

UNIVERSITY MOBILITY AND EXCHANGE POLICY

Document Type:	Policy
Administering Entity:	Academic Board
Records Management System Number:	ABC11/122
Date Endorsed by Academic Board:	21 March 2011
Date Approved by Council:	11 April 2011
Indicative Time for Review:	Five years from approval date
Responsibility for Review:	ABTLC
Related Documents:	Special Studies Program Policy University Mobility and Exchange Procedures JMP Rules applying to the Joint Medical Program, which will displace this policy.

1. RATIONALE

- 1.1 Mobility and exchange programs provide a cost-effective opportunity for members of the University to expand their exposure to, and experience of, languages, culture, study and work of other nations and cultures, and is one of the University's strategies pursued to internationalise its membership and its curriculum. Periods of work and/or study in other countries have direct benefits for the participants (including the exchange partners) and indirect benefits for others who come into contact with them and so profit from their experience.
- 1.2 This policy refers to:
 - a. University students who spend a period of time studying at an equivalent institution in another country; and
 - b. students from international partner institutions who spend a period of time studying at the University of New England.
- 1.3. Exchange students are defined as:
 - a. international students who remain enrolled with, and pay tuition fees to, their home institution while studying at the University of New England with the intention of having credit for those studies transferred back to the award in which they are enrolled at their home institution. Such exchange students may not be admitted to UNE awards; or
 - b. UNE students who are enrolled at, and pay tuition fees to, UNE during the period of an overseas exchange with the intention of having credit for those studies transferred back to UNE under specific approvals of their Course Coordinator and Head of School. These include students with mandatory overseas study periods such as those enrolled in languages or international studies.
- 1.4 Study Abroad students are defined as:
 - a. international students who study on a full-fee paying, non-award basis at the University of New England for one semester or a maximum of one academic year. Such Study Abroad students may not be admitted to UNE awards; or
 - b. UNE students who are granted Permission to Enrol Elsewhere for a period of study on a fee-paying basis at an overseas institution with the intention of having credit for those studies transferred back to UNE under specific approvals of their Course Coordinator and Head of School.
- 1.5 **Principles.** The University and its exchange partners:

- a. have a duty of care to ensure that participants have the requisite language skills and are of sufficient merit to study or work successfully; and
 - b. have a duty of care to ensure that participants have sufficient health and repatriation insurance to meet all reasonable eventualities while overseas; and
 - c. have a duty of care to direct participants to sources of information about government guidance for international travellers;
 - d. have a responsibility to ensure that participants have the fullest opportunity to obtain advantage from a period of overseas study either through academic credit (advanced standing) and/or advantageous work and life experiences that enhance the participants' current careers and/or future career prospects.
2. **GOVERNANCE AND MANAGEMENT**
- 2.1 The Mobility and Exchange sub-Committee of the Academic Board Teaching and Learning Committee provides broad oversight of the strategic design, development and review of the Mobility and Exchange Program.
- 2.2 The Chief Development Officer provides broad oversight of the operations of the Mobility and Exchange Program through:
- a. the Directorate of International Marketing and Pathways, which provides operational management of the UNE Exchange program including: administration of exchange agreements and balances; administration of all incoming exchange and Study Abroad students and all non-language based outgoing exchange students; administration of UNE Exchange Scholarships and OS-HELP Loans for all outgoing exchange students; and administration of DEEWR Mobility applications and funding.
 - b. the Directorate of English Language and International Services, which provides coordination of the guidance and support services for international students; and
 - c. cooperation with the Heads of Schools and Course Coordinators, and the Directorate of Student Administration and Services.

Mobility and Exchange sub-Committee

- 2.3 **Membership**
- a. Chair of the Academic Board (or nominee)
 - b. One academic member from each Faculty nominated by the Pro Vice-Chancellor/Dean
 - c. Head of School of Arts (or nominee)
 - d. Director, International Marketing and Pathways (or nominee)
 - e. Director, English Language and International Services (or nominee)
 - f. Secretary (non-voting) provided by the Directorate of International Marketing and Pathways.
- 2.4 **Terms of Reference**
- a. To advertise in appropriate University forums the availability of the Mobility and Exchange Program to University members.
 - b. To promote the Mobility and Exchange Program through input to the University's strategic planning consultative processes.
 - c. To advise the Academic Board through the Teaching and Learning Committee on the broad development, operation and review of the Mobility and Exchange Program.
 - d. To provide input to the Chief Development Officer on the development and operation of the Mobility and Exchange Program.
 - e. To receive and consider reports on current, and nominations for new, Exchange Agreement Partners and make recommendations to the Academic Board on the Agreements' acceptance and continuance.

- f. To facilitate through temporary co-options as required a forum for coordination issues for the operation of the Mobility and Exchange Program.
- g. To meet at least twice annually.
- h. to monitor the reciprocity between UNE and its Agreement partner of participant numbers, and to advise the Academic Board / Teaching and Learning Committee where the numbers appear to be disproportionately advantageous or disadvantageous to either partner.
- i. To formally report annually to the Academic Board on the sub-Committee's work.

3. STUDENT EXCHANGE AGREEMENTS

- 3.1 The University must have in place a student exchange agreement with that partner before the first student covered by that agreement departs from, or arrives in, Australia.
- 3.2 A formal written agreement, for example, a Memorandum of Understanding, is strongly preferred but is not strictly required. An agreement confirmed by email by the Chief Development Officer is sufficient after consultation with the Chair of the Mobility and Exchange sub-Committee.
- 3.3 Exchange agreements for students must:
 - a. involve the reciprocal waiving of tuition fees for courses other than preliminary language training;
 - b. involve both inbound and outbound students;
 - c. cover an approved in-country academic program at the host institution which is full-time and of at least one semester (or equivalent) and no more than two semesters' (or equivalent) duration;
 - d. aim to be approximately equal over the life of an Agreement in participant numbers between UNE and its partner and
 - e. provide that, subject to satisfactory academic progress, a student will receive the applicable academic credit towards the award for which he/she is studying at his/her home institution.

4. OUTBOUND [UNE] STUDENT PARTICIPATION

- 4.1 Students must be enrolled in an appropriate UNE award to be eligible to participate in the Mobility and Exchange Program. Students who have met the graduation requirement for their awards and are awaiting conferment are not permitted to participate.
- 4.2 All domestic course work students (including off-campus students) may participate within the restrictions detailed in the associated Procedures for this policy.
- 4.3 International students who are studying at UNE may be eligible to participate, subject to any restrictions laid down by Commonwealth laws and national guidelines, and any restrictions laid down by the exchange institution and its national laws and regulations. International student fees will remain payable to the University, not to the exchange partner. International students may not participate in an exchange to their home country.
- 4.4 Sponsored international students (e.g. AusAID sponsored students) are not eligible to participate.
- 4.5 Participants must meet all requirements as laid down in the associated Procedures for this policy.
- 4.6 Specific eligibility requirements (such as an exchange agreement for students in specific courses) may be detailed in the various exchange agreements. Where there is sufficient demand to extend the eligibility of an exchange agreement to encompass wider participation, the University may open negotiations with the exchange partner but the collaborative nature of such agreements means that no assurances can be offered that extensions beyond the original agreement's terms will be granted.
- 4.7 **Special Needs Students.** Negotiations will be conducted at a student's request to facilitate special needs requirements with an exchange partner but the University of New England

cannot guarantee that these will be made available in an overseas institution where different laws, rules and policies apply and where Australian laws and University policies have no jurisdiction.

5. INBOUND [NON-UNE] STUDENT PARTICIPATION

- 5.1 Students must be enrolled in an exchange partner's award to be eligible to participate in the Mobility and Exchange Program.
- 5.2 All domestic course work students (including off-campus students) may participate within the restrictions detailed in the associated procedures for this policy.
- 5.3 International students who are studying on-campus with the Exchange Partner may be eligible to participate subject to any restriction or requirement laid down by any external agency.
- 5.4 Participants must meet all requirements as laid down in the associated Procedures for this policy.
- 5.5 **Special Needs Students.** Negotiations will be conducted at an inbound student's request to facilitate special needs requirements but the University of New England cannot guarantee that these will be made available.

6. STAFF PARTICIPATION

- 6.1 Where an agreement includes staff exchange opportunities these will be managed under the respective universities' staff administration agreements and procedures, not under academic policy.

UNIVERSITY MOBILITY AND EXCHANGE PROCEDURES

Document Type:	Procedures
Administering Entity:	Academic Board
Records Management System Number:	
Date Approved by Academic Board:	21 March 2011
Indicative Time for Review:	Five years from approval date
Responsibility for Review:	ABTLC
Related Documents:	Special Studies Program Policy University Mobility and Exchange Policy

1. Eligibility to participate: UNE Students

- 1.1 Students will:
- a. be currently enrolled in an appropriate UNE award; and
 - b. normally have achieved a Credit average or better in their preceding year's study; and
 - c. normally have completed a minimum of eight units (for undergraduates) or four units (for coursework postgraduates), of their university award; and
 - d. not have failed a unit in the preceding year.
- 1.2 Students enrolled in courses with a mandatory period of study abroad will have completed or be about to complete 24 cp of language study at Credit level or above.
- 1.3 International, full-degree students are eligible to participate in the exchange program, provided that they do not study on exchange in their home country.
- 1.4 Non-award students are not eligible for the program.
- 1.5 Students who wish to undertake a Mobility and Exchange Program in their final semester are advised that there may be external restrictions on this option.
- 1.6 The Mobility and Exchange sub-Committee has discretion to modify the academic requirements set out in 1.1-1.5. Students who do not meet those requirements may make a case to the sub-Committee for the exercise of its discretion but the final approval authority shall rest with the relevant Head of School.

2. Applications

- 2.1 Non-Language outbound exchange applicants must by the published due date:
- a. complete a UNE Exchange Application Form and submit this to International Marketing and Pathways together with:
 - i. a formal statement of approximately 500 words indicating:
 - ii. why they wish to participate in an exchange program;
 - iii. the reasons for choice of country and institution;
 - iv. the benefits (both academic and personal) expected to be gained from the exchange experience; and
 - v. community involvement and/or leadership skills that qualify them to be a UNE "ambassador".
 - b. provide at least two references that comment specifically on the applicant's suitability to participate in an exchange. One reference must be from an academic who has knowledge of the student's academic work. The second must be from an acceptable source and must speak to the student's character.
 - c. complete a UNE Exchange Scholarship Application Form if they wish to be considered for this scholarship
 - d. complete an OS HELP Loan Application Form and Debt Confirmation Form if applying for Commonwealth Government overseas fee assistance

- e. provide a copy of the current Department of Foreign Affairs and Trade (DFAT) Travel Advisory for the destination country of the exchange signed and dated by the applicant to show they have read and understood the advice provided by DFAT.
 - f. provide a signed Overseas Travel Notice for UNE Students
 - g. provide a signed Statement of Standards and Expectations for Student Participants in UNE Overseas Exchange Programs
 - h. a signed UNE Deed of Indemnity Form witnessed by International Marketing and Pathways
- 2.2 Language-based outbound exchange applicants must:
- a. consult with their Discipline Convenor/coordinator about their intention to go on language exchange;
 - b. complete the Overseas Language Studies (OSLS) Application Form and arrange sign-off by the Discipline Convenor and the School Academic Coordinator;
 - c. complete an Application for UNE Travel Insurance Form;
 - d. provide evidence of travel insurance if the OSLS period is longer than six months;
 - e. provide evidence that they have consulted and registered with SmartTraveller via the Department of Foreign Affairs and Trade (DFAT); and provide a detailed travel itinerary; and
 - f. enrol in OSLS units as instructed by the Head of School.
- 2.3 Outbound Fee Paying Study Abroad (Permission to Enrol Elsewhere) applicants must:
- a. complete the Online Permission to Enrol Elsewhere Form through Student Administration and Services at least four weeks prior to the admission closing date at the institution at which UNE students intend to study
 - b. Provide a statement of justification for studying elsewhere
 - c. Provide unit outlines for the units intended to be completed elsewhere including a description of the unit, aims, objectives, assessments, unit weighting, a list of reference books and textbooks
- 3. Advanced standing and enrolments**
- 3.1 Applicants are responsible for completing the Advanced Standing Form for UNE Students to confirm advanced standing (credit transfer) arrangements with the relevant Course Coordinator and with Student Administration and Services before their departure from Australia. Enrolment advice is particularly important for students seeking OS-HELP from the Commonwealth.
- 3.2 International Marketing and Pathways will liaise with Student Administration and Services to ensure that non-language outbound students' enrolment is correct for the duration of their exchange studies. Students are responsible for confirming their enrolment.
- 3.3 Students must note that advanced standing arrangements (and, accordingly OS-HELP eligibility) can be compromised if the enrolment on arrival at the exchange university is different from one that was approved by/for UNE when advanced standing was agreed. Students who change their enrolment on arrival must complete a new Advanced Standing Form for UNE Students to formally seek approval from the relevant Course Coordinator for any new advanced standing arrangements. It is not possible to guarantee that UNE will confirm that a changed enrolment will be acceptable to UNE and/or for OS-HELP in time for enrolment change deadlines or statutory census dates.
- 3.4 Language students participating in an exchange must enrol in OSLS 391 and/or OSLS 392 and are bound by those units' requirements.

4. Duty of Care

- 4.1 Students must provide evidence before departure to the Directorate of International Marketing and Pathways to prove that they have the appropriate medical and repatriation insurance cover. Language students must provide this evidence directly to the School of Arts.
- 4.2 The University of New England's responsibility for travel arrangements is limited to calling the student's attention to the need to comply with Australian Government requirements and warnings issued by the Department of Foreign Affairs and Trade.
- 4.3 Outbound UNE students must seek travel advice from the Department of Foreign Affairs and Trade as part of the exchange application process to ensure that their participation in the Program is based on fully informed decisions.

5. In-Bound (non-UNE) Students

- 5.1 The requirements of the Educational Services for Overseas Students Act 2000 (ESOS) apply to Mobility and Exchange Program students. Accordingly, the Directorates of International Marketing and Pathways and English Language and International Services are the lead managers for matters involving in-bound students.
- 5.2 Inbound students nominated by their home institution are required to complete an UNE Exchange Application (Inbound) together with an Exchange English Language Proficiency Form if English is not their first language or they do not have an English test score acceptable under the UNE English Language Requirements for Admission Rule. These forms, together with a formal transcript of previous studies, must be submitted to International Marketing and Pathways by UNE's exchange partner.
- 5.3 International Marketing and Pathways will liaise with relevant UNE unit coordinators for approval of inbound students to undertake units with prerequisites. Successful inbound applicants will be sent an Offer of Admission outlining the exchange program including approved UNE units.
- 5.4 Inbound students must formally accept the Offer of Admission and pay compulsory student visa length Overseas Health Cover (OSHC) to receive the Confirmation of Enrolment for their student visa application.
- 5.5 In-bound students will be required to attend UNE Orientation and will be recorded in the student database as Exchange Students in the units agreed by the students' home universities. UNE will not be responsible for any failure of advanced standing/credit transfer if an in-bound student departs from the pre-agreed arrangements with his/her home university.
- 5.6 In-bound students will be entitled to all UNE services, and be held responsible for appropriate conduct, as offered to, and expected of, UNE students.
- 5.7 UNE will, on request, provide one free academic transcript to the in-bound student's university for completion of advanced standing/credit transfer arrangements.