

# Outbound Student Mobility Procedure

## Section 1 - Audience

(1) This procedure applies to staff and students of the University of Newcastle.

## Section 2 - Purpose

(2) This procedure must be read in conjunction with the [Program Management Manual - Coursework](#).

(3) The purpose of this procedure is to outline the steps to be taken by staff and students in administering or undertaking an outbound mobility experience that may be counted towards a program at the University of Newcastle.

The procedure covers:

- a. outbound mobility opportunities;
- b. eligibility, application process and conditions;
- c. credit and enrolment;
- d. preparing for travel;
- e. financial assistance; and
- f. returning from an outbound mobility experience.

## Section 3 - Scope

(4) The procedure applies to all outbound mobility experiences (“experience”) supported by the University of Newcastle including but not limited to:

- a. Student Exchange Programs;
- b. Study Abroad;
- c. Academic Short courses (Agreement);
- d. Academic Short courses (Direct); and
- e. Work Integrated Learning (WIL), Placement, Industrial Experience and College led tours.

## Section 4 - Key Requirements

(5) To be eligible to apply for any outbound mobility experience, the student must meet the relevant eligibility criteria outlined in Section 5 of this procedure.

(6) Meeting the eligibility criteria does not guarantee admission to the outbound mobility experience.

(7) International students enrolled in a full degree program at the University of Newcastle, where eligible and not otherwise precluded, may seek participation in an outbound mobility experience where the experience will not impact their ability to graduate from their University of Newcastle program in the duration listed on their Confirmation of

Enrolment (CoE).

(8) Credit applications:

- a. must be submitted by the student within the timelines listed in Section 7; and
- b. will be processed and assessed by the relevant Authorised Officers.

(9) The student will be advised of the outcome of the credit application via email directly to their University of Newcastle student email account.

(10) Where the credit application has been successful the student will be issued with a Credit Outcome Letter.

(11) Where it is determined that sufficient credit cannot be granted, as per Section 5 Academic Eligibility – Criteria 3, the outbound mobility experience cannot proceed.

(12) The grades associated with credit granted for study undertaken at an overseas host institution as part of an outbound mobility experience do not transfer to the University of Newcastle student record and do not contribute to the calculation of the University of Newcastle Grade Point Average (GPA) or Weighted Average Mark (WAM).

(13) Up to the date of departure the University of Newcastle reserves the right to withdraw a student from any outbound mobility experience due to:

- a. a safety risk emerges that cannot be mitigated, as advised by the Department of Foreign Affairs and Trade (DFAT);
- b. unsatisfactory academic progress;
- c. misconduct in accordance with the [Student Conduct Rule](#); or
- d. indebtedness to either the University of Newcastle or the host institution.

(14) Participation in an outbound mobility experience in the final year of study may delay a student's attendance at graduation if results from the host institution are not received before the ceremony invitations have been distributed.

(15) A student undertaking a Placement must comply with the [Student Professional Experience Policy](#).

## **Student Exchange Program**

(16) After assessment of the application, an eligible student will be allocated a place in the Student Exchange Program, subject to the availability of places at the overseas host institution.

(17) A student who is deemed eligible but who is not allocated a place in the Student Exchange Program, due to the lack of available places, cannot appeal the outcome.

(18) A student may not request to have credit rescinded that was granted for study undertaken as part of the Student Exchange Program.

(19) International students studying at the University of Newcastle on an Articulation Arrangement may be precluded from undertaking study as part of the Student Exchange Program. Such a restriction will be included in the Articulation Arrangement.

(20) The University of Newcastle reserves the right to withdraw a student from the Student Exchange Program post departure and until the end of the experience, due to any of the circumstances listed in clause 13 a-d.

## Academic Short Course (Agreement)

(21) A student may not request to have credit rescinded that was granted for study undertaken as part of an Academic Short Course (Agreement).

(22) International students studying at the University of Newcastle on an Articulation Arrangement may be precluded from undertaking study as part of an Academic Short Course. Such restriction will be included in the Articulation Arrangement.

(23) The University of Newcastle reserves the right to withdraw a student from an Academic Short Course (Agreement) post departure and until the end of the experience, due to any of the circumstances listed in clause 13 a-d.

## Section 5 - Outbound Mobility Experiences

(24) The University offers different types of outbound mobility experiences as detailed below:

	<b>Student Exchange Program</b>	<b>Study Abroad</b>	<b>Academic Short Course (Agreement)</b>	<b>Academic Short Course (Direct)</b>	<b>WIL, Placement, Industrial Experience and College led tours</b>
<b>Location</b>	The experience is undertaken at a partner institution.	The experience is undertaken at a non-partner institution.	The experience is undertaken at a partner institution.	The experience is undertaken at a partner or non-partner institution.	The location will vary depending on the experience.
<b>Academic Eligibility - Criteria 1 - Program Enrolment Requirement</b>	The student must have completed at least 60 units of study in their current undergraduate program or be enrolled in a postgraduate coursework program.				
<b>Academic Eligibility - Criteria 2 - GPA Requirement</b>	The student must have a cumulative GPA of at least 4.5 on a 7 point scale.	Nil	The student must have a cumulative GPA of at least 4.5 of a 7 point scale.	Nil	
<b>Academic Eligibility - Criteria 3 - Credit</b>	The student must be able to receive 30-40 units of credit from the exchange program per semester towards their University of Newcastle program.	Not applicable.	The student must be able to receive 10-20 units of credit from the short course towards their University of Newcastle program.	Not applicable.	Criteria will vary and may include minimum GPA requirements or other predefined criteria.
<b>Academic Eligibility - Criteria 4 - Host Institution Requirement</b>	Students may be required to meet additional eligibility criteria set by the overseas host institution.				
<b>Academic Eligibility - Criteria 5 - International Student Eligibility</b>	International students cannot select an overseas host institution in their home country.				
<b>Duration of Experience</b>	1 or 2 semesters.	1 or 2 semesters.	2-6 weeks, typically during the University holidays.	2-6 weeks, typically during the University holidays.	Duration will vary depending on experience.

# Section 6 - Student Responsibilities

(25) The following process and requirements will apply to all students applying for an outbound mobility experience:

	<b>Student Exchange Program</b>	<b>Study Abroad</b>	<b>Academic Short Course (Agreement)</b>	<b>Academic Short Course (Direct)</b>	<b>WIL, Placement, Industrial Experience and College led tours</b>
<b>Application</b>	The student must submit an expression of interest by the published closing date.	The student must complete the application directly to the overseas host institution.	The student must contact Global via email in order to be nominated for study at an overseas host institution.	The student must complete the application and submit it directly to the overseas host institution.	The student must complete the application as per instructions from the relevant College.
<b>Credit</b>	The student must seek permission from the University of Newcastle for the experience to count towards their University of Newcastle degree program prior to departure. The Student Exchange Program may only be undertaken where 30-40 units of credit can be obtained.	The student must seek permission from the University of Newcastle for the experience to be counted towards their University of Newcastle degree program prior to departing from Australia.	The student must seek permission from the University of Newcastle for the experience to count towards their University of Newcastle degree program prior to departing from Australia. The Academic Short Course may only be undertaken where 10-20 units of credit can be obtained.	The student must seek permission from the University of Newcastle for the experience to count towards their University of Newcastle degree program prior to departing from Australia.	Will vary depending on experience.
<b>University of Newcastle course enrolment</b>	The student must enrol in an appropriate University of Newcastle exchange course code prior to departure.	No University of Newcastle course enrolment is required. The student must take leave of absence for the duration of the Study Abroad.	The student must enrol in an appropriate University of Newcastle exchange course code prior to departure.	No University of Newcastle course enrolment is required. The Academic Short Course is undertaken during the University of Newcastle semester break.	Enrolment requirements will vary depending on the experience.
<b>Host Institution Course Enrolment</b>	The student must enrol in a full time enrolment load as set by the host institution.	The student must enrol in accordance with the host institutions requirements.			Enrolment load will vary depending on the experience.

	<b>Student Exchange Program</b>	<b>Study Abroad</b>	<b>Academic Short Course (Agreement)</b>	<b>Academic Short Course (Direct)</b>	<b>WIL, Placement, Industrial Experience and College led tours</b>
<b>Tuition Fees</b>	No tuition fees are paid to the overseas host institution. The student remains enrolled at the University of Newcastle in an exchange course codes.	The student will pay course tuition fees direct to the overseas host institution.	No tuition fees are paid to overseas host institution. The student remains enrolled at the University of Newcastle in an exchange course code.	The student will pay course tuition fees direct to the overseas host institution.	Tuition fees will vary depending on the experience.
<b>Travel Insurance</b>	Students may be covered by the University of Newcastle Corporate Travel Insurance Policy subject to terms and conditions. Further information can be found <a href="#">here</a> .	The student must arrange coverage under a private travel insurance policy, at their own expense as they cannot be covered by University of Newcastle travel insurance.	The student will be covered by the University of Newcastle travel insurance up to a maximum of 180 days. Private travel undertaken pre or post the short course must be covered by a separate private travel insurance policy, arranged by and at the expense of the student.	The student will be covered by the University of Newcastle travel insurance up to a maximum of 180 days. Private travel undertaken pre or post the short course must be covered by a separate private travel insurance policy, arranged by and at the expense of the student.	Students may be covered by the University of Newcastle Corporate Travel Insurance Policy subject to terms and conditions. Further information can be found <a href="#">here</a> .
<b>Financial responsibilities</b>	Students are liable for all expenses including airfares, visas, accommodation, additional travel insurance and all other associated travel costs.				Financial responsibilities will vary depending on the experience.
<b>Centrelink</b>	Where appropriate the student should contact Centrelink prior to departure with relevant supporting documentation.	Not applicable - the student will be on leave of absence from the University of Newcastle.	Where appropriate the student should contact Centrelink prior to departure with relevant supporting documentation.		
<b>Pre-departure</b>	Students accepted into an experience are required to: <ol style="list-style-type: none"> <li>attend all relevant information sessions organised by Global and/or the College;</li> <li>complete the application requirements for the overseas host institution / provider;</li> <li>complete all pre-departure requirements with Global (see Section 8);</li> <li>understand that they remain subject to the University of Newcastle rules and policies, as well as the policies and procedures of the overseas host institution / provider and host institution residences where relevant.</li> </ol>				

## Section 7 - Credit Application

(26) In order to apply for credit, a student must undertake the following steps:

- a. obtain course information from the overseas host institution / provider;
- b. complete the Overseas Study Credit Worksheet;
- c. submit the Overseas Study Credit Worksheet and the course information obtained from the overseas host institution to the University of Newcastle Academic Program Advisor no later than:
  - i. Week 11 of the semester prior to their departure for semester based experiences; or
  - ii. 6 weeks prior to departure for Academic Short Courses.
- d. allow twenty (20) working days for the processing of outbound mobility experience credit applications.

(27) A student may request an overview of relevant preferred host institution courses previously approved for the purpose of Semester Exchange and/or Academic Short Course. All queries can be directed to: [study-overseas@newcastle.edu.au](mailto:study-overseas@newcastle.edu.au).

(28) In the context of this procedure, Authorised Officers are:

Authorised Officer	Responsibility
<b>Mobility Officers</b>	Attach the experience transcripts to the student's TRIM record and notify the Academic Program Advisor.
<b>Academic Program Advisors</b>	Grant credit in accordance with an approved precedent. Process a credit application, in conjunction with the Program Convenor. Notify the student of the Program Convenor's determinations. Record all credit approvals in the Credit and Articulation Tracking System (CATS) and save the credit agreement on the student's TRIM file. Process the credit upon provision of a transcript from an experience.
<b>Program Convenors</b>	Approve credit applications on a case by case basis for specified and unspecified courses. Determine if a credit application outcome can be used as a precedent for future credit applications.
<b>Assistant Dean (Education)</b>	Approve credit applications in the absence or in lieu of the Program Convenor, on a case by case basis for specified and unspecified courses
<b>Pro Vice-Chancellors</b>	Determine appeals for decisions by the Program Convenor or Assistant Dean (Education).

(29) Following assessment of the credit application, and where appropriate credit may be awarded, the student will be issued with a Credit Outcome Letter.

(30) Where a student is unable to enrol at the overseas host institution in the courses listed in the Credit Outcome Letter, the Student must immediately submit a new credit application and a revised Credit Outcome Letter will be issued.

## Section 8 - Pre-Departure Preparation for Travel

(31) The student is responsible for:

- a. completing the pre-departure tutorial. The tutorial requires students to check the DFAT [Smart Traveller](#) website and [International SOS](#) risk rating to establish whether there are any travel advisories or warnings that apply to their intended travel destinations. If the travel location is considered high risk or above, the student must complete relevant documentation as outlined in the tutorial;
- b. acquiring the relevant passport and visa(s) as required for the overseas travel;
- c. checking with the appropriate foreign consulate to ensure that they have the correct visa information and meet the passport currency requirements for the country(s) they will be entering. Information about passports, visas, foreign embassies and consulates can be found on the [Department of Home Affairs](#) website; and
- d. arranging their overseas accommodation, flights and, where required, private travel insurance.

(32) Students should research accommodation options for the duration of the outbound mobility experience as early as possible.

(33) Students should not purchase flights until they have received an official acceptance letter from the overseas host institution / provider and outcome of their University of Newcastle credit application (where applicable).

(34) For detailed information on the University of Newcastle's travel insurance, students should consult the University's [Travel Insurance](#) webpage and read the Summary of Travel Insurance.

(35) All students travelling on approved University activity must register their trip with International SOS in MyTrips. Instructions for registering can be found [here](#).

(36) Before travelling overseas all University of Newcastle students are strongly advised to register with [Smart Traveller](#) and consider the advice provided on the [Smart Traveller](#) website.

## Section 9 - Financial Assistance

(37) The OS-HELP Loan is available for eligible students participating in an outbound mobility experience. Detailed eligibility information and how to apply for an OS-Help Loan can be found on the University of Newcastle [Study Overseas](#) website.

(38) Students participating in an outbound mobility experience during their final term are not eligible for an OS-HELP loan.

(39) The OS-HELP Loan is administered by the Student Processes within Student Central. All queries can be directed to [fees@newcastle.edu.au](mailto:fees@newcastle.edu.au).

(40) Government scholarships and The University of Newcastle Global Traveller Grants (see Study Overseas) can be applied for by eligible students and are granted via a competitive selection process. Scholarships will vary year to year. All queries can be directed to [study-overseas@newcastle.edu.au](mailto:study-overseas@newcastle.edu.au).

## Section 10 - Returning from an overseas experience

(41) During the outbound mobility experience the student must identify how the overseas host institution will issue the official results so that these can be provided to the University of Newcastle. This may be one of the following processes:

- a. the academic transcript is sent directly to Global:
  - i. where hardcopy academic transcripts are provided by the overseas host institutions, the student may collect the hardcopy from the Global office; or
  - ii. where digital academic transcripts are provided by the overseas host institutions, the student will receive this via their University of Newcastle student email account;
- b. the academic transcript is sent directly to the student:
  - i. the student is required to take the academic transcript to Global.

(42) If the study completed varies from the pre-departure approved credit, it is the student's responsibility to provide all documentation to the Academic Program Advisor for reassessment of credit.

## Section 11 - Appeal Against GPA Requirement

(43) A student who is deemed ineligible to undertake an outbound mobility experience due to not meeting Academic Eligibility Criteria 2 – GPA Requirement listed outlined in Section 5 may appeal. Appeals may only be made against Academic Eligibility Criteria 2 – GPA Requirement.

(44) An appeal against Academic Eligibility Criteria 2 – GPA Requirement must be made in writing to ProgramAdvice@newcastle.edu.au within five (5) working days of receiving the outcome of their application. The appeal must make a case to waive Academic Eligibility Criteria 2 based on documented adverse circumstances, as outlined in the Adverse Circumstances Policy, or recent improvement of academic performance, appeals that do not address these criteria will be rejected by the Strategic Program Manager.

(45) The Strategic Program Manager will forward all valid appeals to the College Pro Vice-Chancellor for consideration.

(46) The College Pro Vice-Chancellor will consider any valid appeal within five (5) working days and determine either that the Academic Eligibility Criteria 2:

- a. must be met and the appeal is rejected; or
- b. may be waived, and the appeal is upheld, and the student can be considered for an outbound mobility experience. In this case the application will still be subject to all other listed Eligibility Criteria and availability of places at the relevant overseas host institution.

(47) The determination made by the College Pro Vice-Chancellor under clause 46 is final.

## Section 12 - Appeal Against Credit Outcome

(48) A student may appeal the outcome of their credit application as per the [Academic Credit Policy](#) and [Academic Appeals Policy](#).

(49) Appeals against decision on credit will be considered in line with the [Academic Credit Policy](#) and [Academic Appeals Policy](#).

## Section 13 - Definitions

(50) In the context of this procedure:

- a. partner institution means an institution with which the University of Newcastle has entered into a formal agreement to exchange students for the purposes of outbound mobility experiences, thus allowing the student to remain enrolled at their home institution for the duration of their time overseas and to continue to pay normal fees to their home institution.



## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	2nd December 2019
<b>Review Date</b>	2nd December 2022
<b>Approval Authority</b>	Academic Registrar
<b>Approval Date</b>	2nd December 2019
<b>Expiry Date</b>	27th November 2023
<b>Responsible Executive</b>	Mark Hoffman Deputy Vice-Chancellor (Academic) and Vice President
<b>Enquiries Contact</b>	Jonathan Hynes Manager, International Admissions 02 4055 3004 <hr/> Global Office

## Glossary Terms and Definitions

**"University"** - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

**"Risk"** - Effect of uncertainty on objectives. Note: An effect is a deviation from the expected, whether it is positive and/or negative.

**"Working day"** - Any day other than Saturday, Sunday, or a public holiday in Newcastle, on which business may be conducted.

**"Credit"** - When referring to course credit, credit is the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit can reduce the amount of learning required to achieve a qualification. For all other uses of this term, the generic definition applies.

**"Student"** - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

**"GPA"** - The Grade Point Average calculated over a set of courses or specified number of courses at a particular level as per the Grade Point Average (GPA) Calculation Guideline.

**"Postgraduate"** - Any qualification being at the level of Graduate Certificate or above.

**"Program Convenor"** - The academic staff member with overall responsibility for the management and quality of a program.

**"Staff"** - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

**"Undergraduate"** - Refers to any qualification up to and including the level of a Bachelor Honours degree.

**"Weighted Average Mark (WAM)"** - The average mark in the units of study completed by a student, weighted according to the unit value and academic level of the particular course.

**"College"** - An organisational unit established within the University by the Council.