



University of  
South Australia

## Student Mobility

**POLICY NO:** A-36.12

**DATE OF APPROVAL:** 21 May 1993

**CURRENT AMENDMENT:** December 2019

**REFERENCE AUTHORITY:** Director, Student and Academic Services

### CROSS-REFERENCES:

- A-47: Student fees and loans
- C-17: Student complaints resolution
- *Higher Education Support Act 2003* (Australian Government)
- *Higher Education Administrative Information for Providers: Student Support*

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### Purpose

Student mobility is an important component of UniSA's commitment to internationalisation. Student mobility programs have a key role in developing strategic partnerships with overseas providers and enabling students to develop global capability and employability through participating in overseas study and/or practice-based learning.

This policy explains the requirements and administrative arrangements for UniSA student mobility programs.

### Scope

This policy applies to students who apply to participate in a UniSA student mobility program and are:

- domestic or international
- enrolled in an undergraduate or postgraduate coursework award
- outbound or inbound.

The policy does not apply to higher degree by research students.

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## **Definitions**

### **Approved partner**

An overseas institution with which UniSA has a formal student mobility agreement.

### **Hawke Ambassador International Volunteer Program**

A volunteer placement with an international non-government organisation (NGO) undertaken either at an overseas location or with a local internationally focused program. It is available to undergraduate second, third and fourth year students in designated UniSA programs. It involves 18 units of study, undertaken over one study period. Students are enrolled in the course, Hawke Ambassador Program. The program is not available to part-time or external students.

### **Home provider**

The provider at which a student is enrolled, and from which they will graduate.

### **Host provider**

The overseas provider at which a student participates in a student mobility program. The host provider may be, but is not limited to:

- an educational institution
- a placement provider
- a non-government organisation
- an industry internship partner.

### **Inbound student**

An international student participating in a student mobility program at UniSA

### **Outbound student**

UniSA student participating in a student mobility program overseas.

### **Student mobility program**

A UniSA approved opportunity to participate in overseas study and/or practice-based learning. Student mobility programs include:

- formal student exchange
- short term student mobility programs
- study abroad
- study tours.

### **Practice-based learning**

All undergraduate programs at UniSA are required to provide learning experiences that are directly linked to work contexts. The aim is to ensure that students have some understanding of the professional environment that they will eventually enter.

### **Student exchange agreement**

A bilateral agreement that has been formalised between UniSA and an overseas educational institution.

### **Study abroad, short term study, placement, internships, or study tours**

A type of student mobility program that enables domestic and international students to study at an overseas host provider where there is no formal student exchange agreement in place. These student mobility programs involve at least 4.5 units of study. The study program is negotiated with, and approved by, the program director. The study undertaken at the host entity may be approved as credit towards an academic award of the home institution.

### **UniSA student mobility travel grants**

Funding that students may apply for to assist with costs associated with a student mobility program.

## Policy

1. Approval for a student to participate in a student mobility program will be subject to the selection criteria set out in this policy, the availability of places, and funding, as applicable.
2. UniSA may refuse, cancel or vary an approval for a student to travel to a country that is the subject of an Australian Government non-essential travel warning. Students who are already in-country at the time of an elevation of a travel warning may be required to make immediate plans to return to Australia.
3. UniSA International will ensure that current and comprehensive information about the types of funding available to students is accessible on the UniSA International website.
4. UniSA reserves the right to withdraw an offer for a student to participate in a student mobility program.
5. Complaints regarding the administration of student mobility programs are managed in accordance with policy [C.17: Student complaints resolution](#).
6. **Record keeping**
  - 6.1 UniSA International, in consultation with Academic Units, will maintain:
    - a. a register of all formal student exchange partners. The register will include a copy of the formal agreement and a record of any amendments to that agreement
    - b. a record of students who participate in student mobility programs.
  - 6.2 Academic Units will establish and maintain a register of all Academic Unit-based partner agreements.
  - 6.3 Copies of all documentation relevant to a student's participation in a student mobility program must be retained on the student's file at Campus Central. This will include:
    - a. the program director's approval of credit/exemption for a student mobility program
    - b. student's signed agreement of the terms and conditions associated with a student mobility program
    - c. information provided by the student as required in the policy.

## Outbound mobility programs

7. **Application process**
    - 7.1 UniSA students will be considered for a student mobility program provided they:
      - a. meet the admission standards of the host provider
      - b. have completed the relevant application process via the University website
      - c. have good health or a manageable health condition supported by a certificate from a registered medical practitioner indicating that they would be able to participate in the program.
    - 7.2 A student mobility program must contribute to the requirements of the student's UniSA award program, either as:
      - a. exemption from specified components of a course
      - b. a minimum of 4.5 units of credit, or
      - c. a compulsory component of the program.
    - 7.3 UniSA International will:
      - a. confirm the offer of a place in a student mobility program
      - b. inform the student whether they have been awarded a UniSA student mobility travel grant
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- c. provide the student with advice about the financial commitment required to undertake study at the host provider
  - d. inform the student of the University requirement that they must register their full travel itinerary with International SOS, and also recommend that they register their travel plans with the Australian Government's Smartraveller service
  - e. provide the student with general advice about travel, health insurance and where to seek information regarding visa requirements
  - f. provide the student with the required student mobility program documentation
  - g. confirm with the student and the program director whether a formal exchange agreement has been approved
  - h. lodge the student exchange program enrolment with Campus Central for recording on the student record.
- 8.** Program directors will determine the equivalent UniSA course load for studies and/or practice-based learning undertaken at a host provider.
- 9.** Program directors must provide students with a written record of any provisional credit/exemption granted for a student mobility program. A copy must be sent to Campus Central to be retained on the student's file.
- 10.** Students must obtain approval from their program director for any changes to the previously approved study plan or practice-based learning activities that become necessary after they have arrived at their host provider.
- 11.** UniSA may cancel a student's participation in a student mobility program and request the return of any funding provided to the student.
- 12.** If a student withdraws from a student mobility program less than 4 weeks before the program is due to begin, they may be charged a withdrawal fee. Students who do not pay the fee will be placed in bad financial standing (see policy [A-47: Student fees and loans](#)).
- 13. UniSA student mobility travel grants**
- 13.1** UniSA International will determine the student mobility travel grant funding allocation for the forthcoming year. Academic Units will be consulted about their contribution to grant funding.
- 13.2** UniSA students who have been approved to participate in a student mobility program are eligible to apply for a student mobility travel grant.
- 13.3** UniSA student mobility travel grants are awarded subject to the following conditions:
- a. availability of funding
  - b. a maximum student mobility travel grant allocation per student, as specified on the UniSA website
  - c. the application must meet the student mobility travel grant eligibility criteria.
- 13.4** Students who meet the following criteria will be considered for a student mobility travel grant:
- a. undergraduate students must have successfully completed
    - i. at least 36 units of their current program, with no more than 18 units of credit from previous study, at the time of application, for the UniSA formal student exchange programs
    - ii. at least 18 units of study, at the time of application, for short-term or study abroad opportunity, a study tour, placement or internship.

- b. postgraduate students must have successfully completed at least 9 units of their current program or have completed their undergraduate program at UniSA, at the time of application
  - c. a Grade Point Average (GPA) of at least 4.0, and have no more than 9 failed units in the program in which they are currently enrolled
  - d. confirmation that their program director has approved the following minimum credit for the student mobility program:
    - i. 13.5 units for a formal student exchange, or
    - ii. 4.5 units for a short term student mobility program or study tour
  - e. have not exceeded the maximum student mobility travel grant allocation per student as specified on the UniSA website
  - f. if undertaking a formal student exchange, this must be with an approved partner.
  - g. be undertaking a mobility program outside of Australia and outside of the student's country of citizenship
- 13.5 UniSA International will provide details of the number of approved student mobility travel grant applications from each Academic Unit to the Executive Dean for sign-off, with a copy to the General Manager.
- 13.6 Student mobility travel grant funds will only be made available after a student has provided UniSA International with acceptance documentation from the host provider.
- 13.7 UniSA may require a student to repay all or part of a UniSA student mobility travel grant if the student is in breach of terms and conditions associated with the student mobility program. Students who do not comply with a request to repay student mobility travel grant funds within the specified time are placed in bad financial standing (see policy *A-47: Student fees and loans*).
- 14.** Students who meet the eligibility criteria may apply for an OS-HELP loan from the Australian government.
- 15. Insurance**
- 15.1 The University can provide students, who have been approved to undertake a student mobility program, with the following insurance cover:
- a. professional indemnity
  - b. personal accident (capital benefits only)
  - c. public liability
  - d. medical malpractice where appropriate (see clause 15.6)
  - e. travel insurance, if the student is eligible.
- 15.2 To qualify for UniSA insurance for student mobility programs, the student mobility program must:
- a. contribute to the requirements of the student's program at UniSA
  - b. have been approved by the student's program director
  - c. not exceed 20 weeks unless approved in advance by the UniSA insurance office
  - d. not extend beyond the date on which the student will qualify to graduate.
- 15.3 The student is not receiving any payment for services.
- 15.4 Placement coordinators must obtain advice from the UniSA insurance office before approving placements in the USA and Canada.
- 15.5 For the provision of medical malpractice insurance:
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- a. students undertaking a clinical placement must comply with the insurance requirements of the host provider, particularly in relation to medical malpractice
- b. students are only insured when providing treatment under the supervision of a qualified practitioner.

15.6 Clinical placements are not permitted in the USA or Canada as UniSA does not hold medical malpractice insurance in these countries.

15.7 UniSA provides insurance for students undertaking a vacation student mobility program supported by a scholarship, providing one of the following documents has been signed by UniSA and the host provider:

- a. the prescribed form, if the scholarship is provided by UniSA, or
- b. the prescribed Agreement, if the scholarship is provided by an external body.

15.8 The prescribed form or Placement/Affiliation Agreement must be signed by the host provider, or confirmation of insurance cover for any research project or fieldwork undertaken.

15.9 Any coursework research project involving human subjects must be assessed by the UniSA insurance office, before commencing the project, to ensure that appropriate cover is in place.

**16.** Students who participate in a student mobility program must provide UniSA with official confirmation from the host provider that they have completed the program, for example with an official academic transcript. The program director will then either approve the final grades or confirm a credit transfer.

**17.** Students who participate in a student mobility program remain subject to UniSA statutes, by-laws, policies, rules and regulations and may be required to agree to specific terms and conditions associated with the student mobility program.

**18. Change of circumstances**

18.1 If changes to an approved student mobility program are required, the student must:

- a. request a change of enrolment form from their program director
- b. notify UniSA International that they have requested a change of enrolment
- c. negotiate a new study plan with their program director who must then confirm the new study plan with UniSA International.

18.2 If changes are required to an exchange program study plan that has already been approved:

- a. the student must:
  - i. obtain approval for a new study plan from the program director
  - ii. advise UniSA International using the prescribed form
- b. UniSA International will:
  - i. advise Campus Central to process an amendment to enrolment
  - ii. confirm the amended enrolment with the host provider and the student.

18.3 Where an enrolment is amended significantly, the student may be required to repay all or part of a UniSA student mobility travel grant.

**19. Risk management and duty of care**

19.1 Students who participate in a student mobility program must provide the following information to be retained on the student's file at Campus Central:

- a. contact details of their host provider
- b. contact details of their overseas accommodation

- c. commencement and completion dates for the student mobility program
  - d. travel itinerary, including any personal travel before or after the student mobility program
  - e. passport number
  - f. name and contact details of next of kin or nominated emergency contact person.
- 19.2 Any terms and conditions, agreements or declarations relating to student mobility that students are required to sign should be first vetted by UniSA Legal.
- 19.3 UniSA must ensure that written consent is obtained from the parent/guardian of any student participating in a student mobility program who is less than 18 years of age.
- 19.4 UniSA International will monitor the wellbeing of students on formal student exchange, in consultation with the Student Engagement Unit, the program director and the relevant Academic Unit.
- 19.5. Students who work with a voluntary organisation as part of a student mobility program (such as the Hawke Ambassador Program) must comply with the protocols and directives of that organisation in the event of any emergencies.

## **20. Formal student exchange programs**

- 20.1 Formal student exchange programs are reciprocal agreements that enable students from UniSA and an approved partner to exchange places for a short period. Exchange students continue to pay fees at their home provider. They do not pay tuition fees at the provider they are visiting.
- 20.2 A formal student exchange agreement must be in place before a student can apply to participate in a student exchange program.
- 20.3 Commonwealth supported or fee-paying domestic and international students may undertake a formal student exchange.
- 20.4 Should places in a particular student mobility program be insufficient to meet demand, eligible students will be ranked according to academic merit and may be offered another opportunity, if places are available.
- 20.5 Students who meet the following criteria are eligible to apply for a formal student exchange:
- a. a Grade Point Average (GPA) of at least 4.0
  - b. undergraduate students must have successfully completed at least 36 units of their current program, with no more than 18 units credit from previous study
  - c. postgraduate students must be enrolled in a Masters or Graduate Diploma and completed at least 9 units of their program, or completed their undergraduate program at UniSA
  - d. have at least 4.5 units left to complete their program
  - e. approval from their program director to undertake the exchange
  - f. meet the admission requirements of the host provider.
- 20.6 The student must:
- a. meet the admission standards of the host provider
  - b. agree to enrol at the host provider for a period of study described in the mobility plan
  - c. agree to abide by the rules and regulations of the host provider.
- 20.7 Before travelling overseas, exchange students must:

- a. obtain approval from their program director for the study to be undertaken while on exchange, using the prescribed form, and provide the completed form to UniSA student exchange staff
  - b. ensure that they have been enrolled in designated UniSA exchange courses, a normal provisions relating to fee liability apply
  - c. remain enrolled in designated UniSA exchange courses while on exchange
  - d. participate in a mandatory exchange pre-departure workshop.
- 20.8 Students may study for one or two study periods while on exchange, and must complete the equivalent of a full-time load, equivalent to a minimum of 13.5 units and a maximum of 18 units of study, per study period.
- 20.9 Students participating in a student exchange program remain subject to UniSA statutes, by-laws, policies, rules and guidelines and are required to agree to specified terms and conditions prior to departure. Failure to comply may result in disciplinary action by UniSA and/or the host provider, and delays in the transfer of academic credit to UniSA.
- 20.10 Students who wish to extend their exchange program must obtain written approval from their program director, UniSA student exchange staff, and their host provider.

## **21. Short term student mobility programs**

- 21.1 A short term student mobility program may be an individual one-off arrangement, or based on a partner agreement that has been negotiated by an Academic Unit. The range of short term student mobility program activities includes, but is not limited to, internships, industrial placements, clinical placements, practicums, workshops, field trips, coursework research projects, intensive language courses, volunteering and study tours.
- 21.2 A short term student mobility program is where a student undertakes study or practice-based learning with an overseas host provider for which they will:
- a. receive exemption from a specified component of a course, or
  - b. receive a minimum of 4.5 units of credit, or
  - c. complete a compulsory component of the program.
- 21.3 Undergraduate and postgraduate coursework students who meet the following criteria are eligible to apply for short term student mobility programs:
- a. a Grade Point Average (GPA) of 4.0 or above
  - b. undergraduate students must have completed at least 18 units of their current program, at time of application
  - c. post graduate students must have completed at least 9 units of their current program, at time of application, or have completed their undergraduate program at UniSA
  - d. the student must:
    - i. meet the admission standards of the host provider
    - ii. agree to enrol at the host provider for a period of study described in the mobility plan, if required
    - iii. agree to abide by the rules and regulations of the host provider.
- 21.4 Students participating in a short term student mobility program are responsible for:
- a. researching their options for a short term student mobility program
  - b. negotiating their study program with their program director and obtaining written confirmation of approval for the credit or exemption to be granted, prior to their departure from Australia

- c. ensuring that their program is supported by a Placement/Affiliation Agreement signed by the host provider, or UniSA cover where there is no Placement/Affiliation agreement in place
- d. advising the UniSA insurance office if they are undertaking personal travel in addition to the approved student mobility program
- e. paying the applicable tuition fees
- f. taking leave of absence for the duration of the student mobility program, if required, using the prescribed form
- g. applying for credit when they return from overseas, using the prescribed form.

## **22 Study tours**

- 22.1 Study tours involve a group of students led by a staff member travelling to an overseas location as part of their UniSA program.
- 22.2 Study tours must be booked through the UniSA Travel team.
- 22.3 UniSA staff responsible for organising a study tour must ensure that:
  - a. all participating students are provided with all necessary information about the tour including insurance, country-specific information, and student obligations and responsibilities while on tour
  - b. all students have registered their full itinerary with International SOS and have been advised to also register with the Australian Government's Smartraveller service

## **23. Study abroad**

- 23.1 Study abroad is an individual arrangement for a student to study with a host provider for one or more study periods, without a formal exchange agreement being in place. Students pay fees to the host provider and do not incur UniSA fees and charges while overseas.
- 23.2 Commonwealth supported or fee-paying domestic and international students may participate in study abroad student mobility programs.
- 23.3 Students are responsible for:
  - a. negotiating their study program with their program director and obtaining written confirmation of the credit to be granted, prior to leaving Australia
  - b. meeting the application and admission requirements of the host provider
  - c. taking leave of absence for the duration of the study abroad program, using the prescribed form
  - d. applying for credit using the prescribed form when they return from overseas.

## **24. Student mobility program completion**

- 24.1 On completion of a student mobility program, students must provide an official academic transcript from the host provider, to UniSA International. UniSA International will forward the transcript to the relevant program director.
- 24.2 The program director will:
  - a. approve final grades, assigning either a Non Graded pass (NGP) or Fail (F) grade as their final grade
  - b. confirm a credit agreement. Approved credit will be recorded on the student record system at UniSA. The final course load will be at the discretion of the program director.

- 24.3 Exchange students must complete a report when they return to Australia. The report template is located on the University website. Credit for the exchange will not be processed until the report has been lodged.
- 24.4 UniSA International will ensure the grades/credit are entered on the student record system in consultation with the program director and Campus Central.
25. In exceptional circumstances and on a case by case basis, the program director, in consultation with the Director, International or their delegate, may approve a student exchange program application if the student has not completed 36 units.

#### **Inbound student mobility programs**

26. All inbound students must meet English language requirements, if applicable.
27. Inbound student exchange and study abroad students may undertake a short-term internship in Australia, in conjunction with their approved UniSA study program.
28. All inbound student mobility program students are required to:
- comply with relevant visa requirements
  - arrange Overseas Student Health Cover (OSHC) for the duration of their stay in Australia
  - meet UniSA application, admission and English language requirements
  - pay UniSA student services and amenities fees
  - obtain student registration with the relevant registration board if they are enrolling in a course that requires student registration
  - negotiate any changes of enrolment with their home provider and advise UniSA accordingly.
29. Inbound exchange students are required to:
- be enrolled at, and be nominated by, an approved partner
  - enrol in a minimum of 13.5 units and a maximum of 18 units of study per half year, with a maximum of 36 units per academic year
  - have their UniSA course enrolments approved by their home provider and the relevant UniSA Academic Unit or course coordinator(s)
  - pay tuition fees to their home provider.
30. UniSA International will send an official academic transcript to the student's home provider when the student has completed the student exchange.
31. Inbound short term student mobility program students are required to:
- be enrolled at, and nominated by, an approved provider
  - enrol for less than 3 months to comply with visa requirements
  - enrol in intensive mode courses that have been approved by the relevant Academic Unit or course coordinator(s)
  - pay tuition fees to their home provider.
32. Inbound study tour students are required to:
- apply to participate in a study tour via a study tour sponsor
  - pay the fixed fee for each study period as determined by UniSA.
33. Inbound study abroad students:
- are not required to be enrolled with a UniSA exchange partner
  - are required to:

- i. meet the application and admission requirements of UniSA
- ii. enrol for a maximum of 18 units per study period
- iii. have their course enrolments approved by the relevant course coordinator(s)
- iv. pay a fixed fee for each study period, as determined by UniSA (see policy [A-47: Students fees and loans](#)).

**AMENDMENTS:**

- Registrar – August 1998
- Registrar – November 1999
- Registrar – November 2000
- Academic Board - 2003/8/150
- Director: Student and Academic Services – May 2005
- Director: Student and Academic Services – July 2005
- Academic Board – May 2009
- Director: Student and Academic Services – July 2012
- Academic Board – July 2016
- Academic Board – June 2019
- Director: Student and Academic Services – November 2019
- Vice-Chancellor – December 2019