Student Exchange and Study Abroad Policy

Section 1 - Purpose

(1) The purpose of this Policy is to provide a framework for encouraging and facilitating greater student mobility.

Section 2 - Principles

(2) This policy will adhere to the following principles:

a. Encourage and facilitate students to gain overseas study experience and enhance career opportunities
b. Facilitate multicultural interaction, and the mobility of students
c. Foster strategic partnerships with overseas Institutions and educational providers
d. Ensure the safety and welfare of students participating in exchange and study abroad programs

Section 3 - Scope

(3) This policy applies to

a. all students enrolled in Melbourne Polytechnic course across all campuses
b. all students enrolled in overseas Institutions participating in exchange or study abroad programs with Melbourne Polytechnic
c. academic staff and staff in service areas
d. International Office.

Section 4 - Student Exchange

Incoming Student Exchange

(4) Melbourne Polytechnic welcomes students from overseas partner Institutions undertaking an exchange program for one or two semesters. Students will have an opportunity to explore interests and determine a study program that relates to their discipline of study and promotes cross-cultural activities. Students are expected to meet English language proficiency requirements.

Outgoing Student Exchange

(5) Students may undertake an exchange program with an exchange partner as agreed through overarching agreements and Memorandums of Understanding (MOU). Exchange programs are normally short term, ranging in duration from one semester to one year. Students are expected to have achieved a credit average or above and completed two semesters of study prior to undertaking the exchange program.

(6) The exchange program must relate to the program of study, and enhance the opportunities available at the home institution. Melbourne Polytechnic and its exchange partners will ensure students participating in an exchange

program have the best opportunity to benefit through academic credit, or work and life experiences that will potentially enhance the student's career prospects.

Section 5 - Study Abroad

Incoming Study Abroad

(7) Study Abroad is available where there is currently no exchange agreement in place with Melbourne Polytechnic. Study Abroad programs are normally short term, ranging in duration from a few weeks, one semester or one year. Students are expected to have achieved a credit average and meet English language proficiency requirements. With approval from the home institution, students can have studies completed at Melbourne Polytechnic credited towards their home degree.

Outgoing Study Abroad

(8) Study Abroad is available where there is currently no exchange agreement in place with an overseas Institution. Melbourne Polytechnic will support opportunities for students to undertake short term study for one semester to one year. The Head of Program will determine a suitable program in consultation with the student and determine the amount of credit to be awarded on successful completion of studies.

(9) Melbourne Polytechnic will support students independently approaching overseas Institutions to undertake study. With approval from Melbourne Polytechnic studies completed overseas may be credited towards their degree.

Section 6 - Financial matters

(10) 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, and study materials.

(11) Students undertaking an exchange program normally pay fees to the home institution. Currently enrolled Melbourne Polytechnic students undertaking an exchange program will only have tuition fees refunded in the following circumstances:

a. Cancellation of the exchange program
b. Participation cannot proceed due to family responsibilities or illness (supporting documentation such as a medical certificate will need to be provided)
c. Student withdrawals prior to the census date

(12) Students undertaking study abroad pay tuition fees directly to the host institution.

Section 7 - Definitions

(13) For the purpose of this policy the following definitions apply:

a. Home Institution: The Institution where the student has been formally admitted to a course.
b. Host Institution: The Institution where the student participates in the exchange program that is then credited towards an award course at the Home Institution.
c. Inbound Students: Students from an overseas partner Institution participating in an exchange program at Melbourne Polytechnic.
d. Memorandums of Understanding (MOU): A binding agreement between Melbourne Polytechnic and another

Institution outlining the terms and details of the exchange program, including each parties' requirements and responsibilities.

e. Outbound Students: Melbourne Polytechnic students participating in an exchange program at an overseas partner Institution.

f. Student Exchange: A formal exchange program arranged between Melbourne Polytechnic and an overseas partner Institution. The duration of the program may vary between one semester and one year. The student will receive credit for studies successfully completed at the host Institution.

g. Study Abroad: An informal approved program of study undertaken at a host institution. Credit may/may not be granted towards the degree at the home institution.

Section 8 - Responsibility and Accountability

Task	Responsibility	Notes
Oversight of all Memorandums of Understanding (MOUs) in relation to student exchanges with any institution for VET and Higher Education programs	Deputy CEO or delegate	Seek legal advice from Legal Counsel
Administration of all Memorandums of Understanding (MOUs) in relation to student exchanges with any institution for VET and Higher Education programs.	Director of College or delegate	
Oversight and management of student exchange and study abroad programs	Head of School	
Collaboration with other relevant areas across the Institution in the operational administration and management of the student exchange or study abroad program	Head of School	For incoming international exchange, ensure collaboration with the International Office
Approve an outbound or inbound student exchange or study abroad applications	Head of School and/or Head of Program	
Invite students to participate in Orientation program on arrival	Head of Program, Student Services	
Monitor the safety and welfare of inbound students and set up appropriate internal collaboration with other relevant areas as required	Head of School	
Responsible for all expenses involved in the student exchange or study abroad program	Students	
Abide by the rules and regulations of the host Institution or country.	Students	

Section 9 - Supporting Documents and Templates

(14) Binding MOU

(15) Credit (HE) Policy

(16) Credit (HE) Procedure

(17) Non-Binding MOU

(18) Non-Melbourne Polytechnic Student Seeking Study Exchange at Melbourne Polytechnic Application Form

(19) Student Exchange and Study Abroad Procedure

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(20) Student Seeking Study Exchange Application Form

Status and Details

Status	Current
Effective Date	1st January 2018
Review Date	10th November 2022
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Expiry Date	Not Applicable
Policy Owner	Cathy Frazer Executive Director People and Student Success
Policy Implementation Officer	Timothy Gilbert Vice President International Development
Author	Timothy Gilbert Vice President International Development
Enquiries Contact	Timothy Gilbert Vice President International Development

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