



Context and Purpose

This document sets out the procedures relating to the administration of outbound international student mobility undertaken by UniSA students.

This Procedure should be read in conjunction with the [Student Mobility Policy](#).

Scope

The following are excluded from the scope of this Procedure:

- research degree students
- students enrolled in off-shore programs

Responsibility

Director: Student and Academic Services is the Responsible Officer for this Procedure.

See [Appendix A: Student Mobility Roles and Responsibilities](#) for a summary listing of responsibilities relating to student mobility at UniSA.

A. Risk management

1. UniSA International (UI) will assess all proposed student mobility programs and will refer concerns regarding risks identified to the Pro Vice Chancellor: International for a determination as to the management of these risks.
2. Executive Deans are responsible for identifying and managing risk in relation to international work integrated learning (WIL) mobility programs.
3. All University-related student travel must be registered with the UniSA Travel Team, and travel details must also be registered with the University's Travel Emergency Risk Management Services Provider. Students will be strongly advised to book return travel arrangements prior to departure.
4. Students participating in a mobility program must complete pre-departure training to a minimum standard as determined by UI. Staff responsible for leading a mobility program must complete the Project Leader training as directed by UI prior to students' departure.
5. The University will not approve travel by students on mobility programs to restricted areas as determined by the Department of Foreign Affairs and Trade (DFAT). Restricted areas are defined as those regions to which Australians are advised not to travel or to reconsider their need to travel. Students who are already in-country at the time a DFAT advice level is elevated may be required to make immediate plans to return to Australia.

6. The University will prevent or cancel student participation in a mobility program if it becomes evident that:
 - a. adequate arrangements have not been made to protect a student’s health, safety, or well-being, or
 - b. the University has significant concerns for the health (mental or physical) or wellbeing of a student, or
 - c. the program does not meet the required standards, or
 - d. political or other changes have occurred in the host country that cause concern about the possible reputational impact of participation in the program.

7. Students participating in a mobility program must comply with any directive from the University to return to Australia.

8. A formal agreement must be in place for all international exchange arrangements, all WIL mobility programs, and for all mobility opportunities that are led or delivered in conjunction with a Mobility Experience Provider.

9. The University will consider opportunities for students to undertake mobility programs where no agreement is in place. However, in such cases a risk and safety assessment of the program approved by the Pro Vice Chancellor: International or relevant Executive Dean will be required.

B. Eligibility and approval

10. To be eligible to apply to participate in the University’s mobility program students must:
 - a. be at least 18 years old by the point of participation;
 - b. be enrolled in an award program at the University;
 - c. have a minimum cumulative Program Grade Point Average (GPA) of 4.0;
 - d. have no more than nine units of failed grades in the current program;
 - e. have not more than a twelve-month absence from the University prior to commencing the mobility program;
 - f. if applicable, agree to abide by host provider rules, regulations and directives; and
 - g. meet any other requirements stipulated by the University or the host provider relating to specific mobility programs.

11. The tables below sets out further information about eligibility for the different types of student mobility. Other eligibility criteria may be stipulated for specific mobility programs. Applicants who do not meet all of the eligibility requirements may be considered for selection on a case by case basis.

Semester Exchange

Units already completed	<p>Undergraduate students must have completed a minimum of 36 units of study towards their current degree at the point of application, of which 18 units must have been undertaken at UniSA.</p> <p>Postgraduate students must have completed a minimum of 18 units of study towards their current degree at the University or, if they have just commenced their postgraduate degree, they must have completed a previous degree at the University.</p>
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Recognition towards award program	Students must have in principle approval from the Program Director for a minimum of 13.5 and a maximum of 18 units of credit for the courses they are studying abroad to count towards their UniSA degree (for each semester exchange). A final assessment of credit will be made by the Program Director upon completion of the student's exchange.

Short-term Exchange, Non-Exchange (including Study Tours)

Units already completed	Undergraduate students must have completed a minimum of 18 units of study towards their current degree at the University. Postgraduate students must have completed a minimum of 9 units of study towards their current degree at the University or have completed an undergraduate degree at the University.
Credit requirements	Students must have in principle approval from the Program Director for a minimum of 4.5 units of credit for the mobility program study to count towards their UniSA degree or be meeting a mandatory program requirement. A final assessment of recognition will be made by the Program Director upon completion of the student's mobility program.

12. Meeting the eligibility requirements set out above does not guarantee selection to the mobility program. Students will be informed about any additional criteria to be applied as these may vary across individual mobility programs.
13. International students are eligible to apply to participate in mobility programs. It is the responsibility of the student to ensure that undertaking a mobility program will not result in non-compliance with their student visa. Sponsored international students should also seek permission from their sponsor, and the International Relations Team within UI, to confirm eligibility before applying to participate in a mobility program.
14. During the application and approval process, all students will be:
 - a. informed whether they have been awarded any financial support from the University;
 - b. provided with pre-departure or other preparatory advice, for example advice about travel, health insurance, and where to seek information regarding visa requirements;
 - c. provided with advice about the financial commitment required to undertake overseas study; and
 - d. provided with any required student mobility program documentation.
15. With the exception of study tours (see section D below) students participating in a non-exchange mobility opportunity are responsible for meeting any application, admission and enrolment requirements of the host provider, including payment of all required fees and charges.
16. Students must apply for a leave of absence for the relevant study period if they are intending to participate in a non-exchange mobility program which does not require a UniSA course enrolment during a study period in which they would otherwise be enrolled. International students on student visas may only undertake such programs during periods when they are not

required to maintain a UniSA course enrolment. For non-exchange mobility programs requiring a UniSA course enrolment, students must follow the enrolment procedures specified by the relevant Academic Unit.

17. Final approval of participation in a student mobility program is subject to:
 - a. in principle approval of the mobility study plan from the relevant Program Director; and
 - b. completion of all pre-departure or other preparatory requirements, as advised by UI.
18. A student who withdraws from a mobility program less than four weeks before the commencement of the program may be charged a withdrawal fee, and may forfeit any deposits or payments which have been made.
19. Students must obtain approval from their Program Director as soon as possible for any changes to the previously approved study plan that become necessary after they have arrived at their host provider.
20. Any extension of a student exchange program must be approved by UI.

C. Study tours

21. Staff responsible for developing and implementing a study tour must advise UI of their intention to run the project before proceeding to develop the program. When developing the program staff must refer to the relevant University web site for staff regarding student mobility and must complete all relevant risk assessment requirements, approvals, and other formal documentation as advised by UI and the relevant Dean of Programs.
22. Study tour travel must be booked through the UniSA Travel Team by the staff member responsible for the tour, or delegate.
23. Students participating in a study tour must be enrolled in a relevant UniSA course and pay student contribution amounts/tuition fees to the University as per usual processes. Students may be required to meet additional costs to facilitate the tour. Expected costs will be communicated to students during the application process.

D. Financial support

24. UniSA students who participate in an approved mobility program may be eligible for financial support from the University. UI will ensure that information about the types of funding available, and the conditions that apply to the awarding of financial support, is made available to students.
25. With the exception of study tours, students who undertaken a mobility experience in their country of citizenship will not be eligible for financial support from the University.
26. Receipt of financial support from the University is conditional on completion by the student of all required pre-departure or other preparatory tasks.
27. In cases where a student amends their approved mobility study plan significantly, or if they breach the terms and conditions associated with their participation in the program, the student may be required to repay all or part of the financial support awarded by the University.

E. Insurance

28. The University will provide appropriate insurance coverage to students undertaking an approved mobility program, subject to insurance policy restrictions and University requirements. These requirements will be clearly documented and provided to students prior to departure.
29. If insurance coverage is not available for a student mobility program the opportunity will not be approved.

F. Credit

30. On completion of a non-exchange mobility program (except for study tours), students must provide an official academic transcript, or other evidence of completion. If the completed program does not match the mobility study plan, credit will be awarded at the Program Director's discretion.
31. Students participating in an exchange program will be enrolled in the designated UniSA exchange courses, for which either a NGP or F result will be recorded on completion. Such students must submit a Returned Student Report on completion of the program using the template provided for this purpose.
32. If an exchange student's completed overseas enrolment is fewer or more units than approved, their UniSA exchange course enrolment will be corrected as appropriate, which may include recording a Fail grade if insufficient units were completed.

G. Appeals and complaints

33. Students should follow the processes set out in the [Student Complaints Resolution Policy](#) if they wish to have a decision regarding participation in a mobility program reviewed.

Further Assistance

Further information relating to UniSA student mobility programs can be found [here](#).

Related Documentation:

[Student Mobility Policy](#)

[Appendix A: Student Mobility Roles and Responsibilities](#)

[Code of Conduct for Students](#)

[Student Complaints Resolution Policy](#)

Officer Responsible for Update and Review: Registrar and Director: Student and Academic Services

Approved by: Academic Board

Commencement Date: 25 March 2022

Review Date: March 2025

History: This Procedure supersedes Policy A-36.12 Student Mobility

Appendix A: UniSA Student Mobility Roles and Responsibilities

1. *UniSA International (UI)* is responsible for:
 - a. in conjunction with Academic Units, publicising mobility opportunities to students;
 - b. undertaking a risk assessment for all proposed student mobility activities managed by UI;
 - c. providing oversight of risk assessments relating to Academic Unit managed mobility programs;
 - d. assessment and approval of all prospective exchange partner agreements, and maintaining a register of all exchange partners, including a copy of the formal agreement and any amendments;
 - e. assessment and approval of all prospective Mobility Experience Providers (MEP) agreements, and maintaining a register of all approved MEPs, including a copy of the formal agreement and any amendments;
 - f. receiving and processing applications for all exchange mobility programs, and for all other mobility programs that are not managed by Academic Units;
 - g. nominating students for exchange mobility to host institutions, in accordance with the terms of the relevant exchange agreements;
 - h. receiving and processing student applications for mobility funding from:
 - i. Australian Government Mobility Scholarships and Grants;
 - ii. UniSA International Mobility Scholarships and Travel Grants;
 - iii. Foreign Governments
 - iv. partner/host universities
 - v. other sources, as applicable;
 - i. providing pre-departure materials and/or training for students participating in mobility programs and to staff responsible for leading mobility programs (for programs not managed by Academic Units);
 - j. ensuring registration of student travel details with UniSA Travel Team, and Emergency Response Travel Provider, for programs not managed by Academic Units; and
 - k. conducting an annual audit of all student mobility experiences across the University.

2. *Student and Academic Services* is responsible for:
 - a. receiving and processing applications for overseas in principle credit approval;
 - b. checking that applicants will be able to continue to meet applicable degree progression requirements if they undertake a proposed mobility program;
 - c. enrolling students in UniSA exchange courses; and
 - d. processing and recording advanced standing/credit awarded following a mobility program.

3. *Academic Units* are responsible for:
 - a. In conjunction with UI, publicising mobility opportunities to students;
 - b. determining the outcome of applications for overseas academic credit/recognition;
 - c. receiving and processing applications for non-exchange mobility managed by them;
 - d. consulting with and providing academic advice to students in relation to student mobility;

- e. reporting all Academic Unit managed student mobility projects and activities to UI, at least six months prior to departure and providing a list of all participating students, at least two months prior to departure.
- f. ensuring that approval is given by the Executive Dean or delegate, and UI, for all new Academic Unit managed student mobility projects and activities, including engagement with prospective partner institutions and MEPs;
- g. completing a risk assessment for all proposed Academic Unit managed student mobility activities;
- h. ensuring registration of student travel details with UniSA Travel Team, and the University's Travel Emergency Risk Management Services Provider, for all Academic-Unit led mobility programs;
- i. providing appropriate pre-departure materials and/or training for students participating in Academic-Unit led mobility programs, in line with UI requirements;
- j. ensuring the requirements set out in the Student Mobility Procedures are met in relation to Work Integrated Learning (WIL) mobility opportunities; and
- k. complying with the processes and requirements specified by UI for all student mobility programs.