 199.101. Or equivalent knowledge." To the right of this is a callout box labeled "Prerequisite Requirements" pointing to the text. Below the requirements is a section titled "Offerings" with an information icon, containing a table with columns: Year, Mode, Semester, Location, and Offering details. The table lists two offerings for 2008, both internal, one in Semester One at AUCK and one in Semester One at PNTH, each with a "More information" link. A callout box labeled "Click on More Information to view the examination date" points to the "Offering details" column.

Year	Mode	Semester	Location	Offering details
2008	Internal	One	AUCK	<a href="#">More information</a>
2008	Internal	One	PNTH	<a href="#">More information</a>

### Step 3. Check the campus, semester, duration, exam date and mode of study:

It is important to **check the campus** the paper will be taught at. You also need to ensure that the paper is available during the **semester** you are planning to study at Massey. For example, if you are planning to study at Massey in Semester One (February), then you need to make sure this paper is available in semester one, and not in Semester Two (July).

The **course duration** of some papers may be for one academic year or a double semester. If you are planning to study at Massey for one semester only, then a double semester paper is not available to you. Check also the start date for the double semester papers as often these only commence in February.

You may not take two papers that share the same **examination** time. You will be asked to choose one of these papers, so please make sure that you do not have any examination time clashes.

Massey offers some papers by Extramural mode, commonly known as distance learning. International students however are not able to study full-time in this mode. You should therefore only choose **internal papers**, not extramural ones. International students are also not able to take 'block' courses or 'special topics' while at Massey as a study abroad or exchange student.

You are encouraged to select at least six papers that interest you, in case you are not able to take one or more of these for any particular reason. A full-time course load is **4 papers (60 credits of study)** at Massey for one semester.

### Step 4. Paper Approval:

Once we have received your completed application form, the academic staff at Massey will assess your eligibility for the papers you have pre-selected as part of the application form. You will be notified by email if you have been successful or not in being approved for the papers you have selected to study. We will enrol you into the approved papers before you arrive on campus. If you are not approved for one or more papers selected, then we will advise you to choose some more papers, or give you some alternative options to choose from.

### Step 5. Check your Timetable:

Once you have been approved to study selected papers, you then need to work out your timetable. The lecture timetable for each paper can be found at **<http://publictimetable.massey.ac.nz>**. It is your responsibility to make sure that you have no lecture clashes, between the pre-approved papers. If you discover there are lecture clashes, then you will have to choose an alternative paper(s) to study.

### Contact Information:

If you have any queries, please contact us at the International Office, at the above email address.