

## STUDENT MOBILITY POLICY

### STUDENT EXCHANGE, STUDY ABROAD AND SHORT-TERM INTERNATIONAL PROGRAMS

<b>Purpose</b>	The purpose of this policy is to set out the principles for student exchange, study abroad and other student mobility program arrangements.
<b>Scope</b>	This policy applies to all NIDA higher education degree courses.
<b>Policy Statement</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• The arrangements for student mobility programs may be negotiated and documented through formal institution-to-institution student exchange agreements, through individual agreements for study abroad, or short-term programs such as study tours.</li> <li>• NIDA will establish and maintain a register of all exchange partner institutions. Study abroad and short-term international programs do not require a formal agreement between an international provider and NIDA.</li> <li>• All inbound and outbound students on mobility programs must meet the admission requirements, criteria and standards of the host institution.</li> <li>• Student who enrol in a student exchange within a formal exchange agreement must enroll in "exchange" units at NIDA prior to departure overseas in order to obtain FEE-HELP assistance.</li> <li>• NIDA does not offer student exchange programs for graduate level students. Graduate students are eligible to participate in study abroad and short term international programs.</li> <li>• Students are subject to the policies, terms and conditions at their host institution unless agreed otherwise between NIDA and that host institution.</li> <li>• Approval for a student to undertake a student mobility program will be granted in accordance with the selection criteria available on the NIDA website, and subject to the availability of places. Where there is competition for available places, selection will be normally be merit based taking into account academic results.</li> <li>• Outbound undergraduate students in all programs must have successfully completed, or be about to complete, at least one year of study at NIDA.</li> <li>• All inbound and outbound students on mobility programs must agree to be responsible for all costs. Some funding</li> </ul>

assistance may be available to eligible outbound students. Available funding and conditions will be accessible to students through the NIDA website.

### **Inter-institutional arrangements**

- Student exchange opportunities will be available at institutions with which NIDA has formal student exchange agreements. The number of exchange opportunities available will be identified through such agreements.
- Student exchange programs are designed to be cost neutral to each of the institutions involved. For this reciprocal arrangement to be effective, NIDA will take measures to ensure a balance in the number of incoming and outgoing students over the life of the agreement.

### **Periods of Student Exchange and Study Abroad Programs**

- Student Exchange may be undertaken for one semester or one academic year.
- Study Abroad may be undertaken for one semester.
- All students undertaking student exchange and study abroad (inbound and outbound) must be enrolled for the equivalent of a full time load (ie equivalent to 60 NIDA credit points for one semester and 120 NIDA credit points for one academic year).
- Grades and credit points will not be assigned for short term international programs except where the program forms part of a subject of a course.

### **Periods of Short-term International Programs**

- Short-term programs will involve a period of study of 12 weeks or less. Such study programs, which may form an elective part of a subject within an accredited higher education degree course, will be approved by the Director of Education, and recorded on the students' academic transcript.

### **Credit for Student Mobility Programs**

- Credit for participation in student mobility programs is subject to the terms and conditions of the Credit Point Policy.
- Outbound students who are approved to participate in student exchange and study abroad must negotiate their study program with the Director of Undergraduate Studies (undergraduate students) or the Director of Graduate Studies (graduate students), and have the formal approval of the Director of Education for their study plan prior to departure, for the purposes of credit transfer. Outgoing students will be awarded credit as agreed in the approved study program.
- Outbound student exchange and study abroad students may vary their proposed study plan while overseas but must receive approval by the Director of Education, to do so.

	<p>Students who complete subjects on exchange or study abroad that were not approved may not be awarded credit for those subjects.</p> <ul style="list-style-type: none"> <li>• Inbound students must submit an intended study plan as part of their initial application to study at NIDA. That plan must be formally approved by the Director of Education prior to the student enrolling at NIDA.</li> <li>• Credit, not grades, will be awarded to outbound students for study on student mobility programs, and only after the receipt of an original transcript from the host institution.</li> <li>• Inbound students will be issued with an official NIDA academic transcript recording the credit points and marks they received for the subjects in which they were enrolled. It is the students' responsibility to seek credit with their home institution for studies undertaken at NIDA.</li> </ul> <p><b>Risk</b></p> <ul style="list-style-type: none"> <li>• All outbound students who are undertaking a student exchange program must complete a Student Mobility Agreement prior to departing Australia.</li> <li>• All outbound and inbound students participating in a student mobility program must provide evidence of having adequate and appropriate travel and health insurance.</li> <li>• Where outgoing student mobility involves travel to countries where the Department of Foreign Affairs and Trade (DFAT) travel warning is 'Reconsider your need to travel' or higher, the final approval of the student mobility programs will be at the discretion of the Director, Student and Staff Services.</li> <li>• Where the DFAT travel warning rises to 'Reconsider your need to travel' or higher while students are in situ, the decision to allow a student to remain in-country will be at the discretion of the Director, Student and Staff Services.</li> </ul>
<b>Related policies, procedures and documents</b>	<ul style="list-style-type: none"> <li>• Credit Point Policy</li> <li>• Credit Transfer Policy</li> </ul>
<b>Responsibility for implementation</b>	Director of Education
<b>Approval body</b>	Academic Board
<b>Date originally approved</b>	8 May 2013
<b>Date this version approved</b>	8 May 2013

<b>Date effective</b>	January 2014
<b>Date of review</b>	December 2016
<b>Contact position</b>	Director of Education
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<b>Acknowledgements</b>	Relevant policies, procedures and definitions from a number of higher education providers in Australia and internationally, and other sources, were reviewed.