

# Student Mobility

**POLICY NO:** A-36.7

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## **AMENDMENTS:**

- Registrar - August 1998
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- Academic Board - 2003/8/150
- Director: Student and Academic Services - May 2005
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- Academic Board – May 2009

**REFERENCE AUTHORITY:** Pro Vice Chancellor & Vice President: International & Development

## **CROSS-REFERENCES:**

- Higher Education Support Act 2003
- Administrative Information for Providers: Student Support, May 2008
- A-47: Student Fees and Loans
- C-17: Student Grievances Resolution

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## **Preamble**

Student mobility programs are offered at the University of South Australia to foster internationalisation and create partnerships with overseas universities and education providers. They are designed to offer academic and intellectual benefit through the exchange of students between the University of South Australia and overseas institutions. Mobility programs may include, but are not exclusively, formal Student Exchange Programs, study abroad, short term study or short term study placement, study tours and schemes such as the Hawke Ambassador International Volunteer Program. This policy describes the administrative arrangements for the approval and management of all programs associated with student mobility.

The selection criteria for student mobility programs and UniSA travel grants are described in Appendix A of this document. The value of UniSA travel grants are reviewed periodically by UniSA International and may be found at [Travel Grants, Scholarships, OS-Help and Finances](#).

## **Definitions**

### **Exchange Student**

An exchange student is a domestic or international student who participates in a Student Exchange Program that has been formally agreed between the University of South Australia and an overseas university or education provider.

### **Home Institution**

The home institution is the institution where a student is formally admitted to a program of study, that is, the institution where the student undertakes the major portion of their studies and from where the student will graduate.

### **Host Institution**

The host institution is the institution where a student participates in a Mobility Program. Where there is no formal exchange agreement, the study undertaken at the host institution may be negotiated as credit towards an academic award of the home institution.

### **Exchange Agreement**

An Exchange Agreement is an international agreement that has been formalised between the University of South Australia and an overseas University or partner institution. The exchange agreement must be based on principles of equity and reciprocal benefit and include a schedule that articulates the specific details of the Program

### **Exchange Program**

A Student Exchange program is a full study period exchange that is extended to domestic and international students to provide an opportunity for study at an overseas institution with an international exchange agreement.

### **Hawke Ambassador Program**

The Hawke Ambassador Program is typically 18 units (usually one study period) which may be counted towards nominated Bachelor degree programs. Students are based within an international non-government organisation (NGO), usually in an overseas location and work as volunteers rather than undertaking formal study at an overseas university.

### **Short Term Study or Placement**

Short term study or placement is available to undergraduate and postgraduate students and is designed to provide students with an international perspective to their program of study. Short term study or a short term placement is a negotiated path of study which must be approved by a Program Director. Students are eligible to apply for a UniSA travel grant if a minimum of 4.5 units of credit transfer have been approved.

### **Student Mobility**

Student Mobility is the UniSA term used to describe programs that are designed for students to foster internationalisation and create partnerships with overseas universities and education providers.

### **Study Abroad**

Study Abroad enables students to study with an overseas provider when there is no formal exchange agreement. Domestic (outgoing) students who undertake study abroad are eligible to apply for OS-HELP) but will be under the fee regime of the overseas institution in which they enrol. International (incoming) study abroad students are charged a fixed tuition fee for each study period, independent of load and the fee is set annually. The conditions that apply to OS-HELP are described in [Policy A-47: Student Fees and Loans](#).

### **Study Tour**

Study tours are usually organised by a School or an academic staff member who may also be an accompanying participant on the study tour. Undergraduate and postgraduate (coursework) students who undertake study tours that have approved credit transfer are eligible to apply for a UniSA travel grant.

### **UniSA Travel Grants**

Travel grants are available to undergraduate and postgraduate students who are approved to participate in UniSA student mobility programs. In certain circumstances that have been approved by a School or a Division a travel grant may be made available to a transnational student. Travel grants are administered by UniSA International and full details may be found at [Travel Grants, Scholarships, OS-Help and Finance](#).

## Policy

1. The arrangements for student mobility programs may be negotiated and documented through formal institution-to-institution exchange agreements, through individual agreements for short-term study or study tours, or through the Hawke Ambassador program as described below.
2. Where student mobility involves travel to countries where the [Department of Foreign Affairs and Trade](#) (DFAT) travel warning is 'reconsider your need to travel', the final approval of the mobility program and approval of a UniSA travel grant will be at the discretion of the Pro Vice Chancellor: International and Development.
3. Students who work with voluntary organisations through mobility programs such as the Hawke Ambassador program must adhere to the rules and plans of that agency in the event of any emergency which may occur.
4. UniSA International, in consultation with Divisions and Schools, will establish and maintain a register of all exchange partners.
5. UniSA International will also maintain a central record of the number of students who participate in student mobility programs. This resource may be made available to Heads of Schools and Division Managers.
6. UniSA International will ensure that current and comprehensive information about the types of funding available to students is accessible on the UniSA International website.
7. Students who undertake a second student exchange program and have received a UniSA travel grant are not eligible for a second travel grant.
8. Approval for a student to undertake a Student Mobility Program will be granted subject to the selection criteria, detailed in Appendix A of this policy, and to the availability of places.
9. **Formal student exchange programs**
  - 9.1 Institution to Institution Exchange Agreements are authorised and approved by the Director: UniSA international and such exchanges are available to all onshore students (domestic and international) of the University of South Australia who wish to participate in a Student Exchange Program.
  - 9.2 Division Student Exchange Agreements are authorised and approved by the Division Pro Vice Chancellor and are normally available only to students enrolled in programs of that Division.
  - 9.3 The delivery of Student Exchange Programs will be cost neutral to the University of South Australia and balanced by the number of students who participate during the life of an Exchange Agreement.
  - 9.4 An Exchange program will involve at least one study period of full-time study, and will be applied as credit transfer to the student's record of study at UniSA.
  - 9.5 An International or Division Exchange Agreement must be in place before a student may apply to participate in a Student Exchange Program at a host institution

- 9.6 Students who enrol in a student mobility program within a formal exchange agreement must enrol in 'exchange' units prior to departure overseas to be Commonwealth supported and obtain HECS-HELP or FEE-HELP assistance.

## **10 Study Abroad, Short term study or study tours**

- 10.1 Study Abroad, short term study placements or study tours do not require a specific agreement between an international provider and UniSA. However, students who are approved to participate in study abroad and wish to seek credit transfer must negotiate their study program with a Program Director prior to departure.
- 10.2 Students who are travelling abroad to undertake a clinical placement must be aware of the insurance requirements of the overseas venue, particularly in relation to medical malpractice. In such cases there must be a signed Placement/Affiliation Agreement in place with the host organisation, or, if the activity involves research, confirmation of cover for the Research Project or Fieldwork. The University does not hold Medical Malpractice Insurance cover for such activities in North America.

## **11. Hawke Ambassador International Volunteer Experience Program**

- 11.1 The Hawke Ambassador Program is worth 18 units (typically one semester of full-time study) and is available to 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year students in nominated Bachelor degrees. The Hawke Ambassador International Volunteer Experience Program differs from traditional international exchange or study abroad programs in that students are based within an international non-government organisation (NGO), usually in an overseas location and working as a volunteer, rather than undertaking formal study at an overseas university.

## **12. UniSA Travel Grants**

- 12.1 UniSA students who have been selected to participate in student mobility programs are eligible to apply for UniSA travel grants.
- 12.2 Postgraduate students undertaking a Doctoral degree (Ph.D. or Research Professional Doctorate) may participate in a student mobility program and are eligible to apply for a UniSA travel grant to support their work with a research institution or industry partner in an overseas location.

## **13. Application**

- 13.1 Students who participate in student mobility programs should:
- demonstrate empathy and understanding of cultural difference
  - have good health or a manageable health condition, and in the case of a medical condition, provide a certificate from a registered medical practitioner indicating they would be able to participate in the program, and
  - demonstrate excellent personal skills.
- 13.2 Students who are accepted for mobility programs must negotiate credit arrangements with their Program Director as part of the application process, and before they leave Australia.

## **14. Appeals**

- 14.1 University policy [C.17: Student Grievances Resolution](#) applies to grievances about decisions arising from this policy.

## Procedures

### 15. Administration

- 15.1 UniSA students will be considered for a student mobility program provided that:
- the admission standards of the host institution (including language proficiency standards) are met;
  - the applicant is currently a student of the University of South Australia;
  - the applicant agrees to be responsible for all extra costs that are not covered by a UniSA travel grant (extra costs may include travel, accommodation and insurance expenses);
  - the applicant must agree to enrol at the host institution for a period of study as described in the mobility plan (that is, no less than one study period and no more than two study periods for exchange programs);
  - the applicant must agree to abide by the rules and regulations of the host institution or placement provider.
- 15.2 If available places at a host institution are insufficient to meet demand, then eligible students will be ranked according to their academic merit and may be offered a second preference, if one is available.
- 15.3 Students who have been accepted into an approved student exchange program must check myEnrolment to ensure their exchange units have been included on their record of study.
- 15.4 Domestic students (Commonwealth supported and full fee paying) who have been approved for a Study Abroad program must submit a leave of absence form to Campus Central.
- 15.5 UniSA International will:
- inform the student which travel grant is available for their student mobility plan;
  - provide advice on the financial commitment required by students who undertake study at an overseas location;
  - provide the student with general advice about travel, health insurance, and visa requirements;
  - provide the student with the required Student Mobility Program documentation;
  - provide the student with a copy of this policy;
  - where there is a formal exchange agreement, confirm with the student and the Program Director if the application has been approved by the host institution, and
  - lodge the Student Exchange program enrolment with Campus Central, including details of the program and the host institution, for recording in the student record system.

### 16. Incoming Students

- 16.1 International students at participating overseas universities or partner institutions who wish to enrol in a UniSA student exchange program must apply through their home institution.
- 16.2 The process of admission, enrolment and orientation for incoming exchange students is managed by UniSA International in the same way as for full fee paying international students.
- 16.3 When a UniSA international exchange offer is approved, it is offered by the home institution and a formal acceptance from the student is required by the host institution.

- 16.4 Incoming exchange students are responsible for maintaining a full-time enrolment while studying, in accordance with their visa requirements.
- 16.5 Incoming exchange students must negotiate any change of enrolment with their home institution and when approval is received they may then request Campus Central to process a change of enrolment.
- 16.6 On completion of a UniSA Student Exchange Program a transcript is sent to the student's home institution by UniSA International.

## **17. Change of Circumstances**

- 17.1 If an approved Student Exchange Program, or agreed student mobility study plan is changed:
  - a. the student must notify UniSA International and their Program Director that an enrolment change is requested
  - b. a new study plan will be agreed between the student and the Program Director
  - c. the Program Director will confirm the new study plan with UniSA International
  - d. in the case of an exchange student, UniSA International will liaise with Campus Central to facilitate an amendment to enrolment
  - e. UniSA International will confirm the amended enrolment with the host institution and the student
  - f. where an enrolment is amended significantly the student may be required to repay all or part of the financial assistance provided under the UniSA travel grant scheme. The decision to request the return of travel grant money will be at the discretion of UniSA International.

## **18 Pastoral Care**

- 18.1 The care and well being of students on exchange programs will be monitored by UniSA International in consultation with the Learning and Teaching Unit, the Program Director and the relevant Division as appropriate.

## **19. Program Completion**

- 19.1 On successful completion of a student mobility program, students must provide a transcript from the overseas education provider to UniSA International for forwarding to the Program Director for approval of the final grades, or confirmation of a credit agreement.
- 19.2 Students are requested to complete a Returned Student Report, the template being located at the [Student Exchange and Study Abroad website](#).
- 19.3 A Non Graded pass (NG) or Fail (F) grade will be assigned to a student exchange program. UniSA International, in co-operation with the Program Director, will ensure the grades are entered in the student record system.
- 19.4 In some circumstances, at the discretion of the Program Director, where a student has successfully completed fewer than the required units in a Student Exchange Program, a Terminating Pass may be awarded for the incomplete or failed units.

## Appendix A

Student Mobility Type	Criteria	Conditions	Travel Grant/ Tuition Fees	Application
<p><u>Full Study Period Undergraduate Exchange.</u></p> <p>Students must attend one of the nominated partner universities.</p> <p>International students may apply but may not exchange to their home country.</p>	<ul style="list-style-type: none"> <li>➤ Grade point average of 4 or above.</li> <li>➤ No more than 9 failed units in their current program.</li> <li>➤ Completed and passed at least 36 units at the point of application (including not more than 18 units of credit).</li> </ul>	<ul style="list-style-type: none"> <li>➤ Minimum enrolment of 13.5 units with the Exchange partner.</li> <li>➤ Maximum enrolment of 18 units with the Exchange partner.</li> <li>➤ Program Director approval.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Yes</li> <li>➤ May be commonwealth supported or full fee paying domestic or international status.</li> </ul>	<p>Students must lodge an application – details may be found at <a href="#">Student Exchange and Study Abroad</a></p>
<p><u>Full Study Period Postgraduate Exchange</u></p> <p>Students must be enrolled in a Masters or Graduate Diploma by coursework and must enrol at one of the nominated partner universities.</p>	<ul style="list-style-type: none"> <li>➤ Completion of a Bachelor or equivalent undergraduate program.</li> <li>➤ Completed and passed at least 9 units of study in their current program at the point of application.</li> <li>➤ No more than 9 failed units in the program of current enrolment.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Minimum enrolment of 13.5 units with the Exchange partner.</li> <li>➤ Maximum enrolment of 18 units with the exchange partner.</li> <li>➤ Program Director approval.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Yes</li> <li>➤ UniSA postgraduate tuition fees apply to domestic students.</li> </ul>	<p>Students must lodge an application – details may be found at <a href="#">Student Exchange and Study Abroad</a></p>
<p><u>Short term study or short term placement</u></p> <p>Undergraduate and postgraduate (coursework) students are eligible to apply.</p>	<ul style="list-style-type: none"> <li>➤ <u>Undergraduate</u> students should have completed and passed at least 36 units in their current program at the point of application (including not more than 18 units of credit).</li> <li>➤ No more than 9 failed units in their current program.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Program Director approval that minimum credit of 4.5 units will be granted towards the current program.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Yes</li> <li>➤ <u>UG students</u> may be Commonwealth supported or full fee paying domestic or international students.</li> <li>➤ <u>PG student</u> tuition fees will apply and be paid to the</li> </ul>	<p>Students must lodge an application – details may be found at <a href="#">Student Exchange and Study Abroad</a></p>

Student Mobility Type	Criteria	Conditions	Travel Grant/ Tuition Fees	Application
	<ul style="list-style-type: none"> <li>➤ GPA of 4 or above.</li>   <li>➤ <u>Postgraduate</u> students should have completed and passed at least 9 units in their current program at the point of application.</li> </ul>		student's home institution.	
<p><u>Study Tour</u></p> <p>Undergraduate and postgraduate (coursework) students travelling to study overseas are eligible for a UniSA Study Grant.</p>	<ul style="list-style-type: none"> <li>➤ <u>Undergraduate</u> students should have completed and passed at least 36 units in their current program (including not more than 18 units of credit).</li> <li>➤ No more than 9 failed units in their current program.</li> <li>➤ GPA of 4 or above.</li> <li>➤ <u>Postgraduate</u> students should have completed and passed at least 9 units in their current program.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Program Director approval that minimum credit of 4.5 units will be granted towards the current program.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Yes</li> <li>➤ <u>UG</u> students may be Commonwealth supported or full fee paying domestic or international students.</li>   <li><u>PG student</u> tuition fees will apply and be paid to the student's home institution.</li> </ul>	Students must lodge an application – details may be found at <a href="#">Student Exchange and Study Abroad</a>

Student Mobility Type	Criteria	Conditions	Travel Grant/ Tuition Fees	Application
<p><u>Hawke Ambassador International Volunteer Experience Program</u></p> <p>Available to students in specific programs.</p> <p>Bachelor of Arts (International Studies)</p> <p>Bachelor Applied Languages and Intercultural Communication</p> <p>International Study programs that have double degree programs in, but are not be limited to:</p> <ul style="list-style-type: none"> <li>▪ International Business</li> <li>▪ Management</li> <li>▪ Marketing</li> <li>▪ Journalism</li> <li>▪ Social Work and Social Policy</li> </ul> <p><u>Note:</u> The program is not available to part-time or external students.</p>	<ul style="list-style-type: none"> <li>➤ Completed 36 units of study.</li> <li>➤ Prior to departure completed the courses: Introduction to International Relations (POLI 1010), or equivalent and Intercultural Communication (LANG 1054).</li> <li>➤ No more than 9 failed units in their current program.</li> <li>➤ A minimum Grade Point Average of 4 or above.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Program Director approval.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Yes</li> <li>➤ <u>UG students</u> may be Commonwealth supported or full fee paying domestic or international students.</li> <li>➤ <u>PG student</u> tuition fees will apply and be paid to the student's home institution.</li> </ul>	<p>Students must lodge an application – details may be found at <a href="#">Student Exchange and Study Abroad</a></p>

<p><u>Study Abroad</u></p> <p>Domestic and international students may participate in Study Abroad programs.</p>	<ul style="list-style-type: none"> <li>➤ Domestic students (outgoing) must comply with the application and admission requirements of the host institution.</li> <li>➤ Domestic students must take leave of absence for the duration of the study abroad program.</li> <li>➤ International students (incoming) must meet the application and admission requirements of UniSA.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Domestic students must negotiate with their Program Director to seek approval to participate in Study Abroad and, where appropriate, to negotiate credit transfer.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Yes/UniSA students are eligible to apply for a UniSA travel grant but must comply with the fee regime of the host institution.</li> <li>➤ International Students are not eligible for UniSA travel grants, and must pay a set fee that is determined by UniSA. (Refer to <a href="#">A-47 Student Fees and Loans Policy</a>)</li> </ul>	<p>Students must lodge an application – details may be found at <a href="#">Student Exchange and Study Abroad</a></p>
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