

Learning Abroad Procedure

Section 1 - Purpose

(1) This procedure supports the [Learning Abroad and OS-HELP Policy](#) by stating detailed responsibilities and requirements in relation to learning abroad.

Scope

(2) This procedure has the same scope as the [Learning Abroad and OS-HELP Policy](#).

References

(3) Where a supporting document is referred to in this procedure, it will be listed on the associated information tab.

Section 2 - Glossary

(4) Terms used in this procedure are defined in the glossary section of the [Learning Abroad and OS-HELP Policy](#).

Section 3 - Policy

(5) This procedure supports the [Learning Abroad and OS-HELP Policy](#) and should be read alongside it.

Section 4 - Procedures

Part A - Eligibility and applications

Eligibility

(6) The [Learning Abroad and OS-HELP Policy](#) allows for eligibility standards to be relaxed in certain circumstances.

(7) A request for relaxation of the eligibility standards must be made in writing to the Manager, Learning Abroad.

(8) The request must include all supporting material, including how the applicant or student meets the requirement through alternative means.

Applications

(9) An application must be submitted in accordance with requirements published on the learning abroad section of the University website.

(10) The Learning Abroad team will assess:

- a. that the applicant meets University and Host Institution requirements, and
- b. student misconduct records for any matter that may affect their participation in a learning abroad program.

(11) The relevant faculty or school will verify that the applicant will continue to meet applicable course progression requirements if they undertake the proposed learning abroad program.

(12) The Learning Abroad team will then, either:

- a. progress the application to the host institution or service provider and inform the applicant of this in writing, or
- b. inform the applicant in writing if the application was unsuccessful.

Provision of information and assistance

(13) The Learning Abroad team will publish information about estimated costs, available destinations, availability, and eligibility.

(14) The Learning Abroad team will assist applicants through the provision of information and guidance on the availability of learning abroad programs, eligibility, and with completion of applications.

Part B - Responsibilities of applicants, participants, students and staff

Applicant and participant responsibilities

(15) Any deposit, fees, participation costs, and disbursements required for a learning abroad program must be paid by the date advised.

(16) Any evidence of travel and medical insurance required for a learning abroad program must be to the satisfaction of the Learning Abroad team.

Applications for credit

(17) Applications for credit must be made by the student, in writing, to the respective Course Director. If approved, a copy of the approval must be supplied to the Learning Abroad team.

Requirements for staff leading learning abroad programs

(18) Staff must have successfully completed training programs as required by the Manager, Learning Abroad.

(19) The Learning Abroad team will assess:

- a. that the staff member meets University and host institution requirements, and
- b. employee records for any matter that may affect delivery of a learning abroad program.

Part C - Funded learning abroad programs

University obligations

(20) If the number of applicants for a funded learning abroad program exceeds the number of places specified in the funding rules, and the funding rules do not specify how the allocation of places is to be handled in such a circumstance. The Manager, Learning Abroad will determine the allocation of places after considering:

- a. the aims of the funded learning abroad program,
- b. the number of places available under the funded learning abroad program,
- c. the number of applicants for the funded learning abroad program,
- d. information supplied by each applicant in their application, and
- e. options for the fair and equitable allocation of places.

Part D - Overseas Higher Education Loans Program (OS-HELP)

(21) Students will be provided with information on OS-HELP, including eligibility requirements, by the Learning Abroad team.

(22) Information on OS-HELP will be provided on the learning abroad website.

(23) Students may apply for an OS-HELP loan at the time of application for an eligible learning abroad program.

(24) Students may apply for an OS-HELP loan when away from Australia.

(25) The Learning Abroad team will notify the student of the outcome of their application.

(26) OS-HELP debt is taken to be incurred on the day that the OS-HELP loan amount is paid to the student.

Part E - Review and appeal

Request for review

(27) An application for review must:

- a. specify the grounds of review,
- b. include all relevant information, including supporting documentation, and
- c. be made no later than ten working days after notification of the relevant decision.

(28) Applications must be made in writing to the Manager, Learning Abroad.

(29) The Manager, Learning Abroad will notify the outcome of the review no later than ten working days after receipt of the request for review.

(30) Where a person remains aggrieved after review decision is made, or where the decision is not made within the timeframe stipulated within the procedure, an appeal may be made under the University Appeal Procedure.

Section 5 - Guidelines

(31) Refer to the Learning Abroad Guidelines.

Status and Details

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