

STUDY ABROAD AND EXCHANGE POLICY

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Review	3 years from date of Approval		
Policy Code	AP029		
Contacts	policy@imc.edu.au		
Version	Approval Authority	Approval Date	Commencement Date
2024.05	Academic Board	27 May 2024	27 May 2024

1. PURPOSE

Australian National Institute of Management and Commerce (the Institute) recognises the value of global education programs. The Institute provides opportunities for students to participate in overseas study experiences through Study Abroad and Exchange programs. This policy sets out the principles that guide these programs at the Institute.

This policy should be read with the *Study Abroad and Exchange Procedures*.

2. SCOPE

This policy applies to the Institute’s domestic students and the Institute’s academic and administrative staff involved with Study Abroad or Exchange Programs. It also applies to students from another institution engaging in a Study Abroad or Exchange Program at the Institute.

3. DEFINITIONS

Home Institution means the institution at which an outbound student has been formally admitted to a course.

Host Institution means the institution at which an inbound student engages in formal study while on a Student Study Abroad or Student Exchange Program.

Inbound Student means a student from an Overseas Exchange Partner Institution participating in an Overseas Exchange Program at the Institute.

Memorandum of Understanding (MOU) means an agreement between the Institute and an Overseas Exchange Partner Institution outlining the terms and conditions of the Overseas Exchange Program, including each party’s requirements and responsibilities.

Outbound Student means an Institute student participating in an Overseas Exchange Program at a Host Institution.

Overseas Exchange Partner Institution means an overseas educational institution with which the Institute holds an Exchange Program.

Exchange Program means a formal exchange program between the Institute and an Overseas Exchange Partner Institution. Students will receive credit for studies successfully completed at a Host Institution. However, students will pay tuition fees for the Exchange Program to their Home Institution.

Study Abroad Program means an approved program of study undertaken at a Host Institution. It is at the Home Institution's discretion whether a credit is granted towards a course at the Home Institution. Institute students must seek advice from Student Services before applying for outbound study abroad. Students will pay tuition fees for the Study Abroad Program to their Host Institution.

4. PRINCIPLES

4.1 The Institute recognises the value to students of participating in overseas study experiences. Benefits include the opportunity for students to:

- attain cultural and global competencies, develop social awareness and a strong sense of global citizenship;
- develop a deep understanding of another country's culture, business and social networks and their impact on international relations;
- broaden academic and professional learning and skills; and
- enhance career opportunities.

4.2 The Institute encourages and welcomes inbound exchange and study abroad students to:

- facilitate cross-cultural experiences and interaction; and
- promote partnerships with like-minded overseas institutions.

4.3 Study abroad and exchange programs are available to all the Institute's domestic students, subject to eligibility criteria and conditions of individual programs. International students at the Institute are not eligible for outbound exchange or study abroad programs.

4.4 The Institute develops and offers study abroad and exchange programs that are academically recognised, focusing on ensuring the level of study is achieved and course learning outcomes are relevant to the Institute's courses in which students are enrolled.

4.5 The Institute's programs include measures that aim to ensure the safety and welfare of students participating in student exchange and study abroad programs.

4.6 Students participating in an outbound Study Abroad or Exchange Program are considered representatives of the Home Institution. They must respect the laws, regulations, cultures and customs of the Host Institution and its country.

4.7 The Institute's regulations, policies and procedures apply to students on an inbound Study Abroad or Exchange Program.

4.8 Student complaints and appeals relating to study abroad or student exchange will be resolved following the Institute’s *Student Complaints and Appeals Policy and Student Complaints and Appeals Procedure*.

5. RELATED DOCUMENTS

- i. Study Abroad and Exchange Policy*
- ii. Study Abroad and Exchange Procedures*
- iii. Student Complaints and Appeals Policy*
- iv. Student Complaints and Appeals Procedure*

7. Version Control

Historical Version	Approved by	Approval Date
2021.04	Academic Board	21 April 2021
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.