

STUDY ABROAD AND EXCHANGE PROCEDURE

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1. PURPOSE

This document outlines the procedures involved in study abroad and exchange programs at the Australian National Institute of Management and Commerce (the Institute). It includes information about the establishment of programs, outgoing student applications and conditions applicable to program participation. The document should be read with the *Study Abroad and Exchange Policy*.

2. PROCEDURES

2.1 Establishment of Study Abroad and Exchange Programs

The Institute actively pursues opportunities to develop study abroad and exchange programs and to establish collaborative partnerships with international institutions. In evaluating the value of a partnership, the Institute considers issues such as the impact on the Institute's reputation and possible health, safety and welfare risks to students. National and international standards for global student study opportunities guide the Institute.

The evaluation of potential programs by the Institute's senior management considers the level of academic rigour and the relevance of learning outcomes to the Institute's courses and students. A key focus is to provide opportunities for students to participate in academically recognised programs for which they will receive pre-approved credit. Study Abroad and Exchange Programs must relate to the program of study and enhance the opportunities available at the Institute.

After the Institute's senior management establishes a Student Exchange Program with an Overseas Exchange Partner, senior management will notify the Academic Board and (for information only) the Council. Agreements are formalised through overarching agreements and Memoranda of Understanding (MOU). The Institute and its host partners will ensure that students participating will have the opportunity to benefit through academic credit and work and life experiences that will potentially enhance the student's career prospects and professional development.

Program Types

The Institute's overseas study programs are either:

1. **Study Abroad Program** which is an approved program of study undertaken at a Host Institution. Depending upon the terms of arrangements, credit may or may not be granted towards the degree at the Home Institution. Students will pay the Host Institution's fees irrespective of whether credit is granted. Students can seek advice from Student Services about course credit arrangements before application.
2. **Student Exchange Program** which is a formal exchange program arranged between the Institute and an Overseas Exchange Partner Institution. Students will receive credit for successfully completing studies at the Host Institution and pay their Home Institution's fees.

For further information regarding current overseas study programs available at the Institute, see "*Global Opportunities*" on the Institute's website.

2.2 Applications

Eligibility and Entry Requirements

To be eligible to apply for a Study Abroad or Exchange Program, a student must be an Australian Citizen or hold a Permanent Residency. In addition, individual courses may have further eligibility requirements, including student enrolment in specified units.

Entry requirements:

- Successful completion of three semesters of study at the Institute at the time of application.
- At least eight units remain in the course in which they are enrolled at the Institute (students cannot study overseas in the final semester or term before graduation).
- The minimum academic requirement is a credit average (65%) with no unit results below a passing grade.
- Able to demonstrate academic background and personal qualities to enable successful study abroad or exchange.
- Have no outstanding debts to the Institute.
- Not currently subject to any disciplinary proceedings at the Institute.
- The Student Exchange or Study Abroad Program must relate to the course in which the student is enrolled.

Applications and Selection

Students who wish to be considered for a Study Abroad or Student Exchange Program should meet with the Student Services Manager to discuss possible programs. Students should also seek advice from academic staff to ensure a program is a good fit for their course and that it can benefit their future studies, professional development and career prospects.

Students need to formally apply to the Senior Academic Manager at studentservices@imc.edu.au by the census date of Term One each year. The application must include a *Study Abroad and Student Exchange Application Form* available on the Institute's website.

The Senior Academic Manager and the Director of Learning and Teaching will assess all applications. The Director of Learning and Teaching will make the final determination on the application. The students will be notified within 14 days of the application about whether or not the application has been approved.

Where students are dissatisfied with the outcome of their application, they may appeal the decision to the Deputy President (Education) within 14 days of receiving notification of the decision of the Director of Learning and Teaching. A determination will be made within 14 days of receiving the appeal. For further information, see *Student Complaints and Appeals Policy and Student Complaints and Appeals Policy Procedure*.

2.3 Organisation

Prior to travel

The Student Services Manager will support and advise students before undertaking their overseas experience. Information will be provided to students regarding their responsibilities for:

- Passport and other departure information, including a visa, if applicable;
- Flights, health and travel insurance;
- Travel registration with the Department of Foreign Affairs and Trade (DFAT).

Student Services will arrange enrolment at the host institution, where there is an exchange or study abroad agreement with a partner institution, and help inbound students enrol at the Institute.

Financial Assistance

Generally, students will be responsible for all expenses involved in the exchange or study abroad program, including but not limited to airfares, accommodation, visas, cultural activities, tuition fees, and study materials. However, the Institute endeavours to provide support for students wherever possible. Particular programs may offer financial assistance for some expenses. In addition, scholarships may be available to select students. For information regarding the availability of financial assistance and scholarships for particular programs, see "*Global Opportunities*" on the Institute's website.

Withdrawal

Students should inform Student Services if they wish to defer or withdraw from a program as soon as possible. If a student has commenced the program and wishes to withdraw, they will be subject to standard Institute procedures and, where relevant, procedures of the host institute.

Students will only have tuition fees refunded in the following circumstances.

- Cancellation of the exchange program.
- Where the student cannot proceed due to family responsibilities or illness (documentation will be required).
- Student withdrawals prior to the Census date.

(See the *Fees and Charges Policy* for further information on fee refunds)

2.4 Conditions

Conditions for exchange and study abroad programs with an overseas exchange partner are determined through overarching agreements and Memoranda of Understanding (MOU).

Conditions include the specification of roles and responsibilities of the participating institutions. These conditions are communicated to students participating in programs and all staff involved. The following information covers key points that are, in general, relevant to all exchange and study abroad opportunities available to the Institute students.

Duration and Study Load

Study Abroad and Student Exchange Programs are ordinarily short-term, ranging in duration from one term and up to one year. Generally, students will complete the study of four units per semester or term following the *Student Study Load Policy*.

Academic Recognition

The formal credit granted for study undertaken overseas will be agreed upon before participating in the exchange or study abroad program. The Director of Teaching and Learning will make decisions on credit in consultation with relevant academic staff when exchange programs are established and/or on application by students for study abroad programs that have yet to be formally established. Credit decisions will consider factors such as:

- The level of study.
- Learning outcomes.
- Foundation for further units to be studied.
- External accreditation of the course.

After the program, the host institution will forward an academic transcript to the Institute. A transcript must be provided to enable credit for the overseas study to be applied to the student's academic record. Successful exchange or study abroad program completion will be recorded on a student's Australian Higher Education Graduation Statement.

Student Conduct

Whilst participating in exchange and study abroad programs, students must abide by the rules and requirements of the host institution and the laws and regulations of the host country. Students also remain subject to the requirements of the home institute's policies, procedures and rules relating to academic conduct and behaviour.

Where a student is found to be in breach of regulations or requirements of either the Host Institution or Home Institution, their participation in the exchange or study abroad program may be terminated. Students may be required to repay any funding they have received. Based on an assessment conducted by the Director of Teaching and Learning, students may not be granted credit for the program towards their course.

Health, Safety and Welfare

The health, safety and welfare of students participating in exchange and study abroad programs are a priority for the Institute. In establishing programs and links with overseas institutions, the Institute considers risks and strategies to help mitigate risk. The Institute provides welfare assistance to students before, during and after program participation. Before departure, outgoing students are provided information on health or safety issues relevant to the host country. It is a condition of student participation in programs that students hold health and travel insurance.

Complaints and Grievances

Complaints and grievances relating to any stage of the exchange or study abroad program, including before, during or after participation, will be dealt with following the usual processes for dealing with complaints and grievances at the Institute and, if applicable, also at the host institution. See *Student Complaints and Appeals Policy* for further information.

3. RELATED DOCUMENTS

- i. Code of Conduct for Students*
- ii. Fees and Charges Policy*
- iii. Student Complaints and Appeals Policy*
- iv. Student Complaints and Appeals*
- v. Student Study Load Policy*
- vi. Study Abroad and Exchange Policy*

4. Version Control

Historical Version	Approved by	Approval Date
2018.04	Academic Board	18 April 2018

The Deputy President (Education) oversees the implementation and compliance of this policy. Please contact the Deputy President's office for any enquiries or clarifications related to this policy.