

# Outbound Global Experience Procedure

## Section 1 - Purpose

(1) This procedure outlines the steps to be taken by staff in administering, and by students in undertaking an outbound global experience that may be counted towards a program at the University of Newcastle.

(2) In the event of an inconsistency between this procedure, and a Rule or Schedule to a Rule, the Rule made by Council will prevail to the extent of the inconsistency. This includes, but is not limited to any delegation Schedule to the [Governance Rule](#).

## Section 2 - Audience

(3) This procedure should be read and understood by:

- a. undergraduate and postgraduate coursework program students of the University of Newcastle who may be seeking to undertake an approved global experience; and
- b. staff organising, administering, or approving outbound global experiences.

(4) This procedure must be read in conjunction with:

- a. the [Program Management Manual - Coursework](#);
- b. the [Student Professional Experience Policy](#) (where the student is undertaking a placement as an outbound global experience);
- c. the [Credit and Recognition of Prior Learning Policy](#);
- d. the [Course Management and Assessment Manual](#);
- e. [OS-HELP Procedure](#);
- f. [TEQSA Guidance Note for Work Integrated Learning](#); and
- g. the University [Travel Policy](#), and its [associated procedure](#), where relevant and as directed within this Procedure.

(5) Outbound global experience organisers in the University of Newcastle must comply with the requirements of this Procedure. A [Global Experience Staff Resources sharepoint site](#) is available for detailed instructions for tasks relating to organising the global experience.

## Section 3 - Scope

(6) This procedure applies to all outbound global experiences for students undertaking coursework, and that are 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, Hands on Learning, and College led tours.

(7) Students who are not approved by the University to undertake a global experience, and who choose to proceed with the global experience, are not subject to the provisions or requirements of this procedure.

## Section 4 - Types of Global Experiences

**Table 1 - Types of Outbound Global Experiences**

Experience Type	Location	Duration of Experience	Tuition Fees	Other Financial Considerations
Student Exchange Program	The global experience is undertaken at a partner institution.	1 or 2 semesters at each location.	No tuition fees are paid to the host institution. The student is liable for University of Newcastle tuition fees.	Students are liable for all expenses including airfares, visas, accommodation, additional travel insurance, and any other associated travel costs. See also Section 6 – Financial Assistance.
Study Abroad	The global experience is undertaken at a non-partner institution.	1 or 2 semesters.	The student must pay course tuition fees direct to the overseas host institution.	
Academic Short Course (Agreement)	The global experience is undertaken at a partner institution.	2-6 weeks, typically during the University holidays.	No tuition fees are paid to the host institution. The student is liable for University of Newcastle tuition fees.	
Academic Short Course (Direct)	The global experience is undertaken at a partner or non-partner institution.	2-6 weeks, typically during the University holidays.	The student must pay course tuition fees direct to the overseas host institution.	
WIL, Placement, Industrial Experience, Hands on Learning, and College led tours	The location will vary depending on the global experience.	Duration will vary depending on the global experience.	Tuition fees will vary depending on the global experience.	

## Section 5 - Key Requirements

(8) To be eligible to apply for any outbound global experience, the student must meet the relevant eligibility criteria outlined in Section 7 of this procedure.

(9) Admission to the outbound global experience is not guaranteed, regardless of the student successfully demonstrating they meet the eligibility criteria.

(10) 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 global experience where the global experience will not impact on their ability to graduate from their University of Newcastle program within the timeframe listed on their Confirmation of Enrolment (CoE).

(11) A student applying for an outbound global experience must obtain the required credit as outlined in Section 7 Academic Eligibility – Criteria 3. Where the credit is not approved the outbound global experience cannot proceed.

(12) Participation in an outbound global 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.

(13) Students remain subject to the University of Newcastle rules and policies during an outbound global experience. Students participating in an outbound global experience are also subject to the policies and procedures of the overseas host institution / provider, scholarship programs, and host institution residences (where relevant) during the global experience.

## **Enrolment requirements**

(14) Students undertaking an outbound global experience must meet the following University of Newcastle enrolment requirements:

- a. for Student Exchange Programs and Academic Short Course (Agreement) the student must enrol in an appropriate University of Newcastle course with an exchange course code prior to departure;
- b. for Study Abroad, the student must take leave of absence from the University of Newcastle for the duration of the Study Abroad, in accordance with the provisions of the [Enrolment Manual](#);
- c. for WIL, placement, industrial experience, and College led tours, the student must meet the individual enrolment requirements of the experience, which may vary.

(15) Students undertaking an outbound global experience may also be required to enrol in accordance with the requirements of the host institution. For Student Exchange Programs, the student must enrol in a full time enrolment load, as set by the host institution.

## **Student Exchange Program requirements**

(16) Approval of an application for a Student Exchange Program will be subject to the availability of places at the overseas host institution, in addition to the requirements of this procedure.

(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 allocation outcome.

(18) Credit for study undertaken as part of a Student Exchange Program cannot be rescinded.

(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. Any such restriction will be documented in the articulation agreement.

## **Academic Short Course (Agreement) requirements**

(20) Credit for study undertaken as part of an Academic Short Course (Agreement) cannot be rescinded.

(21) 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. Any such restriction will be documented in the articulation agreement.

## **Third Party Providers**

(22) Before a third-party provider for global experience is approved and enters a formal partnership with the University, the University Global Experience Team conducts a due diligence assessment in collaboration with relevant business units. These assessments may include, but are not limited to:

- a. insurance held by the provider;

- b. risk and emergency management protocol and policies;
- c. program service (e.g. pre-departure, in-country support, post-trip follow-up);
- d. program management (e.g. application, refund policy, funding);
- e. program suitability (e.g. type of experience, locations, price range);
- f. reference checks;
- g. quality assurance of downstream parties.

(23) The University reserves the right to not approve or endorse a third party based on the findings of the above due diligence assessment.

### **Pre-departure requirements**

(24) Students accepted into an global experience are required to:

- a. attend all relevant information sessions organised by the University Global Experience Team and/or the College;
- b. complete the application requirements of the overseas host institution / provider;
- c. complete all pre-departure requirements of the University Global Experience Team (See Section 10) and relevant College;

(25) Students undertaking an outbound global experience are strongly encouraged to contact Centrelink prior to their departure and be prepared to provide relevant supporting documentation.

### **Withdrawal of students from outbound global experiences**

(26) The University of Newcastle reserves the right to withdraw a student from any outbound global experience prior to the date of departure, or post departure until the end of the global experience, in the event that:

- a. a safety risk emerges that cannot be mitigated, as advised by the Department of Foreign Affairs and Trade (DFAT) or Global Assistance Support Provider (ISOS) or the experience organisers (such as host universities, organisations and providers);
- b. the student has been advised by the University of Newcastle they have not achieved satisfactory academic progress;
- c. a penalty has been imposed on the student for student misconduct in accordance with the [Student Conduct Rule](#); or
- d. the student is indebted to either the University of Newcastle or the host institution; or
- e. the student cannot comply with the required restrictions of the host or the destination country.

(27) The University may not reimburse out of pocket expenses associated with the withdrawal of a student from a global experience.

### **Requirements for staff travelling with students**

(28) Staff travelling with students must comply with the University's [Travel Policy](#) and [its associated procedure](#).

## **Section 6 - Financial Assistance**

### **OS-HELP Loan Scheme**

(29) The OS-HELP Loan is available for eligible students participating in an outbound global experience. Please refer to the [OS-Help Procedure](#).

## Scholarships and Grants

(30) Eligible students may apply for a Government scholarship or The University of Newcastle Global Traveller Grant. Applications are subject to a competitive selection process. Scholarships will vary year to year. All queries can be directed to [global-experience@newcastle.edu.au](mailto:global-experience@newcastle.edu.au).

## Section 7 - Academic Eligibility Criteria

**Table 2 - Academic Eligibility Criteria for Student Exchange Program, Study Abroad, and Academic Short Courses**

Academic Eligibility Criteria	Student Exchange Program	Study Abroad	Academic Short Course (Agreement)	Academic Short Course (Direct)
Criterion 1 - Program Enrolment Requirement	At the point of application, the student must have completed at least 40 units of study in their current undergraduate program or be enrolled in a postgraduate coursework program.			
Criterion 2 - Grade Point Average (GPA) requirement	The student must have a cumulative GPA* of at least 4, on a 7-point scale.	Not applicable	The student must have a cumulative GPA* of at least 4, on a 7-point scale.	Not applicable.
Criterion 3 - Credit	The student must be able to receive at least 30 units of credit from the exchange program per semester towards their University of Newcastle program.	Not applicable.	The student must be able to receive at least 10 units of credit towards their University of Newcastle program.	Not applicable.
Criterion 4 - Host Institution Requirements	Students may be required to meet additional eligibility criteria set by the overseas host institution.			
Criterion 5 -International student eligibility	International students can take up to a maximum of 20 units in their home country. Please also refer to Clauses 18 and 20.			

\*Refer to [Grade Point Average \(GPA\) Calculation Procedure](#).

(31) Students who do not meet the above Academic Eligibility Criteria 2 (GPA requirements) may seek approval from the relevant Program Convenor to waive Academic Eligibility Criteria 2. This request must be made in writing to [global-experience@newcastle.edu.au](mailto:global-experience@newcastle.edu.au) within five working days of receiving the outcome of their application.

### Academic Eligibility Criteria for WIL, Placement, Industrial Experience, Hands on Learning and College led tours

(32) Eligibility criteria for WIL, Placements, Industrial Experience, hands on learning and College led tours will vary and may include minimum GPA requirements, or other predefined criteria.

## Section 8 - Application Process

(33) Students wishing to undertake an outbound global experience must undertake the following application and credit processes:

**Table 3 - Outbound Global Experience Application and Credit Processes**

Type of Experience	Application	Credit
Student Exchange Program	The student must submit an application via the <a href="#">Global Experience Portal</a> by the published closing date and then follow all application processes.	The student must seek permission from the University of Newcastle prior to departure for the global experience to count towards their University of Newcastle program. Please refer to Eligibility Criteria 3 in Table 2, and the <a href="#">Credit and Recognition of Prior Learning Policy</a> .
Study Abroad	The student must complete the application via the <a href="#">Global Experience Portal</a> .	Students may elect to seek approval for credit, so that the global experience is counted towards their University of Newcastle degree program. A request for approval of credit must be sought from the University prior to departing from Australia. Please refer to the <a href="#">Credit and Recognition of Prior Learning Policy</a> .
Academic Short Course (Agreement)	The student must submit an application via the <a href="#">Global Experience Portal</a> by the published closing date and then follow all application processes.	The student must seek permission from the University of Newcastle prior to departure for the global experience to count towards their University of Newcastle degree program. Please refer to Eligibility Criteria 3 in Table 2, and the <a href="#">Credit and Recognition of Prior Learning Policy</a> .
Academic Short Course (Direct)	The student must submit an application via the <a href="#">Global Experience Portal</a> by the published closing date and then follow all application processes.	Students may elect to seek approval for credit, so that the global experience is counted towards their University of Newcastle degree program. A request for approval of credit must be sought from the University prior to departing from Australia. Please refer to the <a href="#">Credit and Recognition of Prior Learning Policy</a> .
WIL, Placement, Industrial Experience, Hands on Learning, and College led tours.	The student must complete the application as per instructions from the relevant College/ University Global Experience Team.	Will vary depending on the global experience.

## Applying for credit

(34) Applications for credit will be considered in accordance with the requirements of the [Credit and Recognition of Prior Learning Policy](#).

(35) In order to apply for credit for the Student Exchange Program, Study Abroad or Academic Short Course (agreement or direct), a student must follow the instructions on the [Global Experience Portal](#) and allow twenty working days for the processing of the credit application.

(36) 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: [global-experience@newcastle.edu.au](mailto:global-experience@newcastle.edu.au).

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

(38) 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.

(39) The grades associated with credit granted for study undertaken at an overseas host institution as part of an outbound global 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).

## Section 9 - Approval

(40) There are four areas of a outbound global experience that require approval:

- a. the student's application for the outbound global experience;
- b. the credit application;
- c. the travel required to undertake the global experience; and
- d. any agreement entered into by the University of Newcastle that is relevant to the global experience.

### Outbound Global Experience Application Approval

(41) The student's application for the outbound global experience must be assessed against the requirements of this Procedure. Table 4 outlines the approval authorities for each type of outbound global experience.

**Table 4 - Outbound Global Experience Application Approval Authority**

Type of Experience	Approval Authority
Student Exchange Program, Study Abroad, Academic Short Course (Agreement), Academic Short Course (Direct).	The application is assessed against the eligibility criteria by the University Global Experience Team. No approval by an authorised delegate is required.
Hands on Learning, College led tours, WIL, Placement, Industrial Experience.	The application is assessed against the eligibility criteria by the relevant Course Co-ordinator or equivalent. No approval by an authorised delegate is required.

### Approval of Credit

(42) The credit requirements outlined in Table 2 of this Procedure must be met, and the student's application for credit must be approved by an appropriate delegate. Table 5 outlines the approval authorities for credit approval.

**Table 5 - Credit Approval Authority**

Type of Experience	Approval Authority
Student Exchange Program, Study Abroad, Academic Short Course (Agreement), Academic Short Course (Direct), WIL, Placement, Industrial Experience, Hands on Learning, College Led tours.	Program Convenor or Authorised Officer, as detailed in the <a href="#">Credit and Recognition of Prior Learning Policy</a> .

### Travel Approval

(43) Travel by a student for participation in an outbound global experience must be approved by an appropriate delegate. The approval is subject to compliance with the University's "safe" principles for travel, as outlined in the University's [Travel policy](#) and [associated procedure](#), and the risk assessment requirements outlined in these documents. (Note, travel for an outbound global experience is not required to be approved or administered through the University's Travel Hub).

(44) Travel must be approved in accordance with Table 6 - Travel Approval Authority:

**Table 6 - Travel Approval Authority (Single Travellers)**

DFAT Advice Level	Type of Experience	Approval
"Exercise Normal Safety Precautions" or "Exercise a High Degree of Caution"	Student Exchange Program, Study Abroad, Academic Short Course (Agreement), Academic Short Course (Direct).	Deputy Vice-Chancellor Global (please refer to Clause 41).
	Hands on Learning, College led tours, WIL, Placement, Industrial Experience.	Head of School (please refer to Clause 41).
"Reconsider your need to travel" or "Do not travel"	All global experiences.	As per the University's delegations of authority for approval of complex travel.

(45) Individual student travel or group student travel for an outbound global experience may be approved where:

- the travel is to a location that is classified by the Department of Foreign Affairs and Trade (DFAT) as "exercise normal safety precautions" or "exercise a high degree of caution";
- the global experience involves student attendance at a recognised institution or an endorsed 3rd party provider;
- the student activity to be undertaken during the outbound global experience is not listed as a high risk activity category by the University of Newcastle Health and Safety team; and
- the University's duty of care to the student(s) can be met.

(46) If a student's outbound global experience requires travel to a high risk destination (DFAT Advice Level "reconsider your need to travel" or "do not travel") or involves a high risk activity, a risk assessment must be completed by the student for the Health and Safety Team to review and make recommendations. This must occur prior to the approval of the travel, unless clause 48 applies. This risk assessment must be comprehensively reviewed and the recommendations confirmed by the relevant Application Approver.

(47) For students who are undertaking an outbound global experience as a group and will be travelling as a group, a risk assessment must be completed by the staff member who is organising the group global experience. The risk assessment must be submitted to the Health and Safety Team (Human Resource Services) to review and make recommendations. This must occur prior to the approval of travel. Once the risk assessment is endorsed by the Health and Safety team (Human Resource Services), the travel may be considered for approval in accordance with the University's Delegations of Authority for approval of "complex" travel. Please see [Delegations Register](#).

(48) The traveller is responsible for monitoring the latest health and travel risk rating on Smartraveller 7 days prior to departure and is responsible for notifying the Application Approver of any changes. In the event the DFAT Advice Level escalates from below "exercise normal safety precautions" or "exercise a high degree caution" to at or above "reconsider your need to travel", the requirements of Clause 46 must be met.

## Approval of Associated Agreements

(49) Any agreement that is to be entered into in association with arrangements for an outbound global experience must be executed by an appropriate delegate in accordance with the Schedules listed in the [Delegations Register](#). Table 7 outlines the appropriate delegated authorities for the range of agreements that may require execution:

**Table 7 - Authorised Approvers of the Agreement**

Type of Experience	Type of Agreement	Approval Authority
Student Exchange Program; Academic Short Course (Agreement).	Student Exchange Agreement Study Abroad Agreement	Deputy Vice-Chancellor Global (DVCG) Pro Vice-Chancellor, Global Partnerships Director, International (subject to consultation with DVCG)



Type of Experience	Type of Agreement	Approval Authority
WIL; Placement; Industrial Experience	Services Agreement for Overseas Activities	Deputy Vice-Chancellor Global (DVCG) Director, International (subject to consultation with DVCG) Pro Vice-Chancellor, Global Partnerships
	WIL Placement agreement with a host organisation	Head of School - limited to agreements on a University Template Deputy Vice-Chancellor (Academic) and Vice President
	WIL Placement agreement with an individual student	Head of School Deputy Head of School Program Convenor
Hands on Learning; College led tours	Services Agreement for Overseas Activities Memorandum of Understanding	Deputy Vice-Chancellor (Academic) and Vice President Deputy Vice-Chancellor Global Director, International Pro Vice-Chancellor, Global Partnerships

## WIL Approval

(50) For global WIL experiences, the authorised delegate is responsible for ensuring that all requirements established by the Tertiary Education Quality and Standards Agency (TEQSA) for the global experience can be met (please see [TEQSA Guidance Note on Work Integrated Learning](#)).

# Section 10 - Pre-Departure Preparation

## Pre-departure Module

(51) To prepare for the outbound global experience, the student must complete the pre-departure module. This module 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 pre departure form.

(52) The student must continue to check the DFAT [Smart Traveller website](#) leading up to the date of departure. Where the DFAT Advice level changes to high-risk the student must comply with the requirements of Clause 46.

## Passports and Visa

(53) Students are responsible for:

- a. acquiring the relevant passport and visa(s) as required for the overseas travel; and
- b. meeting all entry and visa requirements of all countries they are visiting, transiting through, or working in.

(54) Students must check 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.

## Accommodation, Flights, and Insurance

(55) Students are responsible for arranging their overseas accommodation, and private travel insurance. Students are encouraged to investigate accommodation options for the duration of the outbound global experience as early as possible.

(56) 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).

(57) The University will provide insurance coverage for students travelling on a global experience, provided the travel is approved in accordance with this Procedure. This insurance may not extend to any personal travel undertaken by the student, or travel that is in addition to what has been approved by the University. The student is strongly encouraged to determine suitable personal travel insurance requirements to ensure full coverage during their experience. (Please see [Insurance webpage](#)).

(58) 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.

(59) All students travelling on approved University activity must register their travel itineraries with the University's Global Assistance Support Service provider (ISOS) through [MyTrips](#).

(60) Before travelling overseas all University of Newcastle students must subscribe for updates with Smart Traveller and consider the advice provided on the [Smart Traveller website](#).

## **Health and Vaccinations**

(61) Students are responsible for:

- a. contacting a health professional to discuss their pre-travel health checks and vaccination requirements at least 4-6 weeks prior to their departure; and
- b. considering and meeting their own personal health and medication needs they may require during their travel.

(62) Students must be aware of and follow vaccination requirements governed by the transport and accommodation providers, and the laws of the jurisdiction to which they are travelling. The delegate approving the travel may request confirmation of vaccination prior to approving the travel.

## **Section 11 - Returning from a global experience**

(63) During the Student Exchange Program, Study Abroad or Academic Short Course (agreement or direct), 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 through one of the following processes:

- a. the academic transcript is sent directly to the Global Experience Team:
  - i. where hardcopy academic transcripts are provided by the overseas host institutions, the student may collect the hardcopy from the University Global Experience Team; 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 send the academic transcript to the University Global Experience Team.

(64) 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.

(65) For WIL, placement, industrial experience, and College led tours, the student must complete the returning processes as per instructions from the relevant College.

# Section 12 - Appeals

## Appeal Against GPA Requirement

(66) Any appeal permitted under this procedure will be administered in accordance with the [Academic Appeals Policy](#).

(67) A student who is deemed ineligible to undertake an outbound global experience due to not meeting Academic Eligibility Criteria 2 (GPA Requirement) outlined in Section 7 and has not received a waiver from the Program Convenor (see Clause 29) may appeal to the College Pro Vice-Chancellor. Appeals may only be made against Academic Eligibility Criteria 2 (GPA Requirement).

(68) The College Pro Vice-Chancellor will consider any valid appeal within five 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 uphold the appeal so the student can be considered for an outbound global 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.

(69) The determination made by the College Pro Vice-Chancellor under clause 65 is final.

(70) In the event an appeal is upheld the University Global Experience Team will check with the host institution to determine if they will accept the student based on their current GPA.

## Appeal Against Credit Outcome

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

(72) Appeals against decision on credit will be considered in line with the [Credit and Recognition of Prior Learning Policy](#) and [Academic Appeals Policy](#).

# Section 13 - Definitions

(73) In the context of this procedure:

- a. "approved third party provider" means a third party provider who has completed a screening process with the University Global Experience Team and is listed on the [Global Experience Staff Resources Sharepoint site](#) for staff and on [Global Experience Portal](#) for students;
- b. "endorsed third party provider" means a third party provider, who has not completed a screening process, but is endorsed at the point of approval of a students outbound global experience based on due diligence and risk assessment checks according to the type of global experience being taken;
- c. "non-partner institution" means an institution with which the University of Newcastle has not entered into a formal agreement to exchange students for the purposes of outbound global experiences;
- d. "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 global 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;
- e. "Recognised institution" - refers to institutions listed on the AEI-NOOSR which is an Australian government website providing country education profiles; and

f. "University Global Experience Team" is a business unit within the Global Office of the Global Engagement and Partnerships Division of the University.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	30th November 2023
<b>Review Date</b>	28th November 2026
<b>Approval Authority</b>	University Secretary
<b>Approval Date</b>	29th November 2023
<b>Expiry Date</b>	8th August 2024
<b>Responsible Executive</b>	Mark Hoffman Deputy Vice-Chancellor (Academic) and Vice President
<b>Enquiries Contact</b>	Jonathan Hynes Manager, Global Experience 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.

**"Risk assessment"** - The overall process of risk identification, risk analysis, and risk evaluation.

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

**"Confirmation of Enrolment (CoE)"** - Means the document issued through the Australian Government's relevant department and associated systems, by authorised officers of the University that confirms that an international student is eligible to enrol in a course. The CoE is required under Commonwealth Legislation for the student visa.

**"Course"** - When referring to a course offered by the University, a course is a set of learning activities or learning opportunities with defined, assessed and recorded learning outcomes. A course will be identified by an alphanumeric course code and course title. Course types include core courses, compulsory courses, directed courses, capstone courses and electives. For all other uses of this term, the generic definition applies.

**"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.

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

**"Program"** - When referring to learning, a program is a sequence of approved learning, usually leading to an Award. For all other uses of this term, the generic definition applies.

**"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.

**"Unit"** - When referring to an academic unit, unit means the proportional amount of academic credit allotted to a course. This term is used to define the requirements for a program award of the University and indicate a student's enrolment load. For all other uses of this term, the generic definition applies.

**"International student"** - A student (as defined by the University) who is not an Australian citizen, Australian Permanent Resident or New Zealand citizen (or dual citizenship holders of either Australia or New Zealand). This includes students who will be studying offshore and those who will be studying onshore and have a student visa, provisional residency, temporary residency, bridging visa, or any other category of non-permanent visa for Australia.

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

**"Work integrated learning"** - In the context of the Higher Education Standards Framework (Threshold Standards) 2021 (HES Framework), work-integrated learning (WIL) encompasses any arrangement where students undertake learning in a work context as part of their course requirements. WIL can be undertaken as part of coursework or research training.

**"Delegate"** - (noun) refers to a person occupying a position that has been granted or sub-delegated a delegation of authority, or a committee or body that has been granted or sub-delegated a delegation of authority.

**"Delegated authority"** - refers to the specific description of the authority that is delegated or sub-delegated to a holder.