Student Exchange and Study Abroad Procedure

Section 1 - Purpose

(1) This procedure describes inbound and outbound exchange and study abroad processes and assigns responsibility for effective implementation across Melbourne Polytechnic.

Section 2 - Definitions

(2) For 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 3 - Responsibility and Accountability

3.1 Managing Inbound Student Exchange and Study Abroad

Task	Responsibility	Notes
Submit completed Application form for Non-Melbourne Polytechnic students seeking study exchange at Melbourne Polytechnic to Head of Program	Student	One semester prior to the proposed commencement date of exchange program
Confirm MOU exists with partner Institution	Head of Program	Where there is no MOU in place, student can attend Study Abroad program
Review application and determine if the student can complete the requested subjects in the next semester	Head of Program	

Task	Responsibility	Notes
Review supporting documentation including support letter from home Institution and evidence of language proficiency	Head of Program and International Office	Students attending study abroad program are expected to have achieved a credit average and meet English language proficiency requirements
Determine if the student has any special needs and whether these can be accommodated as part of the exchange program	Head of Program	
Approve/not approve request	Head of School and/or Head of Program	
Advise the student of the outcome in writing (via letter or email) by issuing an offer letter	Head of Program and International Office	Include details about subject requests, visa and overseas Health cover (OSHC)
Accept Offer and pay OSHC to Melbourne Polytechnic and tuition fees to home institution	Student	If undertaking approved exchange program
Accept Offer and pay OSHC and tuition fees to Melbourne Polytechnic	Student	If undertaking study abroad program
Issue eCOE to student	International Office	
Organise travel, insurance and visa requirements	Student	
Contact Course Administrator in the relevant School to complete enrolment requirements (if approved) on arrival, prior to the commencement of semester	Student	Consult with the International Office as required
Participate in orientation activities	Student	
Monitor the safety and welfare of inbound students on exchange and set up appropriate internal collaboration with other relevant areas as required	Head of School	
Monitor progress during the semester and advise students of available supports and resources and how to access these to assist with improving their performance as required	Head of Program	
Issue student with a statement of results at the end of the semester	Academic Registry	

3.2 Managing Outbound Student Exchange and Study Abroad

Task	Responsibility	Notes
Check student exchange list of partners and approach partner Institution to organise an exchange program	Student	
Consult with Head of Program to undertake Study Abroad program and determine subjects to be completed at overseas institution	Student	No MOU in place with overseas institution
Submit completed Application form for Melbourne Polytechnic student seeking study exchange to Head of Program once confirmation received from the partner Institution	Student	One semester prior to the proposed commencement date of exchange program
Confirm MOU exists with partner Institution	Head of Program	
Review application and determine if the subjects requested relate to the program of study and enhance the opportunities available at the home institution	Head of Program	
Confirm student has completed two semesters of study and achieved a credit average or above	Head of Program	

Task	Responsibility	Notes
Determine the amount to credit to be granted for successfully competed studies	Head of Program	Refer to the Credit (HE) Policy and Credit (HE) Procedure
Approve/not approve request	Head of School and/or Head of Program	One semester or one year
Advise the student of the outcome within 5 days of receipt of the request and include expectations and requirements of the program	Head of Program or delegate	Expectations include: abiding by the rules and regulations of the host institution and country
Receive and accept offer from Host Institution and pay tuition fees to Melbourne Polytechnic	Student	
Organise travel, insurance and visa requirements and confirm safe to travel to the designated country	Student	Consult with the International Office as required Smartraveller
Participate in student exchange or study abroad program at other institution (if approved)	Student	
Provide a result statement from the other institution to the Head of Program on completion of the semester of study	Student	
Sight result statement to verify satisfactory completion of the subjects	Head of Program or delegate	
Submit a request and copy of result statement to Academic Registry to process a credit transfer for the subjects completed at the other institution against the Melbourne Polytechnic course	Head of Program or delegate	
Submit a report detailing student exchange or study abroad experience to the Lecturer/Head of Program within two weeks of returning to Melbourne Polytechnic	Student	
Share experience at a School meeting and with other student groups to promote opportunity for students to participate in future student exchange or study abroad programs.	Head of Program or delegate	

Section 4 - Supporting Documents and Templates

(3) Binding MOU

(4) Credit (HE) Policy

(5) Credit (HE) Procedure

(6) Non-Binding MOU

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

(8) Student Exchange and Study Abroad Policy

(9) Student Seeking Study Exchange Application Form

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Policy Implementation Officer	Timothy Gilbert Vice President International Development
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