Global Learning (Outbound Mobility) Procedure

Section 1 - Purpose

(1) This Procedure outlines the requirements for the management of the University of Canberra's (the University) international mobility programs (IMP) and the administration of IMP activities for coursework students.

Section 2 - Scope

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

(3) This Procedure 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).

(4) This Procedure does not apply to Australia Awards students undertaking reunion travel.

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

(6) This Procedure 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.

(7) The parties must be adequately prepared to meet their responsibilities as set out in this Procedure.

Section 3 - Procedure

(8) IMPs administered by International Partnerships & Engagement are supported by business units and Faculties. This includes administrative support for outbound IMPs, agreement management and maintenance of the relevant sections of the University website and any social media accounts.

Development of Global Learning Partnership Agreements

(9) The development of new global learning partnerships must align with the University's Partnership Management Framework and Partnership Governance Framework, including:

a. initial suitability assessment, undertaken by International Partnerships & Engagement in consultation with the Education Partnerships and Future Student Services offices, to consider the key characteristics of the proposal including strategic alignment;
b. entering of the proposed partnership in the Partnerships Under Discussion Register;
c. completion of the New Partnership Proposal Form, including a full risk assessment and appropriate due diligence; and
d. completion of the partner agreement in consultation with Enterprise Partnerships and in liaison with the

partner. Further to the standard partnership clauses, exchange partnership agreements should also specify student numbers (for balances), any student eligibility criteria, and any fees and costs.

(10) As per the Delegations of Authority Policy, approval and execution of study abroad and exchange agreements require clearance from the Legal Office prior to approval by the Deputy Vice-Chancellor (DVC).

(11) Agreements, new or renewed, must be approved and signed by all parties prior to authorising student participation in any activities under the agreement. Exemptions, approved by the DVC, will only be granted under exceptional circumstances and typically where there has previously been a long-standing and successful partnership in place.

(12) Agreements are otherwise managed in accordance with the Global Learning's Agreement Management Plan, which outlines key agreement administration activities including confirming balance of exchange students, seeking assurances on key provisions such as the appropriate use of the University's intellectual property, and the safeguarding of personal information.

(13) Partnership agreements and any partner-related documents or information are maintained in the University's Partnership Database. Partner documents (for example, fact sheets, brochures) are stored in the Global Learning SharePoint site whilst partner contact information is maintained in the Customer Relationship Management (CRM) system.

(14) In assessing proposals for the establishment of new exchange partnerships, the University will:

a. undertake an appropriate risk assessment consistent with the Risk Management Plan; and
b. verify that that the proposed partnership meets the requirements including access to the same or equivalent educational services, support and facilities as on-partner students or as specified in the partner agreement and unless prohibited by laws and policies of the third-party provider's jurisdiction.

External provider contracts

(15) External provider contracts need to be established in line with the University's Procurement Policy and Procurement Procedure and consistent with the University's Delegations of Authority Policy.

Minimum contract requirements

(16) IMPs are only available for students aged 18 years or older on the day the IMP commences.

(17) Students on IMPs are regarded as ambassadors for the University. Accordingly, students must respect the culture, customs and laws of their host destination and the broader community.

(18) All students participating in any of the University's IMPs are subject to the University's policies and procedures and any instances of misconduct are dealt with under the University of Canberra (Student Conduct) Rules 2023.

(19) Students undertaking IMPs must also adhere to:

a. the rules and requirements of the partner institution or host institution and the laws of the country in which the program is held; and
b. the University of Canberra (Student Conduct) Rules 2023 and all other rules and policies applicable to University students.

(20) Students who do not comply with Clauses 19(a) and (b) may be recalled to Australia.

(21) The wellbeing, health and safety of students travelling overseas as global citizens for approved IMPs is

paramount. The University follows the travel advice of the Department of Foreign Affairs and Trade (DFAT) and the University's International Health and Security Risk Management Provider.

(22) In line with the Delegations of Authority Policy, students and staff participating in IMPs will not normally be permitted to travel to or remain in high-risk or regions, except in exceptional circumstances and where approved by the DVC.

(23) Students who complete an approved IMP and receive academic recognition for the experience will have their participation recorded on their academic transcript and Australian Higher Education Graduation Statement.

(24) University staff and students must manage IMPs in accordance with this Procedure.

Eligibility criteria for international mobility programs

(25) Students over the age of 18 enrolled in University award courses may participate in IMPs subject to specific requirements of each program.

(26) To be eligible to participate in an IMP, a student must:

a. be currently enrolled as a university student;
b. be over the age of 18;
c. able to meet the visa requirements of the country program, including holding a valid passport;
d. meet other requirements as advised by the International Partnerships & Engagement team; and
e. pay the advertised fee for the program (if required).

(27) Additional eligibility requirements may apply.

Outbound Study Abroad and Exchange

Applications (Study Abroad)

(28) Submission of applications for admission is the responsibility of the student. Study Abroad students are required to register their intentions with International Partnerships & Engagement team and to attend pre-departure briefings provided by the International Partnerships & Engagement team.

(29) Admission of a University student to an overseas institution for study abroad is determined by the host institution.

Applications (Exchange)

(30) Applications for the exchange program must be submitted online through the form available on MyUC.

(31) To be eligible applicants must have successfully completed at least 24 credit points of undergraduate study with a Grade Point Average (GPA) of 4.0 or above, and submit a statement of purpose.

(32) Students can participate in exchange programs in their final semester of study but may face possible delays to graduation and are not eligible for OS-HELP.

(33) The International Partnerships & Engagement team, in consultation with the relevant Faculty, assesses applications based on the criteria in Clause 26.

(34) Places are allocated according to the number of student exchange places available at the partner institution (as per the partnership agreement and current balances).

(35) In instances where the number of eligible applicants exceeds the number of places available, applications will be

ranked according to such criteria as academic merit, interview, and language skills.

(36) Students not selected for exchange at their first institution preference will be considered for other preferences or partner institutions.

(37) The International Partnerships & Engagement team is responsible for nominating successful applicants to the host institution by the relevant deadline and assisting the student to complete any further application requirements from the host institution.

Credit

(38) Credit can only be granted in accordance with the University's Credit Procedure or Credit for Non-Award Studies Policy. Credit applications must be finalised prior to travel. Any subsequent variations to study that impact approved credit must be approved by both the host institution and relevant University Faculty, and the International Partnerships & Engagement team must be informed.

(39) For the purposes of applying the approved credit to University courses on successful completion of a program, it is the responsibility of the Study Abroad student to ensure that the University receives an official academic transcript from the host institution. For exchange students, exchange partners will provide the University with official academic transcripts.

Enrolment

(40) The University, through Global Learning, maintains the enrolment of students in their University degrees whilst they are undertaking study abroad or exchange programs.

(41) It is the responsibility of the student and host institution to complete the enrolment at the host institution.

(42) Subject to any study load requirements of the host country and institution, University students must undertake a study load of the equivalent of 12 credit points per semester or 24 credit points over one academic year.

(43) Students seeking to study 9 credit points in a semester must obtain Faculty approval.

(44) A study load of less than 9 credit points in a semester is not permitted.

Travel

(45) Students are required to manage their own travel bookings, and to register the details with the University's International Health and Security Risk Management Provider.

(46) The Global Learning team will provide pre-departure advice to University students participating in Global Learning programs, including advice about:

a. culture, customs and laws in host countries;
b. enrolment and fee requirements; and
c. sources of financial assistance both within the University and externally.

(47) Students must attend pre-departure briefings and complete any requirements of these briefings.

Deferrals and withdrawals

(48) Students who are unable to proceed with their program in the approved intake must re-apply if they defer their place.

(49) University students who commence exchange and wish to withdraw are subject to normal University enrolment

and fees procedures in relation to their University enrolment. Relevant policies and procedures of the host institution also apply.

Short-term programs, including faculty-led study tours and independent short courses

(50) All short-term Global Learning programs will be developed with a focus on demonstrable and course-relevant learning outcomes and will be academically rigorous and appropriate for the level and type of course. Wherever possible and in accordance with relevant University policies, programs are academically recognised, and students receive pre-approved formal credit.

(51) Short-term international mobility programs are typically developed jointly by Global Learning and another internal (for example, a Faculty for Faculty-led study tours) or external (for example, third-party provider, partner institution) party.

(52) Proposals for new Faculty-led activities must be approved by the Faculty Executive Dean.

(53) The development of programs in which a third party delivers a component of the program should also be developed in accordance with the University Partnership Management Framework.

(54) Application and selection processes for short-term programs vary according to the program. Details for each type of program are on the University website.

(55) Student applications will be assessed and approved by the Faculty and the Global Learning team to participate in short-term programs. The Faculty are responsible for academic eligibility criteria and the Global Learning team are responsible for general eligibility criteria.

(56) Deferral of short-term mobility programs may not be possible and will depend on the individual program.

Health, safety and risk management

(57) Students travelling overseas for approved study must register with the University's International Health and Security Risk Management Provider to be able to access the 24-hour emergency assistance.

(58) Serious incidents are managed in accordance with the University's Resilience Management Framework, as well as any relevant local instructions.

(59) Critical incidents and managed in accordance with the University's Resilience Management Framework.

(60) Students who wish to travel to or remain in high-risk ('Level 3 – Reconsider Travel' and Level 4 – Do Not Travel') countries or regions can only do so with the approval of the DVC. In considering travel to high-risk countries or regions, the delegate will consider:

a. advice from governance and specialist risk staff;
b. insurance coverage;
c. the nature of the study and any alternatives;
d. the academic impact on the student if travel is refused;
e. whether a scholarship or other study grant is involved;
f. the student's familiarity with the country, including language skills and support networks; and
g. any advice from DFAT's SmartTraveller website.

(61) Students studying in a country which is declared DFAT advice level 4 will normally be required to return to Australia except in extenuating circumstances as determined by DVC. In such cases, students should follow the advice provided by the University about evacuation arrangements. Failure by students to follow appropriate safety

instructions may constitute grounds for disciplinary action.

(62) Students travelling under a Global Learning program are covered by the University's corporate travel insurance, except for travel to a High-Risk country or region. However, extensive periods of private travel and some personal electronic equipment may not be covered. Full coverage details can be obtained from insurance@canberra.edu.au.

(63) Risks are identified and managed in accordance with the University risk management framework. Global Learning maintains a Global Learning Risk Register through which the key risks are identified, and outlining any actions to prevent such risks or manage them should they arise.

Student conduct and grievances

(64) University Students participating in Global Learning programs must abide by the rules and requirements of the partner institution, program provider or host party, and the laws and regulations of the country in which the program is held.

(65) Students remain subject to the University of Canberra (Student Conduct) Rules 2023 and policies listed under the 'relevant documents' heading.

(66) A student's participation in the IMP may be terminated by the host institution or the University if they:

a. breach any law or regulation in the host institution's jurisdiction; or
b. breach the University of Canberra (Student Conduct) Rules 2023.

(67) Students whose participation in an IMP is terminated on the grounds of Clause 66:

a. must return to Australia at their own expense; and
b. may be required to repay any funding provided by the University or another funding body which supported their participation in the program.

(68) Overseas students participating in IMPs are bound by all applicable University statutes, rules, policies and procedures.

(69) Student complaints and appeals relating to student mobility programs will be dealt with under the Student Grievance Resolution Policy.

Recordkeeping

(70) All IMP records will be retained in accordance with the University's DITM and Records Management Policy Manual.

Section 4 - Responsibilities:

WHO	RESPONSIBILITIES
Deputy Vice-Chancellor (DVC)	• Approving and execute an: ◦ exchange agreement with a partner institution; ◦ external provider contract for delivery of a program; and ◦ international travel to or remaining in a 'High Risk' countries or regions for staff or students.
Director, Partnerships & Engagement	• Determining strategic direction of International mobility programming at University. • 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 of the University's international mobility, including to: ◦ maintain records of exchange partners, students participating in Global Learning programs, and student mobility targets; ◦ maintain web content; ◦ process outbound program applications; ◦ review inbound program nominations; ◦ promote international mobility programs; ◦ facilitate inbound-outbound integration activities; ◦ advise 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 assisting 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 Partnerships database and implementation of the Partnerships Management Framework.
Chief Operating Officer and Vice-President Operations	• Reviewing the University 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 Security & Medical Provider contracts. • Assisting students with Insurance matter.
Faculties	• Executive Dean: Approving faculty-led mobility programs ensuring that design, academic content and implementation comply with University policy. • 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 consulting with the International Partnerships & Engagement team and Associate Dean, International, develop international mobility programs. • Head of School/Program Director/Unit Convener: Approving a student to participate in Global Learning program; assess requests for credit in accordance with the University's Credit Procedure; consider student requests to extend time overseas in conjunction with the International Partnerships & Engagement team and the 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 contracted International Security & Medical Provider and maintain up-to-date travel details within the associated App, following the travel advice from the DFAT SmartTraveller website, and following 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 University. • Keeping contact details up-to date via MyUC.

WHO	RESPONSIBILITIES
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. • Setting fees for inbound study abroad programs. • Issuing transcripts for inbound students upon completion of the program.

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 University whilst continuing to pay tuition fees to the home institution (exchange partner institution); or • Outbound exchange: a University student studies at an exchange partner institution whilst paying tuition fees to University and receiving credit for this study towards the University Award Course.
Exchange Partner Institution	Overseas education institutions with which the University has established formal exchange arrangements allowing University students to study at the partner institution and partner institution students to study at 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 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 Global Learning 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: 1. 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. 2. 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 University ("inbound study abroad"). Tuition fees are paid by the student directly to the University. University students 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

Status	Historic
Effective Date	1st January 2025
Review Date	1st January 2030
Approval Authority	Pro Vice-Chancellor, Future Students
Approval Date	8th August 2024
Expiry Date	13th April 2025
Custodian	Michelle Lincoln Deputy Vice-Chancellor
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