
STUDENT INTERNATIONAL MOBILITY PROCEDURES

SECTION 1 – PURPOSE AND CONTEXT

- 1) These procedures define the process for the management and approval of student participation in international mobility programs. These procedures apply to all student international mobility programs. They do not apply to student placements within Australia undertaken as a requirement of a unit or program of study. Some elements may be used for International student placements as a requirement of a unit or program of study.
- 2) In addition to these procedures, Academic Units may implement local guidelines, handbooks and/or flow charts as long as they are not in conflict with the processes in these procedures.
- 3) The following policies and procedures should also be considered: Student International Mobility Policy, Critical Incident Guidelines, Student Code of Conduct, Student Placement Policy and Travel Policy.
- 4) These procedures do not apply to students wishing to undertake study at another Australian institution. Students seeking to undertake study at another Australian institution should refer to the Cross Institutional provisions in the *Enrolment Policy*.
- 5) International students under 18 years of age will not in the normal course be approved for international mobility programs. Applications under special circumstances may be provided directly to the Pro Vice-Chancellor (International) for consideration.
- 6) University staff, students and third-party global study provider staff must manage international student mobility programs in accordance with these procedures.

SECTION 2 - DEFINITIONS

- 7) For the purposes of these procedures:

Academic Units	Refers to a School, University Research Institute or unit such as The Academy, of Western Sydney University.
Exchange Mobility	Overseas study undertaken for one or two sessions, completed under an exchange agreement between the University and another educational institution.
Host Institution	The host institution is the overseas institution where a student is accepted for a program of study.
Non-exchange Mobility	Overseas study or other academic activity undertaken with a third party global study provider, industry partner or educational institution that is not subject to an exchange agreement with the University.
Research Mobility	Overseas research fieldwork undertaken for a current HDR research project including under arrangements with a third party.

Short-term Exchange Mobility	Exchange mobility undertaken in breaks between sessions or over a period of less than one session completed under an exchange agreement between the University and another educational institution.
Third-Party Global Study Provider	Organisations that offer global study programs, including colleges, universities, not for profit organisations, for-profit businesses and consortia.
University	Western Sydney University

SECTION 3 – TYPES OF INTERNATIONAL MOBILITY

- 8) These procedures cover outbound international student mobility programs which includes:
- a. exchange mobility - undertaken during one or two teaching sessions, at another educational institution with which the University has a formal exchange agreement. A student undertaking exchange mobility enrolls in exchange units of study and pays all necessary tuition and other fees to the University.
 - b. short-term exchange mobility - is undertaken during breaks between sessions or over a shorter period than a session.
 - c. non-exchange mobility - undertaken during or between sessions at another educational institution, or through a third-party global study provider, in the absence of an exchange agreement. This may include fee-paying study abroad; study tours; internships; academic unit led offshore programs and competitions, University competitions and research fieldwork not associated with a HDR research project.
 - d. research mobility is where a candidate undertakes fieldwork as part of their higher degree research project at another educational institution, third-party global study provider or industry partner, where a formal Dual Award and Joint Higher Degree agreement does not exist.

SECTION 4 – PROCEDURES

Eligibility and Selection

- 9) To be eligible to undertake exchange mobility, a student must:
- a. be enrolled in an award course during the period of the exchange mobility;
 - b. at the time of application:
 - i. have a minimum cumulative Grade Point Average (GPA) of 3.5 or above, or as otherwise approved by Western Sydney International
 - ii. have completed, or be on track to completing, a minimum of 30 credit points of study prior to departure, excluding credit transferred from an external institution;
 - iii. be meeting progression requirements of the relevant course;
 - iv. not be the subject of any current disciplinary proceedings under the Western Sydney University Student Misconduct Rule (2015).
 - c. meet any further requirements imposed by the host institution, including but not limited to requirements on: grades, language ability, unit of study pre-requisites, course progression, field of study, portfolios of work or auditions.

- 10) Students enrolled on a part-time basis will be considered, provided they meet the standard criteria and can maintain full-time enrolment while on exchange, to offset a student enrolling full-time at Western Sydney University from the host institution.
- 11) Where the number of eligible applicants for exchange at a partner institution exceeds the number of places available, students will be selected based on further selection criteria, comprising:
 - a. Academic merit, based on cumulative program GPA;
 - b. Whether the student has sufficient time left in their program to defer the exchange
 - c. Whether the student has previously accessed an exchange place
 - d. Other criteria of relevance to particular host institutions (such as language proficiency, where the language of instruction is not English).
- 12) To be eligible to undertake non-exchange mobility for which credit may be awarded, a student must:
 - a. at the time of application:
 - i. have completed, or be on track to completing, a minimum of 30 credit points of study prior to departure, excluding credit transferred from an external institution;
 - ii. be meeting progression requirements of the relevant course;
 - iii. not be the subject of any current disciplinary proceedings under the Student Misconduct Rule.
 - b. meet any further requirements imposed by the host institution, including but not limited to requirements on grades, language ability, unit of study pre-requisites, course progression, field of study, portfolios of work, or auditions.
- 13) A student applying to undertake non-exchange mobility without the award of credit, must meet the requirements of the host institution or organisation, including but not limited to requirements on grades, language ability, unit of study pre-requisites, course progression, field of study, portfolios of work, or auditions.
- 14) A student enrolled at the University as an international student is eligible to undertake global mobility of any type including to a country of which they are, or have been, a citizen or permanent resident, provided that this is permitted by the host institution or organisation, and the student's visa conditions continue to be met with the following in particular:
 - a. The study or training is an approved assessable part of the student's full-time course in Australia.
 - b. The study or training is no more than 12 months in duration.
 - c. Family members who accompanied the student on their visa to Australia travel with the student or return to their country of origin if the exchange is for more than six months.
- 15) To be eligible to undertake research mobility for which credit may be awarded, a student must:
 - a. be enrolled as a HDR student and have completed their confirmation of candidature;

- b. have the fieldwork approved as part of their ethics application and have met appropriate ethics training;
- c. be meeting candidature milestones;
- d. have signed permission from their supervisory panel and HDR Director before leaving.

Application

- 16) To participate in exchange mobility:
- a. A student must:
 - i. lodge an exchange program application with Western Sydney International by the due date and be nominated for a host institution;
 - ii. complete an [Overseas Academic Approval Form](#) to confirm academic approval for the intended overseas course study and submit to the Enrolments Team, Student Experience Office;
 - iii. submit an application to the nominated exchange partner university by the partner university's deadline.
 - b. Western Sydney International will:
 - i. assess the student's eligibility according to the selection criteria;
 - ii. if there are more than one applicant, rank the students based on the selection criteria;
 - iii. assess any visa implications for International student applicants.
 - c. The Academic Course Advisor, Director of Academic Program or HDR Director will:
 - i. assess the application for overseas academic credit, checking that the student will be able to continue to meet applicable degree progression requirements, if they undertake the proposed mobility;
 - ii. determine whether or not to grant overseas academic approval.
 - d. If overseas academic approval is granted, Enrolments will:
 - i. enrol the student in an exchange holding course for the duration of the exchange study.
- 17) For non-exchange mobility where a student enrolls in a Western Sydney University unit of study which involves an overseas component, a student must follow the enrolment procedures specified by the relevant academic unit.
- 18) For non-exchange mobility where the student wishes to obtain credit, a student must consider the compatibility of the units offered at the designated host institution to their Western Sydney University degree program, and seek approval to enrol in those units from their Academic Course Advisor or Director of Academic Program.
- 19) For research mobility:
- a. A current HDR candidate must:
 - i. Lodge a written request with their supervisor, as required by the published procedures.
 - ii. Ensure the written request includes the research outcomes to be achieved at the exchange institution or as part of the fieldwork and

benefits of completing this part of their research project at the alternate institution.

- iii. Obtain written agreement of the alternate institution and confirmation of the facilities available.
 - iv. Provide details of the specific location, resources, facilities and timeframe for the research mobility.
 - v. Suggest arrangements for the ongoing supervision of their HDR project work.
- b. The HDR supervisor will:
- i. Assess the benefits of the overseas research mobility application.
 - ii. Provide written agreement if approved, noting that the approval relates to the application including specific details of the location/itinerary. Any proposed changes that occur following commencement of the research mobility must be submitted to the Supervisor for consideration and approval before the change occurs.
 - iii. If approved, confirm the method of communication and ongoing supervision sessions between candidate and principal supervisor.
 - iv. Establish a system of assessment of the candidate's progress during the research mobility.
 - v. Establish and agree supervision requirements with the nominated overseas co-supervisor, if applicable.
 - vi. Obtain approval from the HDR director.

Overseas Academic Credit (Advanced Standing)

- 20) Procedures for a student applying for academic credit for an approved mobility program are consistent with the *Advanced Standing Policy*.
- 21) The procedure for a review of decisions on approval of advanced standing for overseas academic credit is in accordance with the *Advanced Standing Policy*.
- 22) In making decisions about whether or not to approve overseas academic credit, the ACA and/or DAP is encouraged to take the following matters into consideration:
 - a. the requirements of the applicable course;
 - b. the requirements of any statutory, regulatory or professional body applicable to the relevant course;
 - c. the learning outcomes of the units of study or other activities to be undertaken,
 - d. the academic standards of the study or other activities to be undertaken:
 - i. the academic standard and rigour of the exchange unit of study or activity should be consistent with the student's current level of study,
 - e. the volume of learning of the units of study, or other activities to be undertaken, as a proportion of the load normally undertaken by a full-time student.
- 23) The grades achieved from an international mobility program are not included in the calculation of a student's Grade Point Average (GPA) and are awarded in accordance with the *Advanced Standing Policy*.

Withdrawal, Deferral and Cancellation

- 24) A student who has received an offer of exchange mobility for a particular session may apply to defer their offer for up to one year, on the grounds of unforeseen or

compassionate circumstances, by applying in writing to the Manager, International Mobility, who will seek advice and permission from the relevant Director of Academic Program or HDR Director and host institution.

- 25) A student who wishes to withdraw from exchange mobility must provide written notice to Western Sydney International as soon as possible.
- 26) A student who has commenced study at a host institution and wishes to withdraw from exchange mobility must also provide written notice to the relevant host institution.
- 27) A student who wishes to withdraw from non-exchange mobility, must provide written notice as soon as possible:
 - (a) to Western Sydney International, if the opportunity is managed by Western Sydney International Go Global;
 - (b) to the relevant academic unit, if the opportunity is managed by an academic unit; or
 - (c) to the relevant host institution or organisation, if the opportunity is not managed by Western Sydney International or an academic unit.
- 28) If a student who withdraws from an international mobility program also withdraws from a related Western Sydney University unit of study, the University academic calendar will apply for the purposes of determining relevant deadlines and time limits, including those relating to fees and grades.

Risk Management

- 29) Students participating in an international mobility program must, prior to travel, have their travel plans entered into the University Travel and Expense Management System (TEMS), linked to the University's travel tracker system, managed by the University's contracted provider of medical assistance, international health care and security services.
 - a. For student travel booked through the University contracted travel agent, travel plans are automatically registered in the TEMS system, when booked on a student's behalf, by the relevant academic unit;
 - b. For student travel booked independently of the University contracted travel agent, students must submit their travel plans to Western Sydney International, by way of the [Confirmation of Overseas Travel \(COT\)](#) form, on the Western Sydney International Go Global website to register their travel on TEMS.
- 30) All students participating in mobility programs must ensure:
 - a. their travel is registered with the University TEMS system and/or any required Travel Tracker system;
 - b. they have been provided with an official mobility confirmation letter or research mobility approval letter from the University;
 - c. they register their travel with the Australian Government [Smartraveller](#);
 - d. they have considered applying for a Student Mobility Travel Grant or International Exchange Scholarship, if eligible.

Pre-departure for Staff and Students

- 31) Students participating in international mobility programs (except for Research Mobility) must participate in a compulsory pre-departure briefing/tutorial provided by Western Sydney International.
- 32) Where an international mobility program is offered and managed by an academic unit, the person responsible for organising the group travel must:
 - a. arrange for students to participate in a pre-departure briefing/tutorial offered by Western Sydney International (except for Research Mobility);
 - b. arrange for students to attend a pre-departure briefing/tutorial offered by the relevant academic unit;
 - c. undertake measures to assess and plan for any likely health and safety risks associated with the travel and location, this includes ensuring that the planned activities have been approved by the Dean or Director;
 - d. maintain an updated list of all participants on the program and advise Western Sydney International;
 - e. advise Western Sydney International of the planned program activities, intended local transport, accommodation, communication networks and procedures for managing emergency situations and any other relevant planning and risk identification and assessment documentation, as required by the University.
- 33) Staff managing and leading international mobility programs are required to undertake Trip Leader Training provided by Western Sydney International prior to departure.

Part G – Roles and Responsibilities

- 34) Western Sydney International is responsible for:
 - a. publicising to students opportunities for global mobility;
 - b. the assessment and approval of all prospective exchange partner agreements,
 - c. receiving and processing applications for exchange mobility and some applications for non-exchange mobility;
 - d. nominating students for exchange mobility to host institutions, under the terms of the University's institutional exchange agreements;
 - e. receiving and processing student applications for mobility funding from:
 - i. Australian Government Mobility Scholarships and Grants,
 - ii. Western Sydney University Mobility Scholarships and Travel grants,
 - iii. foreign governments,
 - iv. partner/host universities,
 - v. corporates and
 - vi. philanthropic donations,
 - f. providing pre-departure materials and briefings for students undertaking international mobility programs and staff managing and leading international mobility programs;
 - g. receiving and screening applications from third-party global study providers and processing university agreements for providers who are approved by the Pro Vice-Chancellor (International);
 - h. assessing and screening all proposed international student mobility programs across the University, including study tours, placements, work experience, practicums, conferences, and student exchange;

- i. conducting an annual data audit of all international student mobility experiences across the University including; study tours, placements, work experience, practicums, research, conferences, and student exchange.
- 35) The Student Experience Office is responsible for:
 - a. the procedure for receiving and processing applications for overseas academic credit approval,
 - b. enrolling students in exchange holding units of study,
 - c. the system for processing advanced standing and recording the credit following a mobility program.
- 36) Academic Units are responsible for:
 - a. making decisions on applications for overseas academic credit;
 - b. providing information about overseas academic credit decisions via the Advanced Standing process;
 - c. reporting all academic unit-led international student mobility projects and activities to Western Sydney International, at least six months prior to departure and providing a list of all participating students, at least three months prior to departure;
 - d. completing a proposal and receiving approval from Western Sydney International for all new academic unit led international student mobility projects and activities including, engagement with prospective partner institutions and third party global study providers;
 - e. completing a risk assessment for all proposed academic unit led international student mobility activities;
 - f. registering student travel details on TEMS, linked to the University's Travel Tracker system for all academic unit-led international mobility projects;
 - g. complying with the processes and requirements specified by Western Sydney International for all international student mobility and scholarship programs.
- 37) Students are responsible for:
 - a. submitting applications for international mobility programs and providing all necessary, associated information;
 - b. complying with:
 - i. the Student Code of Conduct;
 - ii. the codes of conduct and other requirements of the host institution or organisation;
 - iii. the laws and regulations of countries visited during international student mobility programs, including but not limited to visa requirements.
 - c. acknowledging, by way of completing the [Confirmation of Overseas Travel \(COT\)](#) form:
 - i. that their decision to travel to a particular country or region is a personal one and that Western Sydney University does not warrant it free from harm;
 - ii. that there are potential risks and liabilities associated with living and studying in a foreign country and they freely accept and fully assume all such risks;
 - iii. that they will be covered by the University corporate travel insurance policy for the official University component of their trip and not for any additional personal travel.

- d. paying all required fees and participation costs for their international mobility program;
- e. informing Western Sydney International and if required, their academic unit, the GRS and the Student Experience Office of any changes to their proposed mobility program;
- f. disclose any disability or health condition that may affect their international mobility program to the Disability Service and, in partnership with the Disability Service, develop an Academic Integration Plan;
- g. meeting the requirements of their course;
- h. attending any required pre-departure or orientation sessions associated with their international mobility program;
- i. registering their travel details on TEMS, linked to the University's Travel Tracker system;
- j. complying with advice provided by their academic unit in relation to approved overseas academic credit;
- k. informing the Student Experience Office of the results of their mobility program study or activity by way of applying for Advanced Standing if they are seeking credit;
- l. attending any required debrief sessions on their return and any in tour required checks.

38) HDR Directors are responsible for:

- a. making decisions on applications by HDR candidates to conduct research work overseas that is relevant to their thesis topic;
- b. recording details about approved overseas research work in the HDR student's record and in Progress Reports;
- c. reporting all higher degree research international student mobility projects and activities for groups of HDR students to Western Sydney International and providing a list of all participating students, at least three months prior to departure;
- d. completing a risk assessment for all proposed higher degree research international student mobility activities;
- e. complying with the applicable processes and requirements specified by Western Sydney International for all international student mobility and scholarship programs.

SECTION 6 – GUIDELINES AND RESOURCES

[Western Sydney International Global Mobility webpage](#)

[Office of Finance Overseas Travel Insurance webpage](#)

[Department of Foreign Affairs and Trade](#)

[Smartraveller](#)

[Western Sydney University Disabilities Principles and Procedures](#)

[Student Code of Conduct](#)

[Student Misconduct Rule](#)

[Alcohol and Drug Control Policy](#)

[Bullying Prevention Policy](#)

[Discrimination, Harassment, Vilification and Victimisation Prevention Policy](#)

[World Travel Protection Corporate Program](#)