INTRODUCTION TO FOOD TECHNOLOGY

International Short Course for Zhejiang Gongshang University
July - August 2018

MASSEY UNIVERSITY
INTRODUCTION TO FOOD TECHNOLOGY

International Short Course for
Zhejiang Gongshang University, China

INTRODUCTION

This proposal has been prepared for *Zhejiang Gongshang University* (ZJSU) for a four week short course through Massey University for students from the School of Food Science and Biotechnology at various levels of study. The focus of the programme is twofold: an introduction to Food Technology at Massey University, with lectures, laboratories and relevant field trips and visits, as well as discovering New Zealand and its culture. Programme participants will have the opportunity to connect with academic staff, tutors and students at Massey University (For *programme details, see Appendix A*).

The course will be held at Massey University’s Manawatu Campus in Palmerston North. The group of around 15 to 20 students from ZJSU will arrive in Palmerston North on Saturday, the 28th of July 2018 and will commence their course at the Manawatu Campus on Monday, the 30th of July 2018. The programme will be concluded on Saturday, the 25th of August 2018.

MASSEY UNIVERSITY

For more than 80 years, 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.

With campuses in Albany, Palmerston North, and the capital city of Wellington, the Massey professional network encompasses everything from business, engineering, education and government, to food science, agriculture, and the arts. When designing a programme for overseas clients, we are able to draw upon the expertise and industry experience of the University’s academic staff, as well as leading players in the surrounding government, business, and rural communities.

Massey University has five-star plus ratings for its research, teaching, innovation, infrastructure and internationalisation from the educational benchmarking agency Quacquarelli Symonds (known as QS Stars). The University received maximum scores for academic reputation and for the number of internally recognised academics on staff in the research criteria. In the teaching criteria Massey received maximum scores for student satisfaction with teaching and overall student satisfaction.
PROGRAMME PARTNERS

The Massey Institute of Food Science and Technology (MasseyFood)

- The Massey Institute of Food Science and Technology (MasseyFood) was established in 2015 as the umbrella organisation of the School of Food and Nutrition, the FoodPilot and Riddet Innovation. The Institute is located on all three campuses and has 107 academic and scientific staff, 40 technical staff and 13 administrative staff. MasseyFood has an international reputation of being world class in teaching, research and enterprise in food, and Massey University has taught Food Technology for over 50 years.
- The School of Food and Nutrition is a leading provider of integrated research and education in food science and technology, and human nutrition. Riddet Innovation focuses on food innovation; developing external links and food and development programmes with industry and commercialisation of intellectual property. FoodPilot helps industry develop and test new products and processes, and teaches students traditional and new food-processing technologies. This unique alignment has led to the strongest academic/research grouping in food in the Southern Hemisphere.
- MasseyFood will provide the lectures, workshops, lab sessions and relevant field trips.

The Centre for Professional and Continuing Education (PaCE)

- The Centre for Professional and Continuing Education (PaCE) at Massey University has earned an excellent reputation of 30 successful years of coordinating innovative and customised international programmes. PaCE facilitates and manages international short courses by providing a full range of support services to overseas governments and partner universities. Through PaCE, Massey offers professional training courses in selected subjects for overseas groups and delegations. The professional courses are tailored to the individual learning goals of international groups. Each programme combines up-to-date research and best practice in instructional design and learning methodology, combined with Massey’s extensive network of commercial and government partners.
- PaCE will be responsible for the programme management of the course. PaCE will also provide the Discover New Zealand activities, as well as the pastoral care for the participants.

PROGRAMME AT A GLANCE

The Programme

The two key components of the programme are:

- **Food Technology**
  - Students will learn about aspects of the Food Industry, including Food Engineering, Nutrition, Food Formulation, Food Structure, and an overview of some of New Zealand’s main food export industries.
  - The course includes both theory and practical sessions in the university’s food processing pilot plant, microbiology and food analysis laboratories, microbrewery and human nutrition laboratories.
  - Students are also given some free time for individual research.

- **Discover New Zealand**
  - Guided tours, exploring New Zealand's culture, heritage, nature and wildlife.
Learning Outcomes

By partaking in this course, participants will be able to:

- Identify some of the basic concepts of food technology.
- Understand nutrition recommendations (both New Zealand and Chinese guidelines), and identify some of the effects of nutrition on normal human physiology.
- Perform a simple diet analysis and apply some laboratory based nutrition assessment techniques.
- Describe the formulation of some different food products, from both a nutritional and functional perspective, and formulate some food products in the laboratory and pilot plant.
- Understand basic food safety from an industrial perspective including the basic principles of HACCP.
- Describe food labelling regulations and investigate examples from the supermarket shelf.
- Apply basic engineering analysis to an example food processing facility (brewery).
- Describe the basic structure and processes of some different food industries.
- Enhance their English language skills and increase their proficiency in listening, speaking, reading and writing in English.
- Develop skills and gain experience in presenting information/teaching in English.
- Observe and experience New Zealand culture, including Maori culture.

Programme Development and Delivery Process

1. Identify training needs & terms of reference with ZJSU
2. Design course curriculum in consultation with ZJSU
3. Draft, negotiate, and agree on the Programme Proposal
4. Course delivery
5. Evaluation and review

Please refer to our Notes on Proposed Programme in Appendix A, for more information.

Accommodation

Participants will stay in homestay accommodation with carefully selected host families. Massey University matches students’ living preferences as closely as possible with homestay hosts and their families who represent modern New Zealand society. The experience with a local family adds value to our programmes as students are immersed into the English language. Homestays also offer students an insight into New Zealand’s culture and lifestyle. Three meals a day are included in this option.

Personalised Support for your Group

The pastoral care of participants is very important to Massey University. While participating in a Massey University programme, students will have access to a 24 hour support team which includes a Student Welfare Advisor and Mandarin speaking staff. Students will also attend a comprehensive orientation session upon arrival. Massey University is a signatory to the Education (Pastoral Care of International Students) Code of Practice and is bound by the provisions of that code. You are welcome to refer to a copy of the code [here](#).

Additional services available to ZJSU students while studying at Massey in Palmerston North include:

- Access to the University library
- Use of Recreation Centre and sporting fields
- Any activities organised by the Massey University Students Association
- Health and Counselling Services
Compulsory Travel and Medical Insurance

Travel and medical insurance is compulsory for all international students 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.

Details of the policy can be located at the following link: International Student Insurance Cover Policy.

ACCEPTANCE OF THIS PROPOSAL

For more information, to discuss programme dates, to finalise the contents of the programme, and to accept the Proposal, please contact:

Hilde Celie
Programme Coordinator
Centre for Professional and Continuing Education (PaCE)
Massey University
Palmerston North
New Zealand
Email h.r.celie@massey.ac.nz
Phone +64 06 356 9099 ext. 84079

Please copy all correspondence to:
Dr Richard Love
Group Leader Food Processing and Engineering
School of Food and Nutrition
R.J.Love@massey.ac.nz

Once all programme details have been finalised, a new and final Proposal will be sent to you.

Upon acceptance of the final Proposal, Participants’ enrolment forms and finalised travel details for the group are required at least eight weeks prior to arrival (by Friday 1 June).

The programme invoice is payable in full once visas have been obtained, and the latest four weeks before the start date of the Programme (by Friday 29 June).

By signing this Proposal, Zhejiang Gongshang University accepts the Proposal as Agreement between both parties, including the Additional Terms and Conditions in Appendix D.

FOR MASSEY UNIVERSITY

Signed:

Mr Harry Verhagen
Associate Director PaCE
Massey University
23 March 2017

PROPOSAL ACCEPTED for and on behalf of Zhejiang Gongshang University

Signed:

Name: ...........................................
Title: ...........................................
Zhejiang Gongshang University
Date: ...........................................
## Appendix A: PROPOSED PROGRAMME 2018

**Monday 30/7**  | **Tuesday 31/7**  | **Wednesday 1/8**  | **Thursday 2/8**  | **Friday 3/8**  | **Saturday 4/8**  | **Sunday 5/8**  
---|---|---|---|---|---|---
Welcome - Programme Expectations - Orientation  | Class: Brewing - Science of Brewing  | Experience Massey University Open Day  | Lab: Brewing - Laboratory  | Class: Brewing - Engineering Analysis  |  | 
Lunch  | Lunch  | Lunch  | Lunch  | Lunch  |  |  
Activity: Campus Amazing Race and Town Orientation  |  |  |  |  |  |  
Activity: Potluck dinner with Massey staff and hosts 18:00-20:00  |  |  |  |  |  |  

**Saturday 28/7**  | **Sunday 29/7**  
Arrival Airport pick up  |  
Settle in at homestay  |  

**Monday 6/8**  | **Tuesday 7/8**  | **Wednesday 8/8**  | **Thursday 9/8**  | **Friday 10/8**  | **Saturday 11/8**  | **Sunday 12/8**  
---|---|---|---|---|---|---
Activity: Mount Bruce Wildlife Reserve 12:00-17:00  | Lab: Nutrition Assessment Laboratory  | Field Trip: Nutrition Laboratory  | Individual Research  | Lab: Food Safety Laboratory  |  |  
Lunch  | Lunch  | Lunch  | Lunch  | Lunch  |  |  

**Saturday 18/8**  | **Sunday 19/8**  
Free Time with Host Families  |  
Free Time with Host Families  |  |  |  |  

**Monday 13/8**  | **Tuesday 14/8**  | **Wednesday 15/8**  | **Thursday 16/8**  | **Friday 17/8**  | **Saturday 18/8**  | **Sunday 19/8**  
---|---|---|---|---|---|---
Class: Food Labels and Regulations  | Class: Food Formulation: I  | Class: Food Formulation: II  | Class: Food Formulation: III  | Class: Food Structure  |  | 
Lunch  | Lunch  | Lunch  | Lunch  | Lunch  |  |  
Field Trip: Supermarket  | Activity: Indoor Kartz  | Individual Research  | Lab: Food Formulation  | Lab: Food Structure  |  |  

**Monday 20/8**  | **Tuesday 21/8**  | **Wednesday 22/8**  | **Thursday 23/8**  | **Friday 24/8**  | **Saturday 25/8**  
---|---|---|---|---|---
Activity: Massey Farms  | Individual Research  | Activity: Sports Afternoon  | Individual Research  | Farewell ceremony with Certificates  |  |  
Lunch  | Lunch  | Lunch  | Lunch  | Lunch  |  |  

*Unless otherwise stated Class and Activities times are:*

AM: 9:00-12:00  
PM: 13:00-16:00
Notes on Course Programme

1. The Course Programme has been designed, based on information provided by ZJSU’s International Office. The suggested curriculum can be further discussed with ZJSU and detailed to meet ZJSU’s needs and expectations.

2. The current course dates are based on ZJSU’s academic year and the break in July-August, as well as availability of Massey academic staff. Any changes to the suggested dates are to be discussed with and approved by Massey University.

3. In the event that one or more adjustments have to be made to the above proposed programme or activities, we will endeavour to replace these with a programme or activities of equal value to this planner. The final day by day timetabling will be confirmed with Zhejiang Gongshang University closer to the time of the group arriving.

4. As the programme is conducted in English, it is recommended that participants arrive with the equivalent of an IELTS level of 5.5 to ensure they gain maximum benefit from the course.

5. All aspects of the programme, including cultural and sightseeing activities, are to be attended by registered participants of this course only. Insurance cover, health and safety regulations, as well as University policy do not allow spouses, children or other family members to take part in the programme.

6. A visit to the Massey Farms will be included for the group. This provides a chance for participants to get a first-hand perspective of farming in New Zealand. Massey University has a large landholding with two conventional dairy units, two sheep and beef breeding units, one deer breeding unit and a mixed enterprise/grazing/cropping unit. The University farms a total of 2,000 hectares with 12,000 sheep, 1,000 beef cattle, 1,100 dairy cows and 170 deer.
# Appendix B: – PROGRAMME FEE PER PARTICIPANT (for group of 15-20 participants)

<table>
<thead>
<tr>
<th>Tuition Fees</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition fee for a customised, interactive short course for Zhejiang Gongshang University, China, including: • Lectures, classes, labs, workshops • Field trips and visits • Discovering New Zealand guided activities</td>
<td>$3,692.60</td>
</tr>
<tr>
<td>Non-Tuition Fees</td>
<td></td>
</tr>
<tr>
<td>Compulsory University Enrolment Fee and Student Services Levy allow full access to all university facilities, including: • health services • recreation centre • libraries • computer services • wireless network</td>
<td>$189.30</td>
</tr>
<tr>
<td>Transport</td>
<td></td>
</tr>
<tr>
<td>Airport pick up</td>
<td>$53.10</td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
</tr>
<tr>
<td>Compulsory Medical and Travel Insurance as required by the New Zealand Government’s Code of Practice</td>
<td>$50.00</td>
</tr>
<tr>
<td>Accommodation</td>
<td></td>
</tr>
<tr>
<td>Homestay Accommodation: 28 night’s accommodation with 3 meals a day</td>
<td>$1,365.00</td>
</tr>
<tr>
<td><strong>Total Fee per Participant incl. GST</strong></td>
<td><strong>NZ$ 5,350.00</strong></td>
</tr>
</tbody>
</table>

Notes on Fees:

1. All fees are quoted in New Zealand dollars, include GST and are valid until 31 August 2018.
2. The programme fee does not include flights to and in New Zealand.
3. Fees are based on a group of minimum 15 and maximum 20 participants. If this number is lower or higher, the programme fee will be reviewed.
4. 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.
Appendix C: - REFUND AND CANCELLATION POLICY

1. If Zhejiang Gongshang University wishes to withdraw a participant or participants from a Course at Massey University, then the Organiser must advise Massey in writing.

2. If ZJSU withdraws all the participants in a group from any Course and written notice of withdrawal is received by Massey:
   a. Eight weeks or more before teaching on the Course starts for that group then Massey will issue a full refund of any fees received from the Organiser in respect of the Course.
   b. Fewer than eight weeks before teaching on the Course starts for that group then Massey will issue a full refund minus $10,000.00 plus GST for administration and booking cancellation fees.

3. Subject to the minimum number of participants being enrolled and not withdrawing if Zhejiang Gongshang University withdraws one or more individual participants from the Course or Programme but not a whole group without arranging appropriate replacements and written notice of withdrawal is received by Massey:
   a. Eight weeks or more prior to the first day of the Course or Programme Massey will issue a full refund of fees received on behalf of the participant(s) withdrawn.
   b. Fewer than eight weeks and more than four weeks before the start of the Course or Programme 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 the fee for 1 weeks accommodation per participant and an administration fee of $NZ 250.00 plus GST per participant.
   c. Four weeks or fewer before teaching of the Course or Programme starts then no refund of fees received on behalf of the Participant(s) by Massey will be paid to Zhejiang Gongshang University.

Refunds may be paid in exceptional circumstances outside of these refund conditions. Responsibility for authorising refunds for any Course or Programme is delegated by the Registrar to the Director of the Centre for Professional and Continuing Education. Appeals related to fee refunds should be sent to the Director in writing.

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 Zhejiang Gongshang University of any fees that would not have been refunded if they had already been paid.
Appendix D: - ADDITIONAL TERMS AND CONDITIONS

Zhejiang Gongshang University 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 signing this Proposal, ZJSU accepts the Proposal as 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 ZJSU will supply the participants with all information that Massey requires.

1.5 ZJSU 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**

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 ZJSU must ensure participants are aware of the Refund and Cancellation Policy (Appendix C of the Proposal) prior to enrolling in the Programme.

3.2 If ZJSU wishes to withdraw a participant or participants from the Programme at Massey then ZJSU 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 2016 ("the Code"). The Code is available from the New Zealand Qualifications Authority website (http://www.nzqa.govt.nz/providers-partners/education-code-of-practice/).

4.2 Both parties acknowledge that the ethical performance by Massey and ZJSU 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:
Associate Director PaCE
Massey University
Private Bag 11 222
Palmerston North 4442
New Zealand

Email: H.Verhagen@massey.ac.nz

8.1.2 For Zhejiang Gongshang University:

Email: ...........................................

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 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 ZJSU by written notice, the parties shall consult regarding the response and, where practicable and reasonable, ZJSU 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:

(a) 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

(b) 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 ZJSU to provide such information, services, resources and/or facilities as are reasonably contemplated by this Proposal.