

Student International Mobility Procedure

Section 1 - Overview

(1) These procedures outline the implementation of the [Student International Mobility Rule](#) ("the Rule") and must be read in conjunction with that Rule.

Section 2 - Scope

(2) These Procedures apply to:

- a. Outbound Students who spend a period of time studying or working overseas which will count towards their course or unit;
- b. Inbound Students who participate in a UNE Student Mobility Program; and
- c. UNE Representatives.

(3) These Procedures do not apply to:

- a. Students wishing to undertake study at another Australian institution; and
- b. Students enrolled in higher degree by research courses.

Section 3 - Procedure

General

Outbound Students

(4) Students must be enrolled in an appropriate UNE course to be eligible to participate in a Student Mobility Program.

(5) UNE international Students may be eligible to participate in a Student Mobility Program, subject to any restrictions under Commonwealth laws and national guidelines, and any restrictions specified by the Host Institution. For Student Exchange Programs international student fees will remain payable to UNE, not to the Partner Institution. International Students may not participate in a Student Exchange Program to their home country.

(6) UNE International Students (Student Visa Holders) sponsored by the Australian or a foreign Government (e.g. Australia Awards students) are not eligible to participate.

(7) At the request of a special needs Student participating in a Student Exchange Program, UNE will endeavour to negotiate reasonable adjustments with a Partner Institution. However, UNE cannot guarantee that these will be made available where different laws, rules and policies apply and where Australian laws and University policies have no jurisdiction.

(8) Applications not submitted by the advertised deadline for a Student Mobility Program will not be considered.

(9) Students will not be permitted to participate in a Student Mobility Program that takes place in regions that are

currently listed as 'Reconsider your need to travel' or 'Do not travel' by the Australian Department of Foreign Affairs and Trade on the [Smartraveller](#) website.

Inbound Students

(10) For applicants with special needs, negotiations will be conducted at a Student's request to facilitate reasonable adjustments in accordance with the [Assessment Policy](#).

(11) Inbound Students will be considered for a Student Mobility Program at UNE providing that:

- a. the admission requirements of UNE are met (including English language proficiency requirements);
- b. the applicant is not currently a Student of UNE;
- c. the applicant agrees to be responsible for all tuition fee costs (excluding Student Exchange Students) and other costs as appropriate e.g. Overseas Student Health Cover;
- d. the applicant, when applying for a Student Exchange Program, is nominated and approved by their home institution; and
- e. the applicant agrees to abide by the rules and policies of UNE.

(12) Students will be enrolled in the units approved by the Student's home institution.

(13) UNE is not responsible for any failure of Advanced Standing/credit transfer if the Student departs from the pre-agreed arrangements with their home institution.

(14) Students will be entitled to all UNE Student facilities and support services.

(15) UNE will, on request, provide one free official Academic Record (Transcript) to the Inbound Student's home institution for the approval of Advanced Standing/Credit Transfers.

Exchange Programs

Eligibility to Participate

(16) Outbound Students must:

- a. be currently enrolled in an acceptable course;
- b. have completed a minimum of eight units (for undergraduates) or four units (for coursework postgraduates where a program is available) in an applicable course;
- c. have achieved a minimum grade point average of 5 (Credit);
- d. not have failed a unit in the preceding year; and
- e. have completed or be about to complete 24 credit points in the target language and achieved a minimum Credit level in the required units if they are enrolled in a course with a mandatory period of Overseas Language Study (OSLS).

(17) UNE international Students are eligible to participate provided that they do not study in their home country and subject to being granted a visa in a third country where required.

(18) Non-Award Students are not eligible to participate.

(19) Inbound Students must be enrolled at a UNE Partner Institution.

Application Procedure

(20) Non-language (OSLS) outbound applicants must, by the published due date, submit a UNE Exchange Application

Form to UNE International with:

- a. a formal statement of approximately 500 words indicating why they wish to participate in a Student Exchange Program, the reasons for choice of country and institution and the benefits (both academic and personal) expected to be gained from the experience;
- b. evidence of community involvement and/or leadership skills that qualify them to be a UNE Ambassador overseas;
- c. at least two referee reports that comment specifically on the applicant's suitability to participate in an overseas exchange. One referee report must be from a current UNE academic who has knowledge of the Student's academic work and supports the application, the other must be from an acceptable source (e.g. employer, voluntary service organisation, Head of a Residential College) and must speak to the Student's character;
- d. a completed UNE OS HELP Loan Application Form if applying for Commonwealth Government assistance;
- e. a copy of the current Department of Foreign Affairs and Trade (DFAT) Travel Advisory for the Student's destination country signed and dated to acknowledge that they have read and understood the advice provided by DFAT; and
- f. a signed [Statement of Responsibilities for Students Participating in a UNE Approved Overseas Mobility Program](#).

(21) Language-based (OSLS) outbound applicants must by the published due date:

- a. consult with their Discipline Convenor/Course Coordinator about their intention to go on language exchange;
- b. complete the Overseas Language Studies (OSLS) Application Form and seek approval from the relevant Head of School;
- c. provide evidence of travel insurance if the OSLS period is longer than six months;
- d. complete a UNE OS HELP Loan Application Form if applying for Commonwealth Government assistance and provide a copy of Head of School OSLS approval letter; and
- e. provide a signed [Statement of Responsibilities for Students Participating in a UNE Approved Overseas Mobility Program](#).

(22) Inbound Students must:

- a. apply to and be officially nominated by their home institution; and
- b. complete the UNE International Application Form and provide all supporting documentation by the advertised deadline.

Advanced Standing for Outbound Non-Language Students

(23) Concurrently with the procedures in clause 20 applicants must complete a Permission to Enrol Elsewhere (PTEE) Form to apply for Advanced Standing (in accordance with the [Admission, Credit and Enrolment Policy](#)) for the units they intend to study at the Partner Institution and ensure that their Advanced Standing is approved in writing by UNE before they depart Australia.

(24) Students who change their enrolment on arrival at the Partner Institution must complete a new Permission to Enrol Elsewhere (PTEE) Form. There is no guarantee that UNE will approve and grant Advanced Standing following a change in the previously approved enrolment.

(25) Approved Advanced Standing will be cancelled if Students enrol in non-approved units at the Partner Institution and do not submit a new Permission to Enrol Elsewhere (PTEE) Form for consideration.

Enrolment Procedure for Outbound Students

(26) Language Students must enrol in OSLS 391 and/or OSLS 392 according to their Head of School approval letter

and are bound by the requirements of those units.

(27) Student Experience will enrol non-language Students in Approved Overseas Study (AOS) unit/s for the duration of their period of participation in a Student Exchange Program.

(28) Students must provide the School or UNE International (whichever is applicable) of evidence of their enrolment within seven days of arriving at the Partner Institution.

Enrolment Procedure for Inbound Students

(29) Inbound Students must enrol in the units approved by their home institution.

Study Abroad Programs

Eligibility to Participate

(30) Outbound Students must:

- a. be currently enrolled in an appropriate UNE course; and
- b. have completed a minimum of eight units (for undergraduates) or four units (for coursework postgraduates where a program is available) towards their current course.

(31) UNE Student Visa Holders and Non-Award Students are not eligible to participate.

(32) Inbound Students must meet the applicable requirements of clause 11 of these Procedures.

Application Procedure

(33) Outbound Students must:

- a. complete a Permission to Enrol Elsewhere Form;
- b. provide a statement of justification for studying elsewhere; and
- c. provide a signed Statement of Responsibilities for Students Participating in a UNE Approved Overseas Mobility Program.

(34) Inbound Students must complete the UNE International Application Form and provide all supporting documentation by the advertised deadline.

Advanced Standing and Enrolment Procedure for Outbound Students

(35) Applicants must complete a Permission to Enrol Elsewhere (PTEE) Form to apply for Advanced Standing (in accordance with the [Admission, Credit and Enrolment Policy](#)) for the units they intend to study at their Host Institution and ensure that their Advanced Standing is approved in writing by UNE before they depart Australia.

(36) Students who change their enrolment on arrival at their Host Institution must complete a new Permission to Enrol Elsewhere (PTEE) Form. There is no guarantee that UNE will approve and grant Advanced Standing for a change in enrolment.

(37) Approved Advanced Standing will be cancelled if Students enrol in non-approved units at their Host Institution and do not submit a new Permission to Enrol Elsewhere (PTEE) Form for consideration. There is no guarantee that UNE will approve and grant Advanced Standing following a change in the previously approved enrolment.

Short Term Mobility Programs

(38) To be eligible to participate in a Short Term Mobility Program a Student must:

- a. be currently enrolled in an applicable UNE course and/or unit;
- b. have completed a minimum of eight units (for undergraduates) or four units (for coursework postgraduates where a program is available) towards their current course;
- c. have achieved a minimum grade point average of 5 (Credit); and
- d. not have failed a unit in the preceding year.

(39) UNE international Students are eligible to participate subject to obtaining a visa for a third country.

(40) Non-Award Students are eligible to participate subject to Head of School approval.

(41) Work Integrated Learning Placement applications will be reviewed on a case-by-case basis by the Course Coordinator to ensure parity of experience with domestic Placements and compliance with any course accreditation requirements, State or Commonwealth regulations and adherence to the requirements of international jurisdictions.

Application Procedure

(42) Outbound Students must:

- a. apply directly to the relevant School for approval;
- b. complete a UNE OS HELP Loan Application Form if applying for Commonwealth Government assistance; and
- c. submit a signed Statement of Responsibilities for Students Participating in a UNE Approved Overseas Mobility Program.

(43) The relevant School must provide UNE International with information on participating Students including, but not limited to, the Mobility Program being undertaken, approval date, contact details of Student while overseas and confirmation that the School has provided to the Student the required information and received from the Student and recorded all appropriate documentation.

Enrolment Procedure

(44) Outbound Students who have approval to participate in a Short Term Mobility Program must be enrolled in the correct UNE unit and trimester by the relevant HECS census date before departing Australia.

Pre-Departure Information to be Provided to the Outbound Student

(45) Outbound Students participating in a Student Mobility Program must be provided with pre-departure information which must include as a minimum:

- a. safety, security, and laws of the host country (including [Smart Traveller](#) website);
- b. travel and medical insurance matters;
- c. cultural adjustment issues;
- d. expected behaviour of UNE ambassadors; and
- e. sufficient funds while overseas.

Ambassadorship

(46) Outbound Students participating in a Student Mobility Program must agree to behave in a manner that would not compromise their own reputation, or that of UNE as outlined in the Statement of Responsibilities for Students Participating in a UNE Overseas Mobility Program.

(47) UNE may terminate a Student's participation in a Student Mobility Program if they fail to maintain what UNE considers to be an acceptable standard of conduct.

Costs

(48) The Student must pay all expenses of participating in a Mobility Program including, but not limited to:

- a. tuition fees (for applicable Mobility Programs);
- b. all travel, visas, accommodation and living costs;
- c. textbooks and study materials;
- d. all travel and health insurance costs, medical and pharmaceutical expenses; and
- e. all costs resulting from modification or termination of a Student's participation in the Mobility Program, for any reason.

Flights

(49) Students should not purchase flights until they have received an official acceptance offer from the overseas Host/Partner Institution (Outbound Students) or offer of admission from UNE (Inbound Students) AND obtained all relevant visa/s.

Mobility Funding

(50) OS-HELP Loans are available to eligible Outbound Students. Students wishing to apply for an OS-HELP Loan should refer to the OS-HELP loan information website and/or contact UNE International.

(51) Information about the availability and eligibility of other Australian government funding for Outbound Mobility Programs may be obtained from UNE International.

Passports

(52) Students must obtain a passport, or ensure that their current passport is valid prior to their arrival or departure, and valid for the duration of their Mobility Program plus six months after their expected date of return to Australia or their home country.

Visas

(53) Students must obtain all appropriate visa/s for the duration of their Mobility Program from the relevant embassy/consulate/immigration service and adhere to the time frames and administrative requirements to ensure they obtain the relevant visa in a timely manner.

(54) Visa restrictions may apply in some host countries for UNE international Students participating in a Mobility Program. Students must investigate these visa requirements.

(55) Students must comply with the conditions of their visa as the conditions relate to their enrolment at UNE or the overseas Host Institution.

Written Agreements

(56) International Work Integrated Learning (WIL) Placements will occur only when an agreement is in place:

- a. between UNE and the Student; and
- b. UNE and the WIL Placement Provider (i.e. industry partners, professional and community organisations or Partner Institutions).

(57) The conditions of a Student Exchange Program Agreement must include, but are not limited to, the following:

- a. the reciprocal waiving of Student tuition fees except for preliminary language training courses;
- b. exchange of both Inbound Students and Outbound Students;
- c. cover an approved in-country academic program at the Partner Institution which is full-time and of at least one teaching period (or equivalent) and no more than two teaching periods (or equivalent) in duration;
- d. aim to balance Inbound Student and Outbound Student numbers over the term of the Agreement; and
- e. ensure that a Student will receive the applicable academic Advanced Standing towards the course for which they are studying at their home institution, subject to satisfactory academic performance.

Authority and Compliance

(58) The Procedure Administrator, the Executive Principal Education Futures, pursuant to the University's [Student International Mobility Rule](#) makes these procedures.

(59) UNE Representatives and Students must observe these Procedures in relation to University matters.

(60) These Procedures operate as and from the Effective Date.

(61) Previous Procedures relating to Student Mobility and Exchange are replaced and have no further operation from the Effective Date of these new Procedures.

Status and Details

Status	Current
Effective Date	29th July 2016
Review Date	5th October 2022
Approval Authority	Pro Vice-Chancellor (Academic Innovation)
Approval Date	8th July 2016
Expiry Date	To Be Advised
Unit Head	Anthony Smith Executive Principal Brand Partnerships & Business Development 0267732777
Author	Catherine MacKenzie
Enquiries Contact	Ryan Young Senior Advisor (EPEF) 67731982 <hr/> Education Futures

Glossary Terms and Definitions

"UNE Representative" - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

"Student" - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

"Inbound Student" - Is an international student participating in a Student Mobility Program at UNE.

"Mobility Program" - Is any program approved and coordinated by the University that involves students undertaking an overseas experience.

"Host Institution" - Is the institution where the Outbound Student will undertake their mobility program if they are not participating in an Exchange Program in which case it is the Partner Institution.

"Partner Institution" - Is a university in a country other than Australia with which UNE has signed a formal document of co-operation. (Student International Mobility Rule)

"Placement" - Is a clinical placement, practicum, internship and any other like form of professional, industrial or vocational experience included in a course or required for a program.

"Work Integrated Learning" - Is an activity that integrates academic learning with its application in the workplace.

"Academic Record (Transcript)" - Is the official record of a student's academic history at the University including enrolment in all courses and units, the academic results, recognition of prior learning and prizes/scholarships awarded.

"Outbound Student" - Is a UNE student participating in an international mobility program.

"Student Visa Holder" - Is an international student studying in Australia on an appropriate visa.

"Advanced Standing" - Credit granted toward a UNE course in recognition of prior learning. Eligible prior learning may include formal study, informal study or experiential learning. Advanced standing may be specified in terms of particular UNE units, or it may be granted as a number of unspecified credit points, or as block advanced standing at an appropriate level.

"Ambassador" - Is a Student undertaking an outbound Mobility Program who is expected to comply with all relevant University rules, policies and the Statement of Responsibilities for Students Participating in a UNE Overseas Mobility Program (which refer to the Student representing the University appropriately and not bringing it into disrepute with inappropriate behaviour, or ongoing failure to follow reasonable instructions in relation to the overseas study). (Student International Mobility Rule)

"Student Exchange Program" - Consists of: Outbound Students enrolling at, and paying tuition fees to, UNE during the period of an overseas exchange at a Partner Institution for which they will receive advanced standing for those studies towards their UNE course; or Inbound Students studying on a non-award basis at UNE whilst remaining enrolled with, and paying tuition fees to, their home institution for which they will receive advanced standing for those studies towards their course at their home institution.

"Study Abroad Program" - Consists of: Outbound Students studying for a period of time on a fee-paying basis at an overseas institution for which they will receive advanced standing towards their UNE course; or Inbound Students studying on a full-fee paying, non-award basis at UNE for a minimum of one trimester or a maximum of one academic year.

"Short Term Mobility Program" - Consists of: Outbound Students undertaking an overseas experience for a period of time less than a trimester which will count towards their UNE course or unit e.g. clinical placements, professional experience, practicum, study tours, and in-country language units; or Inbound Students studying at UNE for less than one trimester e.g. internships, study tours.C

"School" - Is an organisational unit comprising academic staff in related fields of study who are responsible for teaching and research in those academic fields together with support staff. Each School also has lead management for the design and delivery of the courses within its responsibility.

"Non-Award" - A type of enrolment by students in units that are not part of a program of study leading to an award of the University. It usually requires enrolment as a full-fee student.

"Effective Date" - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

"Placement Provider" - Is an individual or organisation with which a Student is undertaking a Work Integrated Learning Placement.