

International Mobility (for students) Procedure

Section 1 - Purpose

(1) To be read in conjunction with the [International Mobility \(for students\) Policy](#).

Section 2 - Scope

(2) This Procedure applies to all students of the University of Canberra (University) who are undertaking a portion of their study internationally.

Section 3 - Policy

(3) Refert to [International Mobility \(for students\) Policy](#).

Section 4 - Procedure

(4) Faculties and Research Centres will, where possible, provide students with opportunities to study overseas via student exchange and study abroad programs, intensive units of study in off-shore programs, work integrated learning, field trips, study tours or research.

(5) Students, other than Higher Degree by Research (HDR) students attached to a University research centre, must lodge applications for international study with their faculties in the first instance in accordance with relevant faculty procedures.

(6) Higher degree by research students attached to a University research centre must lodge applications for international study with the research centre.

(7) Students must include a detailed travel itinerary with their applications for international study. Students who are applying for student exchange or study abroad programs must also include copies of course outlines and unit descriptions of their proposed study.

(8) Students applying for student exchange and study abroad programs should seek approval from their faculties before lodging their applications with the International Partnerships & Engagement. For further information see [Study Abroad](#).

(9) The International Partnerships & Engagement Office will assess applications for study abroad and student exchange programs in accordance with the criteria set out in the [International Mobility \(for students\) Policy](#).

(10) Students who wish to travel to countries or regions assessed as Risk Categories 3 or 4 should check travel warnings issued by the Department of Foreign Affairs [Smartraveller](#), and must complete a risk assessment.

(11) Faculties must approve all student requests for international study except where the student is a HDR student and is attached to a University research centre. Travel for HDR students must be approved by head of the research

centre.

(12) Faculties will forward approved student requests for international study abroad and exchange programs to the International Partnerships & Engagement.

(13) Students are encouraged to book their travel through the University's travel management company to ensure they are registered with the University's medical, security and emergency support provider. Students who book travel through other travel companies must arrange for their travel to be registered with the emergency support provider. In an emergency the provider will assist students, advise the University of their whereabouts and discuss assistance measures to be taken.

(14) Students travelling for approved student purposes are generally covered by the University's corporate travel insurance but should check the Insurance website for details of coverage. Extensive periods of private travel and some personal electronic equipment may not be covered.

(15) Staff responsible for approving requests for studying internationally will check DFAT Travel warnings. Requests to study in countries or regions assessed as Risk Category 3 (Reassess your need to travel) should not normally be supported. Exceptions need to be approved by the Deputy Vice-Chancellor. Requests to study in countries or regions assessed as Risk Category 4 (Do not travel) may only be supported in extenuating circumstances. The Vice-Chancellor must approve any requests for travel to Risk Category 4 areas.

(16) In considering any student requests to travel to Risk Category 3 countries or regions the Deputy Vice-Chancellor will take into account:

- a. advice from the Risk & Safety regarding insurance;
- b. the nature of the study and whether there are alternatives;
- c. the impact on the student academically if travel is refused;
- d. whether a research grant, scholarship or other study grant is involved;
- e. the student's familiarity with the country or region, including language skills and support networks; and
- f. any advice from the University's medical, security and emergency support provider.

(17) In considering any student requests to travel to Risk Category 4 countries or regions the Vice-Chancellor will take into account:

- a. advice from the Risk & Safety regarding insurance;
- b. any advice from the University's medical, security and emergency support provider;
- c. the nature of the study and whether there are alternatives;
- d. the impact on the student academically if travel is refused;
- e. whether a research grant, scholarship or other study grant is involved;
- f. the student's familiarity with the country or region, including language skills and support networks; and
- g. Faculties may be asked to pay for any special insurance cover for travel to Risk Category 4 countries.)

(18) Students must register with DFAT and regularly check the [Smartraveller](#) website for information about changes to travel warnings. Non-Australian citizens should register with their respective embassy/country DFAT equivalent.

(19) Students who are studying in a country or region which is declared Risk Category 4 will normally be required to return to Australia. In such cases, they should follow the advice provided by the University's medical, security and emergency support provider about evacuation arrangements. In extenuating circumstances such as the student having family in the area or region, the Vice-Chancellor may allow the student to remain.

(20) The Risk & Safety will provide advice about arrangements for insurance, health, welfare, security and emergency

arrangements.

(21) The International Partnerships & Engagement Office will provide comprehensive pre-departure advice to students participating in international student exchange and study abroad programs, including:

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

(22) The International Partnerships & Engagement Office will prepare written advice for faculties and research centres to use in pre-departure briefings.

(23) Faculties and research centres will provide pre-departure advice to students participating in other forms of international study using information prepared by the International Partnerships & Engagement Office. For students undertaking work integrated learning programs the advice will include any requirements for professional indemnity insurance and police checks.

(24) Students must attend pre departure briefings to demonstrate their preparedness for international travel.

(25) Students must keep their contact details up-to date on Callista to ensure they can be contacted in an emergency.

(26) Students must follow the local customs, rules and laws at their host institutions (where applicable) and within the broader community. Students who fail to do so may be recalled to Australia, at their own expense, without completing their studies.

Section 5 - Responsibilities

Role	Action
Vice-Chancellor	<ul style="list-style-type: none">• Consider requests for travel to countries or regions for which there is a DFAT Risk Category 4 warning.• Consider any student requests to remain in countries or regions where a Risk Category 4 warning has been issued.
Deputy Vice-Chancellor	<ul style="list-style-type: none">• Consider requests for travel to countries or regions for which there is a DFAT Risk Category 3 warning.• Consider any student requests to remain in countries or regions where Risk Category 3 warning has been issued.• Monitor international incidents and require students to return to Australia if remaining in the location is considered dangerous.
Deans	<ul style="list-style-type: none">• Ensure that staff comply with these procedures.• Approval proposals for international travel for study other than Study Abroad and Student Exchange.• Ensure that any requests for travel to Risk Category 3 or 4 countries are dealt with in accordance with these procedures.
Associate Deans, International	<ul style="list-style-type: none">• Investigate opportunities to expand options for domestic students to take a portion of their study internationally.• Brief students prior to departure on international study using information prepared by the International Partnerships & Engagement Office.
Course Conveners	<ul style="list-style-type: none">• Approve study programs for students participating in Study Abroad and Student Exchange programs prior to departure.• 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 & Engagement Office.
Unit Conveners	Refer requests for international study to their Course Conveners.

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

Status and Details

Status	Historic
Effective Date	18th April 2023
Review Date	18th April 2023
Approval Authority	Vice-Chancellor
Approval Date	18th April 2023
Expiry Date	31st December 2024
Custodian	Michelle Lincoln Deputy Vice-Chancellor
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