Global Learning (Outbound Mobility) Policy

Section 1 - Purpose

(1) The purpose of this Policy is to set out the principles and requirements for the University of Canberra (the University) international mobility programs (IMPs) for outbound students.

(2) This Policy ensures quality of education by recognising the value of IMPs to the overall academic, professional, personal and social development of students and to promote cross-cultural awareness, understanding and partnerships, in line with the University's strategic objectives and commitment.

(3) This Policy is consistent with the requirements of the Higher Education Standards Framework (Threshold Standards) 2021 to protect and enhance the University's reputation for quality education and training service.

Section 2 - Scope

(4) This Policy applies to all University of Canberra international mobility students who undertake an IMP that is administered or supported by the University International Partnerships & Engagement team.

(5) This Policy does not apply to IMPs not administered or supported by the International Partnerships & Engagement team (including international field trips, work-integrated learning or student organised short-term programs).

(6) This Policy does not apply to Australia Awards students undertaking reunion travel.

(7) This Policy does not apply to students wishing to undertake study at another Australian institution (cross-institutional study).

(8) This Policy is intended for University academic and administrative staff and staff of a third-party provider or partner institution who interact directly with international mobility students as part of the delivery of a course on behalf of the University.

(9) The parties must be adequately prepared to meet their responsibilities as set out in this Policy and the Global Learning (Outbound Mobility) Procedure.

Section 3 - Principles

International Mobility Programs

(10) The University is committed to offering students an accessible range of IMPs to support the development of students as global citizens.

(11) The University offers a range of IMPs for which a student can receive academic credit. This includes but is not limited to:

a. Student Exchange programs;

b. Study Abroad programs;
c. Short-term programs (e.g. third-party short programs or faculty-led study tours);
d. Work Integrated Learning;
e. International field trips; and
f. Intensive cultural and language programs.

(12) The Global Learning team oversees IMPs from Clauses 11(a)–(c).

Rationale

(13) The University considers engagement with the world as imperative for the personal and professional development of students. In providing students with opportunities to undertake a portion of their study internationally, the University helps students to adapt and respond in a culturally diverse, dynamic and international environment.

(14) The University recognises the value of IMPs to the overall academic, professional, personal and social development of students.

(15) The University provides its students with opportunities for academically relevant international experiences as part of its strategic priority.

(16) The University supports and strongly encourages students to promote cross-cultural awareness, understanding and partnerships.

(17) International study experiences provide opportunities for students to:

a. expand academic learning to gain an international degree;
b. develop intercultural and global competencies as graduate learning outcomes;
c. enrich professional learning and skills;
d. enhance personal development including leadership skills, social awareness, and global citizenship;
e. understand another culture and customs; and
f. improve career direction and employment outcomes.

(18) The University's International Partnerships & Engagement team will search for opportunities to develop IMPs for students, including the development of collaborative partnerships with international universities and organisations that enhance their mutual reputations.

(19) Exchange partnerships will be risk assessed and made under agreement with the University and the partner.

(20) IMPs will be developed with a focus on demonstrable and course-relevant learning outcomes. IMPs will be academically rigorous and appropriate for the level and type of the course in which the student is enrolled.

Academic recognition and engagement

(21) Subject to eligibility requirements in the Procedure, IMPs will be available to all students over the age of 18, including international students, subject to academic eligibility criteria and conditions of particular programs provided in the Global Learning Procedure.

(22) The University is committed to providing Credit for study and activities undertaken as part of an IMP whenever it is appropriate or possible to do so. The ways in which this is applied to IMPs is provided in the Global Learning (Outbound Mobility) Procedure and Credit Procedure.

(23) Academic credit for IMPs will be assessed by academic staff in the relevant discipline and Faculty as provided in

the Global Learning (Outbound Mobility) Procedure and Credit Procedure.

Access, wellbeing and risk management

(24) The programs will be widely promoted to all students to enhance student participation, diversity, and inclusion.

(25) The University will provide support to academic and administrative staff and to students for IMPs, through clear, comprehensive and transparent information and processes before, during and after IMPs are undertaken. This includes comprehensive pre-departure advice regarding:

a. health;
b. welfare;
c. security (includes travel insurance security);
d. emergency requirements and contacts; and
e. culture, customs and laws in the host countries.

(26) Serious incidents, including emergency situations and situations that could affect the student's ability to undertake or complete an IMP, will be managed by International Partnerships & Engagement team as set out in the Global Learning (Outbound Mobility) Procedure.

(27) Critical Incidents will be managed under the University's Resilience Management Framework.

(28) The University will monitor international incidents and may require students to return to Australia if remaining in the location is deemed dangerous or upon Government recommendation. Failure by students to follow appropriate safety instructions may constitute grounds for disciplinary action or voiding of University insurance coverage.

(29) Student complaints and appeals relating to IMPs will be dealt with under the Student Grievance Resolution Policy.

(30) Any travel required by staff as part of an IMP or activity must adhere to the Travel Policy and Travel Procedure.

(31) Where a field trip is undertaken outside Australia, the risk management requirements of the Global Learning Procedure also apply.

(32) Where an international work integrated learning program is undertaken by students, the requirements of the Work Integrated Learning Policy and Work Integrated Learning Procedure apply.

(33) Students will be supported to access external funding (including OS-HELP, mobility grants and other Government assistance) to aid in funding participation in an IMP.

Section 4 - Responsibilities

WHO	RESPONSIBILITIES
Deputy Vice-Chancellor (DVC)	• Approving and execute an: ◦ exchange agreement with a partner institution; or ◦ external provider contract for delivery of a program. • Approving international travel to or remaining in a 'High-Risk' country for staff or students.
Director, Partnerships & Engagement	• Determining strategic direction of international mobility programs. • Approving OS-HELP loans. • Approving international travel for students. • Overseeing safety and risk matters relating to international mobility programs.

WHO	RESPONSIBILITIES
Manager, Global Learning and Scholarships	• In consultation with the wider Education Partnerships team, actively seeking new exchange and study abroad partnership opportunities. • Managing student exchange partnerships. • Managing safety and risk matters relating to international mobility programs in accordance with the University risk management framework, policies and procedures and, as appropriate, in consultation with internal stakeholders. • Seeking out funding opportunities for international mobility programs.
Global Learning Officers	• Administering and overseeing the University's international mobility, including: ◦ maintaining records of exchange partners, students participating in Global Learning programs, and student mobility targets; ◦ maintaining web content; ◦ processing outbound program applications; ◦ promoting international mobility programs; ◦ facilitating inbound-outbound integration activities; ◦ advising students on such matters as eligibility and application processes, enrolment and payment requirements, and any sources of financial assistance (for example, OS-HELP); and ◦ funding-related reporting; • advising and assist faculty staff with student management and program-related matters.
Associate Director, Global Admissions (via Global Admissions team)	• Processing inbound program applications and issue Certificates of Enrolment.
Manager, Partnership Operations	• Maintaining the University's Partnerships database and implementation of the Partnerships Management Framework.
Chief Operating Officer and Vice-President Operations	• Reviewing the University's exchange agreement template periodically for compliance with legislative requirements and consistency other University instruments. • Providing advice on an ad-hoc basis regarding individual exchange agreements and related matters, including risk. • Managing Insurance and International Health and Security Risk Management Provider contracts. • Assisting students and staff with Insurance matters. • Assisting with compliance reporting obligations post incident.
Faculties	• Executive Dean: Approving Faculty-led mobility programs ensuring that design, academic content and implementation comply with University policies. • Associate Deans, International or nominated Faculty representative: Key faculty contact and oversight of international mobility matters, including monitoring staff compliance with policy/procedures, and student participation in mobility programs. • Faculty-led Program Leaders: In consultation with International Partnerships & Engagement and Associate Dean, International, developing international mobility programs. • Head of School/Program Director/Unit Convener: Approving a student to participate in Global Learning program; assessing requests for credit in accordance with the University's Credit Procedure; considering student requests to extend time overseas in conjunction with International Partnerships & Engagement and host institution.
Students	• Applying for the mobility program, submit applications for credit, and comply with conditions of the program. • Attending pre-departure briefings and inform themselves about cultural, legal and behavioural requirements in their host country. • Obtaining adequate insurance, medical advice and vaccinations, and valid passport and visa. • Registering with the University's nominated service provider, follow the travel advice from the DFAT Smartraveller website, and follow safety instructions from the University, including returning to Australia if directed by the University. • Managing travel and accommodation bookings except where these are explicitly stated to be managed by the University. • Keeping contact details up-to date via MyUC.
Director, Student Connect (via Student Connect team)	• Processing credit applications for students who have completed international mobility programs. • Recording student participation in international mobility programs on academic transcripts.

Section 5 - Definitions

TERM	DEFINITION
Exchange	Refers to either: • Inbound exchange: international student from an exchange partner institution undertakes one or more Units of Study at the University of Canberra whilst continuing to pay tuition fees to the home institution (exchange partner institution); or • Outbound exchange: a University of Canberra student studies at an exchange partner institution whilst paying tuition fees to the University and receiving credit for this study towards the University of Canberra Award Course.
Exchange Partner Institution	Overseas education institutions with which the University of Canberra has established formal exchange arrangements allowing Univertsity students to study at the partner institution and partner institution students to study at the University, with fees paid to the student's respective home institution.
Faculty-Led Short Program	Means an international study experience led by a Faculty and available to students enrolled in the associated University of Canberra unit.
High-Risk Country / Region	DFAT advice level of 3 or 4.
International Mobility Programs	The programs and activities – often referred to as international mobility programs – overseen by the International Partnerships & Engagement team including: 1. Student Exchange programs; 2. Study Abroad programs; 3. Independent Short-term programs; and 4. Faculty-led short programs.
Independent Short-Term Program	Refers to either: • a short course at a partner or non-partner institution during the winter or summer term and the student is eligible to receiving credit for toward the University of Canberra Award course • a short course through a Third Party Provider during the winter or summer term and the student is eligible to receiving credit for toward the University of Canberra Award course.
Low-Risk Country / Region	DFAT advice level of 1 or 2
Study Abroad	Means an international student from a non-partner institution undertaking study at the University of Canberra ("inbound study abroad"). Tuition fees are paid by the student directly to the University. Students of the University can also undertake study overseas ("outbound") with a non-partner institution, with fees payable to that institution and eligibility for credit determined by the Faculty and applied for via the standard credit application mechanisms.

Status and Details

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