

# International Mobility (for students) Policy

## Section 1 - Purpose

(1) This Policy sets out the principles for managing the University of Canberra's (University) student mobility programs.

## Section 2 - Scope

(2) This policy applies to all student enrolled in entities within the University undertaking a portion of their courses of study internationally to fulfill their course requirements, including formal student exchange programs, study abroad, Australian Institute for Mobility Overseas (AIM), other short-term programs, international study tours, field trips, international Work Integrated Learning, and research activities.

## Section 3 - Principles

(3) The University regards engagement with the world around as a strategic priority. By providing students with opportunities to take a portion of their study internationally, the University helps to prepare them for work in a culturally diverse and international environment.

(4) The health and safety of students travelling internationally for study is paramount. Accordingly, travel advice and warnings issued by the Department of Foreign Affairs (DFAT) will be applied. The University may also deem other locations to be of very high or extreme risk. Students will not normally be permitted to travel to countries or regions assessed as Risk Category 3 and will only be permitted to travel to or remain in countries or regions assessed as Risk Category 4 in extenuating circumstances. Details and approving authorities are set out in Schedule 1.

(5) The University will provide comprehensive pre-departure advice regarding health, welfare and security to all students participating in international mobility programs and activities including advice about culture, customs and laws in the host countries, travel insurance security and emergency requirements and contacts.

(6) The University expects students to respect the culture, customs and laws of their host institutions and the broader community. Students whose behaviour is unsatisfactory may be recalled to Australia.

(7) To enhance the management of travel risks and crisis response, the University has an agreement with a medical and security risk management and assistance company. Students travelling overseas for approved study have access to the 24 hour emergency contact number for assistance in emergencies. Crises and critical incidents will be managed in accordance with the University's crisis and critical student incident management policies.

(8) The University will monitor international incidents and may require students to return to Australia if the remaining in the location is deemed to be dangerous. Failure by students to follow appropriate safety instructions may constitute grounds for disciplinary action.

### Study Abroad and Student Exchange Programs.

(9) To be eligible for selection for Study Abroad and Student Exchange Programs, students must be enrolled full-time

and have successfully completed two semesters of undergraduate study with a Grade Point Average (GPA) of 4.5 or above. They must also be able to demonstrate that they have the skills to manage a new and challenging social environment.

(10) Students wishing to participate in exchange programs in their final semester of study should seek advice from the International Partnerships & Engagement about possible delays to graduation.

(11) The University will advise students about enrolment and payment requirements, study programs to be undertaken by exchange and study abroad students at the host institution and any sources of financial assistance both within the University and externally such as [OS-HELP](#).

(12) The University will maintain a list of students participating in international exchange programs.

## **Higher Degree by Research Students**

(13) Proposals to undertake research in countries of regions identified as Risk Category 3 or 4 will only be approved in extenuating circumstances.

(14) The University may provide some funding to support research students' travel in accordance with Higher Degrees by Research policies & procedures.

## **International Work Integrated Learning**

(15) The University will advise any students undertaking international Work Integrated Learning (WIL) programs about professional indemnity insurance and any other requirements such as police checks prior to departure.

## **International Field Trips**

(16) The University's [Field Trip Policy](#) and [Field Trip Procedure](#) identifies any additional requirements for international field trips.

## **Student Responsibilities**

(17) All students participating in mobility programs will be responsible for:

- a. informing themselves about cultural, legal and behavioural requirements in their host country and respecting those requirements;
- b. ensuring that they have adequate health and travel insurance;
- c. seeking medical advice about vaccinations and other health matters prior to departure;
- d. ensuring that they have a valid passport and visa;
- e. ensuring they are registered with the University's medical and security risk management and assistance company;
- f. registering with DFAT and regularly checking DFAT's [Smartraveller](#) website and following any travel advice. Non-Australian citizens should register with their respective embassy/country DFAT equivalent websites where available;
- g. ensuring they have the University's approval for their program;
- h. attending pre-departure briefings and completing any required documentation; and
- i. following safety instructions, including returning to Australia if directed by the University.

(18) Students enrolled in Student Exchange Programs will also be responsible for:

- a. seeking their Course Convener's approval for their proposed study program;

- b. ensuring they are correctly enrolled;
- c. respecting the local customs, rules and laws at their host institutions and within the broader community; and
- d. applying to have units undertaken at host universities credited to their courses on return from exchange.

## Section 4 - Responsibilities

Role	Action
Vice-Chancellor	<ul style="list-style-type: none"> <li>Consider requests for travel to countries or regions for which there is a DFAT Risk Category 4 warning.</li> <li>Consider any student requests to remain in countries or regions where a Risk Category 4 warning has been issued.</li> </ul>
Deputy Vice-Chancellor	<ul style="list-style-type: none"> <li>Consider requests for travel to countries or regions for which there is a DFAT Risk Category 3 warning.</li> <li>Consider any student requests to remain in countries or regions where Risk Category 3 warning has been issued.</li> <li>Monitor international incidents and require students to return to Australia if remaining in the location is considered dangerous.</li> </ul>
Deans	<ul style="list-style-type: none"> <li>Ensure that staff comply with these procedures.</li> <li>Approval proposals for international travel for study other than Study Abroad and Student Exchange.</li> <li>Ensure that any requests for travel to Risk Category 3 or 4 countries are dealt with in accordance with these procedures.</li> </ul>
Associate Deans, International	<ul style="list-style-type: none"> <li>Investigate opportunities to expand options for domestic students to take a portion of their study internationally.</li> <li>Brief students prior to departure on international study using information prepared by the International Partnerships &amp; Engagement Office.</li> </ul>
Course Conveners	<ul style="list-style-type: none"> <li>Approve study programs for students participating in Study Abroad and Student Exchange programs prior to departure.</li> <li>Where this is not undertaken by the Associate Dean, International, brief students prior to departure on international study using information prepared by the International Partnerships &amp; Engagement Office.</li> </ul>
Unit Conveners	Refer requests for international study to their Course Conveners.
Heads of Research Centres	<ul style="list-style-type: none"> <li>Ensure any requests for travel to countries or regions for which DFAT Risk categories 3 or 4 have been issued are dealt with according to these procedures.</li> <li>Brief students prior to departure.</li> </ul>
Chairs of Research Student Supervisory Panels	Ensure that proposals to conduct research in countries or regions for which DFAT Risk Category warnings 3 or 4 have been issued are dealt with in according with these procedures.
Appropriate officer	Enter details of approved student travel into the International SOS database.
Manager, Global Learning and Scholarships	<ul style="list-style-type: none"> <li>Assess applications for Study Abroad and Student Exchange Programs in accordance with the <a href="#">International Mobility (for students) Policy</a>.</li> <li>Provide pre-departure briefings to students participating in Study Abroad and Exchange programs.</li> <li>Provide written advice for staff who are responsible for pre-departure briefings to students travelling overseas for other forms of study.</li> <li>Ensure that details of approved travel for Study Abroad and Student Exchange programs are registered with the University's medical, security and emergency support provider.</li> </ul>
Director, Risk and Audit	Provide and maintain a website about insurance, travel risk management and emergency arrangements.

Role	Action
All students	<ul style="list-style-type: none"> <li>• Ensure that the University has approved their program for international study before travelling.</li> <li>• Inform themselves about cultural, legal and behavioural requirements in their host country and respect those requirements.</li> <li>• Check whether they are fully covered under the University's corporate travel insurance and if not, organise alternative cover.</li> <li>• Seek medical advice about vaccinations and other health matters prior to departure.</li> <li>• Ensure they have a valid passport and visa.</li> <li>• Ensure that they are registered with the University's medical, security and emergency support provider.</li> <li>• Register with DFAT and regularly check the DFAT <a href="#">Smartraveller</a> website.</li> <li>• Non-Australian citizens should register with their respective embassy/country DFAT equivalents where available.</li> <li>• Attend pre-departure briefings and complete any required documentation.</li> <li>• Keep contact details up-to date on Callista.</li> </ul>
Students enrolled in International Student Exchange Programs must also	<ul style="list-style-type: none"> <li>• Seek their Course Convener's approval for their proposed study program.</li> <li>• Ensure that they are correctly enrolled.</li> <li>• Apply to have units undertaken at host universities credited to their courses on return to Australia.</li> </ul>

## Section 5 - Procedure

(19) Refer to [International Mobility \(for students\) Procedure](#).

## Section 6 - Definitions

Terms	Definitions
International Field Trip	Field trips are approved learning activities Undertaken at an overseas destination. Academic staff generally accompany students.
Grade Point Average (GPA)	A GPA is an indicator of a student's academic success.
Student Exchange Program	A Student Exchange Program is a period of study undertaken at an international university with which the University has a formal partnership. Units undertaken at the host institution are credited to the student's course.
Study Abroad	Study Abroad refers to study undertaken at an international education provider which has no formal exchange partnership with the University. Units undertaken may be credited to a student's course subject to the Course Convener's approval.
Short Term Study	A short term study of a few weeks duration may be undertaken through organisations such as the Australian Institute for Mobility Overseas (AIM).
Study Tour	A study tour would normally be organised by an academic staff member(s) who may accompany students.
International Work Integrated Learning (WIL) Placement	This refers to a placement or internship undertaken in an international location with the prior approval of the Unit Convener.
Research activities	Activities may include international conference attendance, field work and data collection.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	18th April 2023
<b>Review Date</b>	18th April 2023
<b>Approval Authority</b>	Vice-Chancellor
<b>Approval Date</b>	18th April 2023
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<b>Custodian</b>	Michelle Lincoln Deputy Vice-Chancellor
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