



TE KUNENGA
KI PŪREHUROA
MASSEY
UNIVERSITY
UNIVERSITY OF NEW ZEALAND

TE TUMU
WHAKATIPU

New Zealand Culture and Study Tour Programme

International Short Course for Guizhou University

2025



INTRODUCTION

This proposal has been prepared for Guizhou University for a two-week New Zealand Culture and Study Tour. In addition to interactive and engaging English language learning sessions, the programme will incorporate a range of interesting activities and site visits exploring New Zealand's culture and environment. The course will be held at Massey's Manawatu Campus in Palmerston North, New Zealand.

The city of Palmerston North, and Massey University, have a close relationship with Guiyang as they have been 'sister cities' since 1992.

TE KUNENGA KI PUREHUROA MASSEY UNIVERSITY

For more than 80 years, Te Kunenga Ki Purehuroa Massey University has helped shape the lives and communities of people in New Zealand and around the world. Its forward-thinking spirit, research-led teaching, and cutting-edge discoveries make Massey New Zealand's defining university.

TE TUMU WHAKATIPU

Te Tumu Whakatipu specialises in international short courses, study tours and professional development. With over 30 years of experience coordinating group learning, we partner with academic institutions and government organisations around the world who want to expand their knowledge by learning with a leading institution in Aotearoa New Zealand.

Te Tumu Whakatipu sits within the Students and Global Engagement portfolio at Massey and is a safe and secure place supporting the growth and development of potential. We offer world-class international short courses for delivery at our campuses in Auckland, Palmerston North and Wellington, and have the capability to deliver online as well as outside of New Zealand.

DESCRIPTION OF THE PROGRAMME

The New Zealand Culture and Study Tour Programme provides opportunities for students to develop their English language skills and gain an understanding of life in New Zealand, its people and culture, and the unique environment.

The programme gives students a unique opportunity to experience life in New Zealand and on campus at Massey University.

At the end of the course, successful students will receive a Massey University Certificate of Participation for completing the 'New Zealand Culture and Study Tour'.

For a detailed programme outline please refer to page 5 and following.

LEARNING OUTCOMES

Through participation in this course students will:

- Develop their English language communication skills.
- Gain an understanding of New Zealand's people, culture and environment.

ACTIVITIES AND EXPERIENCES

Activities, field trips and cultural visits are an essential part of the programme, used to develop the participants' language skills, cultural understanding and knowledge of New Zealand.

Some of the experiences the students will receive:

- Massey University and Palmerston North Orientation.
- Cultural exchange between Massey University students through a series of programmed conversation activity classes.
- Develop an understanding of New Zealand and Māori culture.
- Develop an understanding New Zealand's environment through in-class activities, field trips and site visits conducted locally, regionally and to the capital city of Wellington.

On all activities and site visits, the students are accompanied by at least one Massey University staff member to ensure that welfare and health and safety requirements are met.

ARRIVAL AND DEPARTURE

It is proposed that this 2-week programme be conducted during the period mid-July to mid-August 2025. Ideally the group will arrive at Palmerston North Airport on the weekend preceding the first Monday of week 1 of the course. They will be met by Massey staff at Palmerston North Airport after which they will be introduced to their host families who will take them home. The host families will bring the students to Massey University on the Monday morning where they will be formally welcomed to Massey and receive a comprehensive orientation and campus tour.

On the weekend of Week 2 upon course completion, course participants will be taken to Palmerston North Airport by their hosts. Massey staff will be present to assist with check-in for their flight home and ensure a safe departure.

HOMESTAY ACCOMMODATION

All students stay with carefully selected host families. Staff endeavour to match the students' preferences as closely as possible. The student's experience with their homestay family is an integral part of the overall programme. Homestays are representative of the diverse make up of modern New Zealand. Families come from all walks of life and experience, reflecting New Zealand's cultural diversity. Our homestay advisors are always available to help and give advice to students and their host families. Students are placed in a homestay which has:

- an individual bedroom for each student furnished with bed and linen.
- a heater
- desk and chair
- pillows, blankets, and towels
- at least one set of drawers and a wardrobe
- a working smoke detector
- power points.

Each student will have access to a kitchen, a telephone, internet access, bathroom, toilet, laundry facilities, living and dining rooms and three meals a day are included. Our hosts live in town or the suburbs and within easy travelling distance from the campus.

Each student will be provided with a bus pass which entitles her/him to unlimited travel on local public buses. Palmerston North centre is within easy travelling distance from the campus, by bus, foot, bike or e-scooter.

Once the proposal has been accepted and agreed our team will send the Study Tour Enrolment Form to collect individual participant's details. The accuracy and detail of the information provided on the Enrolment Form, with respect to any special needs (food, allergies, health, etc) is key to ensuring a

successful and happy stay with Massey. The Enrolment Form with participant details is required at least six weeks before the course begins.

PERSONALISED SUPPORT FOR YOUR GROUP

The pastoral care of participants is very important to Massey University. While participating in a Massey University programme the participants will have access to a 24-hour support team which includes a Student Welfare Advisor. Students will also attend a comprehensive Orientation to Massey University and to Palmerston North.

Prior liaison and communication is welcomed and Massey staff are on hand to provide online orientation and course briefings prior to the students departing their home country.

Massey University is a signatory to the Code of Practice for the Pastoral Care of International Students and is bound by the provisions of that code. You are welcome to refer to a copy of the code [here](#).

COMPULSORY TRAVEL AND MEDICAL INSURANCE

Travel and medical insurance are compulsory for all international participants studying in New Zealand, including those on short courses.

Because the New Zealand government has set minimum requirements for travel and medical insurance for international students, Massey University will arrange New Zealand based insurance cover for participants. The costs are included in the fees table below.

Details of the policy can be located at the following link: [International Student Insurance Cover Policy](#).

Please note: An existing medical condition can only be covered given prior approval by the insurance company and payment of an additional premium. To arrange this cover, please contact us promptly, as further assessment and administrative follow up will be required.

CANCELLATION POLICY

Please refer to the Massey University Refund and Cancellation Policy in Appendix 1

PROPOSED 2 WEEK COURSE PROGRAMME FOR DELIVERY JULY – AUGUST 2025

Dates to be agreed upon discussion.

Week 1

Saturday / Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Arrival at Palmerston North Airport. Time/Date TBC Massey staff welcome the group at the airport Students taken home by Homestay Families	AM Welcome Ceremony Orientation And Welfare Brief Homestay English	AM NZ Culture Introduction to New Zealand Culture and Environment Presentation skills	AM NZ Culture Introduction to NZ Agriculture	AM NZ Culture Learning about New Zealand with Massey Students Presentation skills	AM Feilding Market and Saleyards: Experience farm animal livestock auctions set in a busy New Zealand market town.	Wellington Visit; Includes Te Papa National Museum, Parliament and Mt Victoria Cable Car. With time to explore New Zealand's capital city and its waterfront, shops and cafes.	Free
	PM Massey University Campus Tour Palmerston North Town Orientation Walking Tour	PM Massey Sports and Recreation Centre: Fun Sports afternoon with Massey Students Potluck Dinner with homestay families	PM Visit Te Manawa Museum	PM Visit to Massey Dairy Farm 4 Visit Wildbase Recovery Centre NZ native animal centre	Free time		

Week 2

Monday	Tuesday	Wednesday	Thursday	Fri	Saturday / Sunday
AM NZ Culture Learning about New Zealand Presentation skills	AM NZ Culture Learning about New Zealand Presentation skills	AM NZ Culture Learning about New Zealand with Massey Students Presentation preparation	AM Visit Pukaha National Wildlife Centre See NZ wildlife up close, including kiwi, kaka and tuatara.	AM Presentations Differences between China and New Zealand Course Evaluation and Feedback Session	Students depart from Palmerston North Airport Time/Date TBC
PM Visit Manawatu Multicultural Centre presentations and activities: Talk from our refugee community about their lives Textile design activity	PM Massey Sports and Recreation Centre: Fun Sports afternoon with Massey Students	PM Visit to Massey University Orchards. Walking tour to kiwifruit and apple research orchards, and introduction to hydroponic research centre	PM	PM Farewell Ceremony Certificate Presentation	

Note: If a visit or activity is unavailable due to circumstances beyond our control a similar activity will be included. Module themes/lectures or field trips are subject to change. The final detailed programme will be announced prior to the programme start.

FEES SCHEDULE; 2-WEEK PROGRAMME

Programme 2025	<ul style="list-style-type: none"> • Course materials • Field Trips and Cultural Activities • Orientation and Farewell ceremony • Certificate of Participation • Access to all University facilities: libraries, computer labs, recreation centre, student amenities • Massey internet and Wi-Fi access • Access to health and counselling services 	Total cost incl. GST (15-20 students) \$1884
Homestay Accommodation Full board 2025	<ul style="list-style-type: none"> • Selection, placement into appropriate homestay and follow-up • Homestay accommodation including daily breakfast, lunch, and dinner 	\$1090
Insurance 2025	<ul style="list-style-type: none"> • Compulsory Medical and Travel Insurance Required by the NZ Government's Code for the Pastoral Care of International Students 	\$88
TOTAL COST PER PARTICIPANT <i>If you want to pay in US Dollars, the currency rate will need to be confirmed at time of payment</i>		NZD \$3,062 Or (USD \$1,720)

FEES SCHEDULE

FEE NOTES

- The fee does not include Domestic and international airfares, visa costs, overweight baggage, incidental costs and agent fee.
- All activities are compulsory and included in the programme fee.
- **All fees are quoted in NZ dollars, include GST** and are valid until the course commencement date listed in this proposal. The invoice is to be paid in NZ dollars. **Please advise if you want to pay in USD as we will need to confirm currency rate at time of payment.**
- Should any of the suggested programme components change, or the number of participants change, fees will change accordingly, and we will provide you with a new quote.
- In case of unexpected or significant increase or decrease of costs, we reserve the right to amend our costing structure accordingly. We will advise you promptly should that be the case.
- Fees are based on 15-20 students, with the course held at Massey University Manawatū. Should the final number of participants or the location change, fees will change accordingly, and we will provide you with a new quote.

NEXT STEPS

We are pleased to answer any questions you may have or to customise the programme further to meet your needs. If you have any questions, please contact:

Phil Hildred

Programme Coordinator Short Courses

P.Hildred@massey.ac.nz

If this proposal meets your expectations:

- By 28 March 2025 - please email a signed copy to the above Programme Coordinator
- By 23 May 2025 - enrolment forms completed
- By 6 June 2025 – payment for programme

Please note: After this proposal is signed, as per Appendix 2 10.1 Except as expressly stated in this Proposal, no variation or amendment to this Proposal shall be binding unless made in writing (via email) and agreed by both parties.

AGREEMENT

By signing the Proposal, **Guizhou University** accepts the Proposal as an Agreement between both parties, including the Additional Terms and Conditions in Appendix 2.

MASSEY UNIVERSITY

Signed:

Cara Jacoby
Associate Director, Business Development
Date:

PROPOSAL ACCEPTED

for and on behalf of
Guizhou University:

Signed:

Name:
Title:
Date

APPENDIX 1: REFUND AND CANCELLATION POLICY

1. Massey University reserves the right to cancel any short course. In the case of cancellation, any short course fees already received will be fully refunded.
2. If the Client wishes to cancel or withdraw a participant or participants from a short course at Massey University, then the Organiser must advise Massey in writing (via email).
3. If the Client withdraws all the participants in a group from any short course and written notice of withdrawal is received by Massey:
 - 3.1 Four weeks or more before teaching on the short course starts for that group then Massey will issue a full refund of any fees received from the Organiser in respect of the short course.
 - 3.2 Fewer than four weeks before teaching on the short course starts for that group then Massey will issue a full refund less a 10% Administration fee (minimum \$10,000.00 plus GST) as well as any non-refundable costs already incurred by Massey at the time of cancellation. If no fees have been received an invoice covering the administration fee and non-refundable costs will be sent.
4. Subject to the minimum number of participants being enrolled and not withdrawing if the Client withdraws one or more individual participants from the short course but not a whole group without arranging appropriate replacements and written notice of withdrawal is received by Massey:
 - 4.1 Four weeks or more prior to the first day of the short course Massey will issue a full refund of fees received apart from tuition fees on behalf of the participant(s) withdrawn.
 - 4.2 Fewer than four weeks and more than one week before the start of the short course then Massey will issue a partial refund of fees received on behalf of the participant(s) withdrawn calculated as the full fees received for each participant less a 10% Administration fee (minimum \$500.00 plus GST), tuition fees as well as any non-refundable costs already incurred by Massey at the time of cancellation.
 - 4.3 Less than seven days before teaching of the short course starts then no refund of fees received on behalf of the Participant(s) by Massey will be paid to Client.
5. Refunds may be paid in exceptional circumstances outside of these refund conditions. Responsibility for authorising refunds for any short course is delegated by the Deputy Vice Chancellor to the Director of the Centre for Professional and Continuing Education. Appeals related to fee refunds should be sent to the Director in writing (via email).
6. If a whole group or one or more participants are withdrawn and any of the above clauses apply, but all fees have not been paid, then Massey will require payment from Client of any fees that would not have been refunded if they had already been paid.

APPENDIX 2: ADDITIONAL TERMS AND CONDITIONS

The Client wishes to engage Massey University ("Massey") to provide education and related services to the Students in the form of the Programme. The details of the Programme are as is contained in this Proposal. By indicating their acceptance of this Proposal, the Client approves the Proposal as an Agreement between both parties, including these Additional Terms and Conditions.

1. Terms of Delivery

- 1.1 Massey will deliver the Programme to the participants as set out in the Proposal.
- 1.2 Participants will not be awarded any Massey qualifications as a result of their participation in the Programme but may receive Certificates of Attendance or Completion.
- 1.3 The participants will have access to Massey student facilities for the duration of their enrolment in the Programme.
- 1.4 The Client will supply the participants with all information that Massey requires.
- 1.5 The Client will supply the participants with information about immigration requirements and how to seek the permissions required to study the Programme at Massey in New Zealand.

2. Programme fees and acceptance

- 2.1 Fees for the Programme have been negotiated in good faith and are set out in the Proposal.

3. Payments, Withdrawals and Refunds

- 3.1 The Client must ensure participants are aware of the Refund and Cancellation Policy (Appendix A of the Proposal) prior to enrolling in the Programme.
- 3.2 If the Client wishes to withdraw a participant or participants from the Programme at Massey, then the Client must advise Massey in writing in accordance with the Refund and Cancellation Policy.
- 3.3 Any refunds of the fees will be made in accordance with the Refund and Cancellation Policy.

4. Code

- 4.1 Massey is a signatory to the Education (Pastoral Care of International Students) Code of Practice 2021 ("the Code"). The Code is available from the New Zealand Qualifications Authority website (NZQA_Pastoral-Care-Code-of-Practice_English.pdf)
- 4.2 Both parties acknowledge that the ethical performance by Massey and the Client in relation to the Code is of paramount importance.

5. Intellectual Property

- 5.1 All intellectual property developed by or licensed to Massey in the Programme, including all improvements to such, remain with Massey.

6. Information

6.1 All information regarding the operation of this Proposal will be promptly exchanged if either party requires it.

6.2 When obtaining personal information concerning participants and employees, both parties will explain clearly in advance to the participants and employees concerned the intended use of this information and will limit personal information collection to the minimum required. Neither party will reveal this information to third-parties or use this information for purposes other than those initially intended without the participants nor employees' express permission.

7. Termination

7.1 Each party may end this relationship immediately for a material breach of the Terms and Conditions or any aspect of the Code by the other by giving written notice.

8. Notices

8.1 Any written notice given under this Proposal may be posted or sent by email is to be given to/at the following parties' addresses:

8.1.1 For Massey:

Cara Jacoby
Associate Director, Business Development
Te Tumu Whakatipu
Private Bag 11 222
Palmerston North 4442
New Zealand
Email: C.Jacoby@massey.ac.nz

8.1.2 For the Client:

Guizhou University

9. Governing Law

9.1 This Proposal (including its construction, validity, and performance) and all disputes between the parties will be governed by New Zealand law.

10. Variations

10.1 Except as expressly stated in this Proposal, no variation or amendment to this Proposal shall be binding unless made in writing (via email) and agreed by both parties.

11. Confidentiality

11.1 The parties will keep the terms of this Proposal private and confidential except as required by law. Neither party will use it for purposes other than those initially intended.

11.2 If the contents of this Proposal or any related documentations are the subject of an Official Information Act 1982 request Massey will inform the Client by written notice, the parties shall consult regarding the response and, where practicable and reasonable, the Client will transfer any request to Massey in accordance with the Official Information Act 1982.

12. Indemnity, Liability and Insurance

12.1 Except with regards to liability arising out of or in relation to an infringement of Intellectual Property by a party, the parties agree that each party's entire liability under this Proposal shall not exceed \$NZD 250,000.00. Neither party shall have any liability for:

12.1.1 any special, incidental, consequential, exemplary, punitive or indirect damages, losses, costs or expenses, including but not limited to, economic loss or damage, loss of goodwill, business, revenue, anticipated savings of any other kind or profits; and

12.1.2 any loss, damage, cost, or expense arising in any way from or in connection with the acts or omissions, or any misrepresentation or any other breach, default, negligence or wilful misconduct on the part of the trustees, officers, employees and/or agents of the other Parties.

12.2 Each party shall take out and maintain all insurance policies that are reasonably necessary for the Programme at its own cost and expense. This will include but is not limited to a general liability or public liability insurance against injury to persons and loss or damage of property and a professional liability insurance against all claims of breach of contract or negligence.

13. Force Majeure

13.1 Neither party will be responsible for any failure or delay in complying with the terms of this Proposal where such failure or delay results from events beyond its reasonable control. The affected party is to resume its obligations under this Proposal as soon as it reasonably can after the force majeure event ceases.

13.2 Massey will not be liable for delays or other failures to perform that result from any failure by the Client to provide such information, services, resources and/or facilities as are reasonably contemplated by this Proposal.