Short Term Mobility Program Toolkit

Short Term Mobility Program Toolkit

INTRODUCTION

This toolkit has been developed by the University of Melbourne in consultation with faculties and key stakeholders. In recent years, there has been a marked increase in the number of University of Melbourne students taking short term mobility programs and significant interest from faculties in establishing their own short programs. With the launch of government schemes such as the New Colombo Plan, the University is encouraging faculties to further develop their short term overseas study offerings to access funding under these arrangements.

The toolkit was presented for discussion at the Asia Mobility Forum in February 2014 where feedback from both academic and professional staff was captured by Melbourne Global Mobility and employed to bring this project to fruition.

This toolkit will assist faculties with the practical side of establishing new overseas programs and evaluating current ones. The toolkit draws on best practice guidelines developed internationally by National Association of Foreign Student Advisors (NAFSA) and the Forum on Education Abroad. A wide range of valuable short term mobility programs already exist at the University of Melbourne. However, until now, there has been no overarching framework or guidelines, and no universal standards on issues such as safety and risk management.

It is our hope that this toolkit will provide a common framework across the University for the development and management of short term mobility programs and will serve as a reference to colleagues as they look to develop new programs in this area. We continue to welcome staff feedback and recommendations for future maintenance and development of this resource so that it remains current and useful to all University staff.

Melbourne Global Mobility, November 2014

Contents

STMP Toolkit

Guidelines for STMPs

STMP Toolkit

DEFINING SHORT TERM MOBILITY

"Short-term" is defined as any education abroad program that is twelve weeks or shorter. This toolkit aims to assist individual faculties to develop and promote short term mobility programs in order to diversify the range of mobility options available to their students. It has been developed in line with international best practice guidelines. It is split into three sections. The first section on University of Melbourne Overseas Subjects (UMOS) aims to assist staff to establish new subjects as well to provide a framework within which to audit their current UMOS offerings to ensure that they are in line with best practice guidelines. The second section, on independent study abroad, aims to assist staff with the promotion of relevant programs in this area and identify the associated risk management considerations. The third section briefly covers non-credit bearing programs where the University is organising overseas travel for students as part of a co-curricular or extra-curricular activity.

The recording of short term mobility varies according to three types. Students undertaking UMOS enrol in a regular University of Melbourne subject, with a subject code. Students on Independent Study Abroad (ISA), which may be promoted by University of Melbourne, enrol in a generic University of Melbourne placeholder subject code, which is fee exempt, as they pay their fees directly to the host university. Students in non-credit bearing programs do not enrol, however they should register their travel.

The University has a duty of care to all students enrolled or registered for an overseas program approved, endorsed and/or promoted by any faculty within the University. This duty of care extends to both academic integrity and health and safety. It is with this in mind that these guidelines have been developed.

On occasion, it may be unclear whether a program should be classified as a UMOS, an independent study abroad program or a non-credit bearing University organised program. If you are unsure about how to classify your program, Melbourne Global Mobility can provide clarification. Where possible, if a University of Melbourne academic is teaching on a for-credit program and/or the University of Melbourne is involved in organising or coordinating a for-credit program and/or a University of Melbourne staff member is collecting program fees on a for-credit program, faculties should establish the program as a UMOS, with a University of Melbourne subject code. This allows the University to collect fee revenue and gives us ownership over the academic content.

SECTION 1: UNIVERSITY OF MELBOURNE OVERSEAS SUBJECTS (UMOS)

This section is aimed at academic and professional staff designing a program that meets the following criteria:

- taught outside Australia, for credit or as a hurdle requirement and with UoM subject code
- involves groups of students going to the same location for the same time period
- involves a University of Melbourne staff member either as instructor or on-site program coordinator

This section is *not* applicable to programs where:

- students pay tuition fees to an international host or Third Party Providers (TPPs)
- students are not receiving credit or satisfying a hurdle requirement

These guidelines aim to assist University of Melbourne academic and professional staff members with

1. Looking strategically at their faculty's global mobility offerings and identifying gaps or opportunities
2. Selecting a location for a new subject
3. Setting up the subject in conjunction with partner universities and/or other TPPs
4. Subject approval (subject approval processes, academic board, timelines)
5. The practicalities of organising travel and transport
6. Risk management
7. Staffing
8. Pre-departure briefings
9. Application and enrolment
10. Marketing for UMOS

1. Looking strategically at your faculty's global mobility offering and identifying gaps or opportunities

- Undertake an audit of where your students go by major and which programs (study abroad/exchange/UMOS; long or short) they go on.
- Are there any gaps where students of a particular major have few or no suitable programs?
- What, if any, are your faculty's strategic priorities in terms of mobility and/or graduate attributes? Is the development of STMPs related to this? How do any proposed STMPs align with the University's strategic priorities for student mobility?
- Are there staff in your faculty that have strong connections to overseas universities or significant knowledge of a particular region?
- Has research been done into potential student interest (this could be focus groups or a click through survey on your faculty's Facebook page, for example) in STMPs in a particular discipline?

The above steps will help to frame the development of new programs in your faculty.

Business and Economics have an Asia Strategy and are looking to develop their new programs in line with that. See the sample report at the back of the document for details of how they are planning their short term program development

2. Identifying location/s for a new subject

- The number of sites to be visited by students should be considered carefully, along with their geographical proximity to each other and the time required to travel between them. More emphasis should be placed on in depth experiences at each site rather than short visits spread over multiple sites.
- The program should ideally be in a location suitable for students with disabilities, although the feasibility of this will vary by location.
- The program should not overlap with semester or exam periods at University of Melbourne.
- Refer to the University's [Off Campus Risk Management](#) procedure to risk assess your proposed location.

3. Setting up the subject with partner universities and/or Third Party Providers (TPPs)

- The University has a large number of agreements with partner universities worldwide, as do individual faculties, and short term programs may be established with these partners where both parties are interested.
- Melbourne Global Mobility, the International Relations Office and your faculty's Associate Dean (International) can offer advice on establishing programs with overseas partners.
- Several TPPs offer short programs, either pre-packaged or custom designed. However, any TPPs must be approved by both Melbourne Global Mobility and the University's Strategic Procurement Office. Melbourne Global Mobility will verify that the TPP is offering a quality academic program and that students will be accommodated in a safe and secure environment with access to support services. The Strategic Procurement Office's role will be to approve the TPP as a service provider and facilitate payment.
- TPPs must be able to offer a service that is different in nature to the service offered by [ABC Travel](#) and must be registered as suppliers with the University's Strategic Procurement Office.
- Programs may also be established in conjunction with another Australian university. This can be a good way to ensure a minimum enrolment but can be time-consuming administratively. Where the other university is taking the lead, Melbourne staff must ensure that the program is run in conjunction with UoM standards (as outlined in this document).
- Seek advice from your faculty regarding if they have a preferred model for short term mobility.

Faculties have different preferred models for short term mobility. Some prefer UMOS or short term exchange as the fees are paid here. However, these models are resource intensive, so other faculties may prefer to facilitate short term mobility through independent study abroad (however this does not result in revenue)
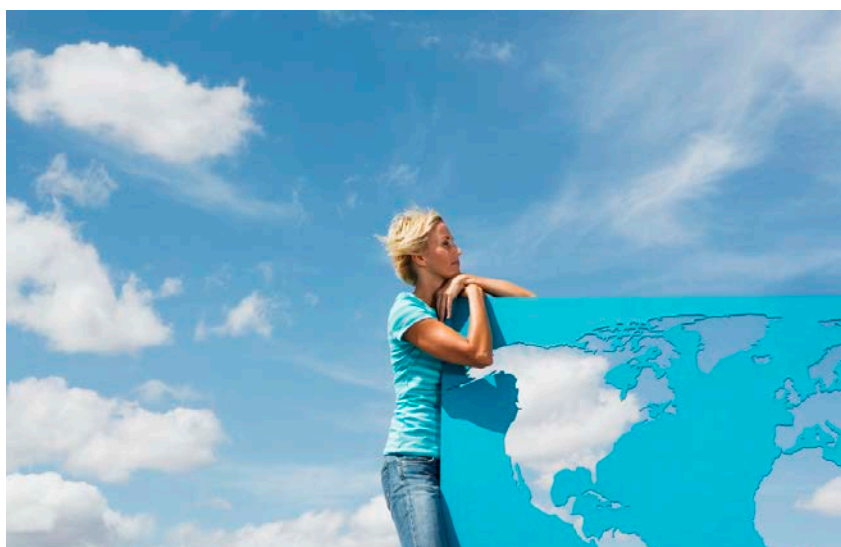
4. Subject approval (subject approval processes, academic board, timelines)

- The subject should have a clearly defined purpose and academic goals and the international experience should be integral to these.
- As with all other subjects, UMOS must meet the criteria for subject approval as set out by the University's Academic Board.
- From 2014 elective subjects with quotas can be approved under delegated authority (ie. by individual Faculties' course standing committees as opposed to Academic Board).
- If a UMOS is a core subject within a degree, it needs to be approved by Academic Board.
- For guidelines on subject approval please see the Course Approval and Management Procedures section of the Academic Board website.
- Documents of particular relevance may include (but are not limited to):

    - Learning Outcomes for UMOS

    - Approval Timelines for UMOS

- 18 months is the optimal lead time for the planning and development of a new mobility program. The sample timeline on the following page can be used as a reference to keep the program's development on track.

It may be helpful to bear international best practice criteria in mind when developing learning outcomes for overseas subjects:

- **The program should provide opportunities that encourage student development (eg. leadership skills, service orientation, maturity, tolerance for ambiguity, growth in cultural awareness).**
- **The program should foster discipline-specific and/ or interdisciplinary learning outcomes appropriate to the curriculum, site, and program goals.**
- **The program should provide language and intercultural development opportunities appropriate to its mission.**
- **The program should include opportunities for reflection during and after the experience.**
- **The organisation should foster staff and student awareness and minimise the harmful individual and program-related environmental and socio-cultural impacts.**
- **The student learning outcomes and overall student experience should be evaluated at the program's conclusion so that any subsequent program is improved based on this assessment. This evaluation should be additional to the Subject Experience Survey in order to capture feedback on those aspects that are unique to an overseas subject.**

Sample Timeline for Faculty staff

18-12 months before departure:	- Determine program feasibility, including when you would like it to run - Site visit (if required) - Decisions on academic content, level and credit - Plan budget and logistics - Confirm faculty and University support. New University of Melbourne approvals must be finalised by October of the preceding year in order to meet University Handbook timelines, see section 8 of this Toolkit regarding approval timelines for UMOS for further information. - Appoint staff, including professional staff and subject coordinator/partner university/TPP - Draft a marketing plan for prospective participants
15-6 months before departure:	- Begin marketing the program on campus - Brief/train staff - Finalise itineraries - Confirm logistical arrangements
8-3 months before departure:	- Recruit and select students - Collect deposits - Coordinate with TPPs, travel agents and/or other organisations involved in travel logistics - Ensure accommodation and flights have been finalised
60-30 days before departure:	- Advise students on any visa requirements - Hold pre-departure briefing - Ensure staff who are travelling have credit cards and are familiar with the University's Overseas Critical Incident Response Plan - Ensure that all students have: - registered their participation in your subject through the University's Online Travel Registration System - have obtained travel insurance either independently or through the University's Insurance Office - have registered their details with smartraveller.gov.au. Citizens of other countries should be encouraged to seek out their country's equivalent of Smartraveller - Ensure staff travelling have a copy of the online system registration information - Cancel any unused hotel rooms or plane tickets
Departure:	- If travelling together, agree on a place and time to meet at the airport; ideally three hours before the flight departs to provide a buffer against last minute delays - If meeting on site, ensure that students have instructions regarding how to travel to their accommodation from the nearest major airport
Return:	- Submit financial paperwork - Prepare a report on the program - Distribute student evaluations and review the feedback - Hold a de-briefing session with staff where appropriate

5. **The practicalities of organising travel and transport**

- Refer to the University's Off Campus Risk Management procedure for guidelines on risk assessments required for travel.
- Refer to the University's Student Travel Policy and associated Procedure to ensure program compliance
- The University has preferred providers for group travel, this information can be accessed by logging into the Travel Portal using your central username and password.
- For UMOS the preferred travel provider is ABC Travel.
- Refer to the Booking Travel document included in this Toolkit for further information on the practicalities of booking travel through the University's preferred supplier.

Budget

Budgeting can be one of the most complex areas to contend with when planning overseas study programs. Before beginning to budget, it is important to have a clear understanding of students' current financial commitments and the potential available financial aid. This will enable you to estimate whether or not the per-student cost of a program is affordable.

Students will pay tuition fees for subjects with University of Melbourne subject codes, including UMOS. Under Higher Education Support Act 2003 (HESA), tuition must be used to cover costs of teaching including travel costs for instructors. A Program fee may be charged to students to cover other overseas costs such as students' individual in country living costs (ie. accommodation, meals), entry fees, local transport, group travel etc.

For information on available sources of funding to assist students with the cost of mobility programs, please see the Melbourne Global Mobility website. It is important to consider that international students are not eligible for many sources of funding and they will be paying full fees upfront, which means that the program fee will be in addition to upfront tuition. Local students will normally defer their fees through the HECS-HELP loan system, so there is no immediate tuition fee payment required, and will often be eligible for an additional OS-HELP loan to assist with the cost of overseas travel. Further information regarding who is eligible for OS-HELP can be found on the Melbourne Scholarships website.

The Australian Government seeks to support Australian higher education providers, and does provide funding for STMP programs through schemes such as the New Colombo Plan, AsiaBound, and the Short Term Mobility Program Grant. Each year there are funding rounds for institutions to apply for competitive project funds to support their students undertaking short-term and semester-based study overseas. Grants usually vary from $1000.00 – $3000.00 per student, and applications for funding are coordinated through Melbourne Global Mobility.

Budgetary considerations:

- Is there somebody in your Faculty who has overall responsibility for overseas program budgetary issues? All budgets should be developed in consultation with the responsible person within the faculty and with Melbourne Global Mobility (particularly in cases where the program is being run for the first time).
- How will the program be financed? Is the faculty subsidising it or will the whole program be covered from a program fee charged to students? The program fee must NOT cover teaching costs which include staff members travel costs.
- When advertising the final cost to students give them an estimate of incidentals and non-included costs and make it clear that the program fee is in addition to their tuition. These would be costs such as non-included meals, laundry, shopping, etc.
- What is the final commitment date? What is your refund policy? Each UMOS has a census date that applies to tuition fees and students may withdraw from your subject before this date without paying tuition to the University of Melbourne. In addition to this you must set a final commitment date by which the program fee must be paid. Students must be aware that this date is not the same as the census date and that after it has passed they will not be able to receive a refund for the program fee.
- Ensure that staff members travelling have University Purchasing Cards that code to the relevant budget, that these cards have sufficient extra credit for an emergency and that staff know how to cancel them or get the limit raised if necessary.
- Ensure that all student payments are made through a secure online system. Melbourne Global Mobility has an E-Cart system that can be used for such payments and payment forms can be set up by them on request. Do not handle cash or cheques.
- As many expenses as possible should be paid in Australian dollars to avoid currency fluctuations.

Budget development

A helpful way to split up your budget is to calculate the following:

- Student costs: fixed costs to be paid in Australian dollars before departure
- Student costs: fixed costs to be paid in foreign currency before departure (if any)
- Student costs: costs to be paid in foreign currency upon arrival (such as museum entry fees, meals, etc.)
- Staff costs: fixed costs to be paid in Australian dollars before departure
- Staff costs: fixed costs to be paid in foreign currency before departure (if any)
- Staff costs: costs to be paid upon arrival, including meals, incidentals, etc.

Staff costs must be by paid the department out of the tuition received from enrolment into the subject. The per-student cost of subsidising staff will decrease as the number of students increases. Hotels and transportation often offer group rates and therefore, the more students enrolled, the cheaper the rates. It is acceptable to advertise the program fee to students within a given range, depending on the final number of participants. If you do not wish to do that, advertise the highest possible price. Exchange rates also fluctuate so be sure to factor that in too.

Using either the budget template included in this toolkit (available online on the Resources for Faculty Staff pages of the Melbourne Global Mobility website) or your own spreadsheet, calculate the minimum number of students that allows your program to be viable (ie. how many students to you need to make the per-student cost acceptable?)

For your budget, you should calculate the costs which will need to be factored into the program fee so that you know what program fee to charge and, separately, you should compile a list of all the non-included costs that students will need to pay upon arrival, so that you can give students a total cost which will be as accurate as possible. Generally speaking, any costs that are incurred before departure as well as costs associated with transport and visits that are part of the program should be included in the program fee. Non-included costs are expenses that are likely to be incurred by the student while away, but not part of the structured program.

Example:

Scenario
You have established that the minimum number of students needed to run the program is 12 and the maximum number you will take is 20. You are staying for ten nights. A hotel rate in Europe (based on students in twin shares) costs €150 per room per night for non-group bookings, €125 per room per night if you book five rooms or more and €100 per room per night if you book ten rooms or more.

Calculating the maximum cost
If 12 students go, your group will occupy eight rooms (six twin shares for the students and two staff rooms).

> *€125 x 8*
> *=€1000*

The staff cost must be subsidised by the 12 students.

> *€1000 / 12*
> *=€83 per student per night*

Calculating the minimum cost
If 20 students go, your group will occupy twelve rooms (ten twin shares for the students and two staff rooms).

> *€100 x 12*
> *=€1200.*

When divided by the 20 students the cost would be less.

> *€1200 / 20*
> *=€60 per student per night*

Factoring in currency fluctuations
Due to currency fluctuations, the price may change. You cannot guarantee what will happen, but you can look at recent trends, make an informed guess and factor in a buffer amount. If €1 has fluctuated between AUD$1.52 and AUD$1.58 over recent months, you could estimate that €1 will be somewhere between AUD$1.50 and AUD$1.60.

Looking at the two sets of variables, the best case scenario is 20 students and an exchange rate of €1 = AUD$1.50.

> *€60 per night x 10 nights x 1.50 exchange rate*
> *=AUD$900 per student*

The worst case scenario is 12 students and an exchange rate of €1 = AUD$1.60.

> *€83 per night x 10 nights x 1.60 exchange rate*
> *=AUD$1328 per student. This can be rounded up to AUD$1350 to provide a buffer.*

Advertising the cost to students
You can either advertise the accommodation as costing "between AUD$900 and AUD$1350" or just as AUD1350. The range of prices introduces an element of uncertainty, but allows students to see that the program aims to be as affordable as possible. The higher price allows you to set a fixed fee, which can be lowered afterwards if possible, but the highest possible price may be off putting to students.

6. Risk management

- Staff must familiarise themselves with Section 11 (Risk Management) of the University of Melbourne Student Mobility Procedure; with the University's Off-campus Risk Management Procedure and with the University of Melbourne Overseas Critical Incident Response plan, included in this toolkit.
- Refer to the pre-departure section of the Overseas Critical Incident Response plan when planning your program and before you brief students at the pre-departure briefing.
- Refer to the Booking Travel document included in this toolkit. Booking through the University's preferred group travel provider greatly reduces risk, as this provider has extensive experience in this area.
- Information about the health, safety and cultural issues must be included in the pre-departure briefing.
- Students should be asked and encouraged to declare any current or ongoing physical or mental health issues with the relevant staff. This should be done from the perspective of managing a condition in an emergency or critical incident and students should be reassured that the University is not trying to prevent them from participating in the program, but trying to facilitate it.
- Compile a list of health care providers on or near the site. Where the program operates on a campus this may be the campus healthcare provider. Where there is no on-campus element, this would be the nearest suitable emergency healthcare facility. This information should be given to students and they should be made aware of how to contact the relevant facility. In the case of study tours, this should be made available for every destination on the tour. If you are using the University's preferred travel agent, they will be able to compile this information for you.

- Provide all staff and students with local emergency numbers, details of the Australian embassy (and those of other nationalities travelling), the University of Melbourne emergency security number (including relevant dialling code) and the contact numbers of on-site staff who should be contacted in the case of an emergency.
- A checklist can be found at the back of the Overseas Critical Incident Response Plan

7. Staffing

- A ratio of 10 students to 1 staff member is recommended. At least two staff members should be present on-site for all overseas subjects, regardless of the number of students on the program. This can be one academic and one professional staff member. PhD students may act as an assistant group leader, however they will need to be employed by the University on a casual contract.
- All staff travelling with students must be provided with protocols, as per the Critical Incident Response Plan for handling incidents that may arise.
- Staff should have appropriate knowledge in the areas of health, safety and security; student affairs; disciplinary procedures; student advising (first aid and mental health first aid training recommended); and familiarity with the host culture

8. Pre-departure briefings

- A pre-departure briefing should take place to discuss the academic program, health and safety issues (including vaccinations where required), adjustment to the local culture and information about the host location(s) and society. Melbourne Global Mobility can assist with the development of pre-departure briefings.
- Academic and non-academic advice about the program should be available to students before, during and after its duration.
- Students should be made aware of a code of conduct for the program, and of the fact that that they are responsible for familiarising themselves with specific laws applicable to the destination country. Students should be briefed on the fact that they are subject to University of Melbourne policies regarding general and academic misconduct. Staff should be briefed on these policies and have a contact person within their Faculty to refer to in the event of a disciplinary issue.
- Students should have to sign and submit a code of conduct. A template is attached as an example, but additional requirements specific to the program can also be added if required.
- Students must be briefed on, and provided hard copy information about, what to do in the event of an emergency.
- The University's preferred group travel provider ABC travel can assist with aspects of the pre-departure briefing if required.

9. **Application and enrolment**

- The recruitment and selection processes should be transparent, published and fair. In addition to specific criteria that subject coordinators set, it must comply with other University of Melbourne policies related to selection.
- Prior to advertising their program, teaching staff should consider whether they will accept cross-institutional enrolments from other Australian universities and/or incoming international

exchange/study abroad students. If the answer is yes, professional staff within the faculty must be briefed on how to manage applications from non-University of Melbourne students.

- The program should be as affordable as possible for the greatest number of students and the staff should proactively assist students by informing them about sources of financial aid such as scholarships, grants and OS-HELP.
- Students should be clearly advised of any physical and/or psychological demands related to travel and the program.
- Students should be provided a draft budget at the time the program is promoted so that they can make an informed decision before financially committing to the program.

> *Enrolment into the subject in StudentOne can be blocked so that only students who have been pre-selected can enrol. This should be done to prevent non-approved students from enrolling and being counted among the overseas cohort. This can be done by creating the subject with a pre-requisite of "approval by coordinator". Once the applications and selection for the subject have been completed, pre-requisite waivers can be added for the students who will enrol.*

10. Marketing for UMOS

- Flyers which can work in both PDF and hard copy should be developed. A template can be found in this toolkit and can be downloaded from the Resources for Faculty Staff section of the Melbourne Global Mobility website.
- When using your Faculty's logo, liaise with your Communications department to ensure that the logo meets the branding regulations.
- Ensure that all marketing emphasises the academic nature of the program and includes information about how the destination is relevant to the subject content.
- Use language relevant to academic programs, such as "study program" or "site visit" rather than "trip" or "tour".
- Market your programs realistically and honestly and do not over–promise where you may under-deliver. Nothing ruins an overseas study program faster than negative feedback from returning students.
- Students are likely to make more impulse decisions on short term mobility experiences than on semester-long programs. Therefore the quality of the promotional information is extremely important.
- It is helpful if all UMOS available in your faculty are marketed in a coordinated way (ie. a consistent template across all your programs, and a common section on your website). It is good to promote UMOS as one cohesive mobility option, as opposed to having a few random subjects offered, which happen to involve overseas travel.
- Liaise with the people in charge of global mobility, related subjects, related student clubs, social media, the student portal, student facing websites and poster boards or LCD screens in your faculty to see how you can best get the message about your subject out. Where possible include a blurb with a link to your flyer (which can be set up in PDF format as a web page).
- Student Centres, faculty course advisors and contact centre staff are one of your best resources and you should ensure that they are aware of your subject so that they can discuss it with potential students.
- Consider running some face-to-face information sessions or making yourself available at a display table or stand in your faculty for short, scheduled periods. Students will often want to come along and discuss the program face-to-face.

SECTION 2: INDEPENDENT STUDY ABROAD

This section is aimed at staff approving an existing, non-University of Melbourne, overseas program, for credit to a University of Melbourne degree where the program meets the following criteria:

- taught outside Australia
- involves students enrolling directly with a foreign university; a Third Party Provider (TPP) based in Australia but conducting programs overseas; or a TPP based outside of Australia
- does not normally involve a University of Melbourne staff member travelling with students
- normally involves a fee-exempt enrolment in a study abroad placeholder subject code

This section is **not** applicable to:

- programs run by the University of Melbourne (such as UMOS, case competitions, study tours, etc.)

These guidelines aim to assist University of Melbourne academic and professional staff members with

1. Looking strategically at your faculty's global mobility offerings and identifying gaps where promoting independent study abroad programs would be more appropriate than creating UMOS from scratch
2. Identifying and promoting suitable programs at overseas universities
3. Assessing the academic suitability of a program
4. Assessing the non-academic suitability of a program
5. Developing a system of approved lists and petitions
6. Risk Management (including insurance)
7. Assisting students with budgeting

This section is intended to compliment the current guidelines and policy available on independent study abroad, developed by Melbourne Global Mobility. Students on independent study abroad programs remain enrolled in a fee-exempt Melbourne enrolment; therefore we are endorsing independent study abroad programs as part of the student's enrolled degree and have a responsibility to ensure that these programs comply with best practice.

1. **Looking strategically at your faculty's global mobility offering and identifying gaps where promoting independent study abroad programs would be more appropriate than creating UMOS**

- Approving independent study abroad programs is the easiest and, in terms of upfront costs, most cost effective way of sending students on short term mobility programs.
- Look at where your faculty's students have gone in previous years and identify majors or degrees where fewer students undertake mobility programs. Is this because of lack of demand or lack of suitable programs?
- Are there disciplines within your faculty where you wish to provide mobility opportunities, but suspect numbers will be low? If this is the case it may not be worth investing in UMOS.
- Are there disciplines where UMOS are not required because there are a number of suitable independent study abroad programs available to our students?
- Are there disciplines where staff do not have the willingness or resources to develop UMOS?
- Promoting independent programs can fill a gap in your faculty's offering where there are likely to be low numbers; insufficient existing offerings; or major hurdles to developing UMOS.

2. **Identifying and promoting suitable programs at overseas universities or through TPPs**

- Are there any programs that your students have already taken through independent study abroad? Can you get feedback on these from the students? Can you look at what credit was approved for which programs and map out a list of suitable programs based on prior approvals?
- Do you have a faculty mobility strategy and, if so, what gaps exist between the strategy and your current offering that could be quickly filled by promoting an independent study abroad program?
- Research the top few universities in a given country to see what their summer and/or winter offerings are. Ensure that the programs do not overlap with the Melbourne semester dates or exam period.
- Speak to other faculties. Many students take subjects towards the breadth component of their degree overseas and other faculties may have lists of suitable programs that you could promote to your students as a breadth option.
- Melbourne Global Mobility can also assist in compiling a list of potential options and advising on suitable TPPs as required. All TPPs must be approved by Melbourne Global Mobility (see section 4 on the following page) and, where programs involve payments made by University staff for student travel, approval also must be sought from Strategic Procurement.
- Programs can be promoted through Faculty newsletters, Facebook, Twitter, posters or LCD screens, information sessions.

3. **Assessing the academic suitability of the program**

- This should be done by the nominated academic for the discipline area. Short programs tend to have a limited number of subjects so it can be helpful to get them all assessed at once and pre-approved as opposed to having several students submit study plans asking to have the same subject approved.
- A list of academic approvers by faculty and department is available online.

4. **Assessing the non-academic suitability of the program**

- By enrolling students in a University of Melbourne subject code and promoting independent study abroad programs, the University is endorsing all aspects of this program.
- Does the host university provide an induction for incoming students and are appropriate student services accessible?
- Does the host university provide accommodation? For a short program, it is recommended that students do not leave Australia without suitable pre-arranged accommodation.
- Is the host university's policy on fees and refunds clear to students?
- Is the destination country on the DFAT "Reconsider your need to travel" or "Do not travel" list? If so, you must refer to the University's Student Travel Policy. Travel to countries with these ratings will only be approved under exceptional circumstances.
- Third party study abroad providers offer a range of opportunities for students to study overseas. All third party providers providing study abroad programs must be approved as per section 13.1 of the Student Mobility Procedure. Individual staff, faculties or graduate schools should not approve TPPs' programs or engage in discussions with providers about program development until the provider has been approved. Providers are not accredited universities and, while some are excellent, others are not.

5. **Developing a system of pre-approved lists and petitions**

- Consider researching suitable programs to develop a "pre-approved" list for students, this will make their planning easier and may reduce your workload. Pre-approved lists can include programs that provide opportunities for students in areas not currently covered by University of Melbourne programs and can also be developed in line with the faculty's strategic priorities.
- Faculties and Graduate Schools may contact the administrators of independent study abroad programs they wish to promote or pre-approve to obtain further information. The program organiser or host institution should be asked to provide links to relevant websites and/or further syllabus information that will assist you with the pre-approval process. This information should then be listed on Studio Abroad, as part of the application, and the student must tick a box to say that they have read it.
- Institutions that cannot or will not provide this information should not be approved. If non-partner institutions wish to recruit our students as fee paying study abroad students, they must provide information to allow us to mitigate risk. It is also advisable to be wary of institutions that only provide the information reluctantly. If faculty staff are not satisfied with the information, they should contact Melbourne Global Mobility for advice.
- Where a student has found an independent study abroad program independently and wishes to obtain credit for it, the student must contact the host University and request this information. The student will be required to provide this information for faculty assessment as part of their application on Studio Abroad.
- Programs found by students can be added to the pre-approved list if appropriate

6. **Risk Management (including insurance)**

- All students will be informed automatically by Studio Abroad that they are obliged to complete the online pre-departure briefing.

- All students must register through the [Online Student Mobility Registration system](#) and will be required to provide proof of either University of Melbourne [travel insurance](#) or a suitable alternative policy, which should be checked by staff.
- Students will be asked to declare any current or ongoing physical or mental health issues as part of their Studio Abroad application.
- Australian citizens must be registered online with [Smartraveller](#), or for international students, with their country's equivalent system where it exists.
- Students should either be provided with (in the case of pre-approved programs) or asked to provide (when applying for a program they have found independently) information about emergency numbers in their destination, the location of the closest emergency medical facility, the details of the closest Australian embassy or consulate, and the emergency contact details for the University of Melbourne.

7. **Assisting students with budgeting for independent study abroad**

- Information should ideally be provided to students to help budget for independent study abroad programs, including estimates for the following expenses at destinations on the pre-approved list:
  - Application/Admission Fees
  - Tuition
  - Housing
  - Meals
  - Transportation
  - Program fee discounts (e.g. consortium membership discounts, automatic student scholarships etc.)
  - Local ground transportation
  - Passport/visa/required documents
  - Required and recommended immunizations
  - Textbooks and other course materials
  - Essential daily living expenses

- Where students are submitting an application for a non-approved program, they will be asked to research this information themselves to ensure that they are fully aware of the associated costs.
- Studio Abroad will provide students with links to information about available funding and OS-HELP loans.

SECTION 3: NOT FOR CREDIT PROGRAMS

This section is aimed at staff organising, promoting, endorsing or providing funding in the form of grants for short term mobility programs or activities that are related to a student's program of study and:

- take place outside Australia
- do not involve the awarding of or transfer of credit to a University of Melbourne degree
- may or may not involve a University of Melbourne staff member travelling with students
- do not involve any enrolment in either a subject or placeholder in a University of Melbourne degree

This section is *not* applicable to:

- programs where credit will be awarded
- programs organised independently by students, groups of students or student clubs and societies

These guidelines aim to assist University of Melbourne academic and professional staff members with:

1. Assessing the suitability of the program
2. Risk Management (including insurance) for groups travelling with a staff member
3. Risk Management (including insurance) for groups travelling without a staff member

While these programs are not part of students' enrolments, the University has a responsibility to ensure that any co-curricular overseas programs organised, endorsed or promoted by staff comply with minimum requirements in relation to safety and risk management. This section is intended as a brief introduction to provide an overview of best practice in this area.

1. **Assessing the suitability of the program**

- The program should be related to, or complimentary to, the student's field(s) of study.
- The program should ideally be in a location suitable for students with disabilities, although the feasibility of this will vary by location.
- The program should not overlap with semester or exam periods at University of Melbourne.
- The program should not take place in a location with a DFAT rating of "Reconsider your need to travel" or "Do not travel".
- Refer to the University's [Off Campus Risk Management](#) procedure to risk assess your proposed location.
- The program should include suitable accommodation and accessible student services. Student services can be provided either on-site or by a University of Melbourne staff member accompanying a group

2. **Risk Management (including insurance) for groups travelling with a staff member**

- Staff must familiarise themselves with Section 11 of the University of Melbourne [Student Mobility Procedure](#) and with the University of Melbourne Overseas Critical Incident Response plan and must carry this with them.
- Travel should be booked through the University's preferred provider for group travel.
- Staff should have appropriate training in the areas of health, safety and security; student affairs; disciplinary procedures; student advising (first aid and mental health first aid training recommended); and familiarity with the host culture.
- All students must be registered through the "non-credit bearing programs" section of Studio Abroad. All staff must be registered through the staff travel portal.
- Staff will be covered by the University's [travel insurance](#). Students on non-credit bearing credit programs may not be, this will depend on the nature of the program. This should be discussed with the University's [Insurance Office](#) in advance and, if not available, students must purchase insurance through an alternative provider.
- A ratio of 10 students to 1 staff member is recommended. At least two staff members should be present on-site for all overseas subjects, regardless of the number of students on the program.
- A pre-departure briefing should take place to discuss the academic program, health and safety issues (including vaccinations where required), adjustment to the local culture and information about the host location(s) and society. Melbourne Global Mobility can assist with the development of pre-departure briefings.
- Students should have to sign and submit a code of conduct. A template is attached as an example, but additional requirements specific to the program can also be added if required.
- Students should be asked and encouraged to declare any current or ongoing physical or mental health issues with the relevant staff. This should be done from the perspective of managing a condition in an emergency or critical incident and students should be reassured that the University is not trying to prevent them from participating in the program, but trying to facilitate it.
- Australian citizens must be registered online with [Smartraveller,](#) or for international students, with their country's equivalent system where it exists.
- Compile a list of health care providers on or near the site. Where the program operates on a campus this may be the campus healthcare provider. Where there is no on-campus element, this would be the nearest suitable emergency healthcare facility. This information should be given to students and they

should be made aware of how to contact the relevant facility. In the case of study tours, this should be made available for every destination on the tour. If you are using the University's preferred travel agent, they will be able to compile this information for you.

- Provide all staff and students with local emergency numbers, details of the Australian embassy (and those of other nationalities travelling), the University of Melbourne emergency security number (including relevant dialling code) and the contact numbers of on-site staff who should be contacted in the case of an emergency.

For information on the practicalities of organising travel and transport, please see Section 4.1
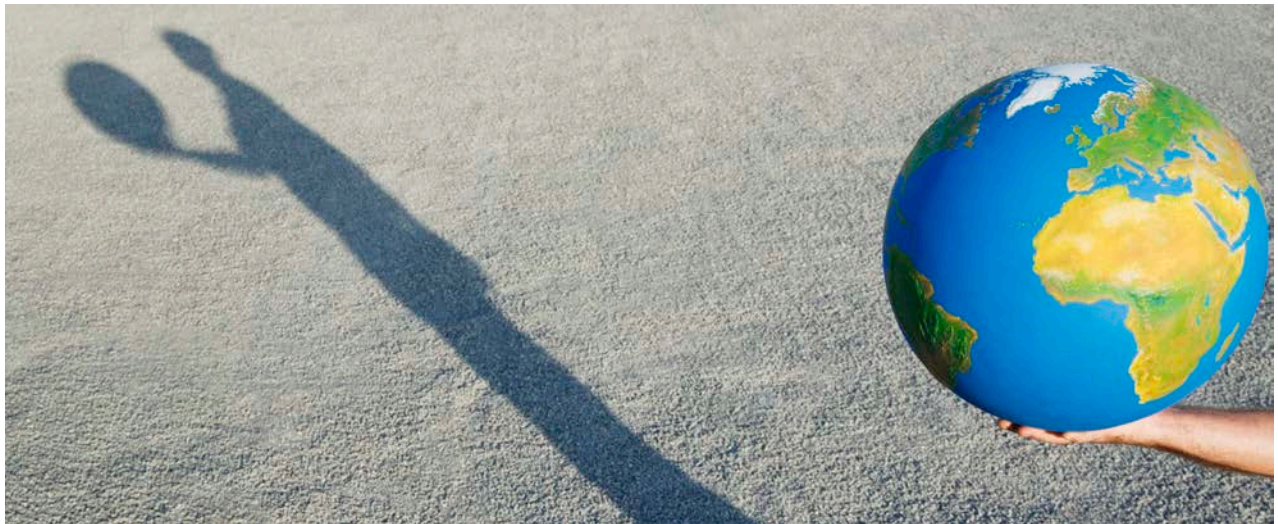
Risk Management (including insurance) for groups travelling without a staff member on programs organised, promoted or facilitated by University of Melbourne staff. This does not apply to affiliated student clubs and societies organising independent travel for groups of students.

- All students must be registered through the "non-credit bearing programs" section of Studio Abroad.
- Students on non-credit bearing programs may not be, this will depend on the nature of the program. This should be discussed with the University's [Insurance Office](#) in advance and, if not available, students must purchase insurance through an alternative provider.
- A pre-departure briefing should take place to discuss the academic program, health and safety issues (including vaccinations where required), adjustment to the local culture and information about the host location(s) and society. Melbourne Global Mobility can assist with the development of pre-departure briefings.
- Students should have to sign and submit a code of conduct. A template is attached as an example, but additional requirements specific to the program can also be added if required.
- Students should be asked and encouraged to declare any current or ongoing physical or mental health issues with the relevant staff. This should be done from the perspective of managing a condition in an emergency or critical incident and students should be reassured that the University is not trying to prevent them from participating in the program, but trying to facilitate it.
- Australian citizens must be registered online with [Smartraveller](#), or for international students, with their country's equivalent system where it exists.
- Compile a list of health care providers on or near the site. Where the program operates on a campus this may be the campus healthcare provider. Where there is no on-campus element, this would be the nearest suitable emergency healthcare facility. This information should be given to students and they should be made aware of how to contact the relevant facility. In the case of study tours, this should be made available for every destination on the tour. If you are using the University's preferred travel agent, they will be able to compile this information for you.
- Provide all staff and students with local emergency numbers, details of the Australian embassy (and those of other nationalities travelling), the University of Melbourne emergency security number (including relevant dialling code) and the contact numbers of on-site staff who should be contacted in the case of an emergency.

USEFUL LINKS

ABC Travel
http://www.abctravel.com.au/

Academic Board Course Approval and Management Procedures
http://about.unimelb.edu.au/academicboard/camp

Approval Timelines for UMOS
Awaiting URL

Faculty Approvers
http://www.mobility.unimelb.edu.au/outbound/exchange/advisors/index.html

Insurance Office
https://fpg.unimelb.edu.au/io

Learning Outcomes for UMOS
Awaiting URL

Melbourne Global Mobility - funding for students
http://www.mobility.unimelb.edu.au/outbound/funding/

Melbourne Scholarships
http://services.unimelb.edu.au/scholarships

Off Campus Risk Management Procedure
http://safety.unimelb.edu.au/docs/off-campus-risk-management-procedure.pdf

Online Travel Registration System
http://unimelb.mobilityscholarship.com/Application/Create

Overseas Critical Incident Response plan
Awaiting URL

Pre-departure Briefing
http://www.mobility.unimelb.edu.au/outbound/health-safety/pre-departure.html

Preferred Providers (you must log in)
http://travelportal.unimelb.edu.au/suppliers/travel-services-guide

Smartraveller
http://www.smartraveller.gov.au/

Student Mobility Procedure
https://policy.unimelb.edu.au/MPF1271#section-3.11

Student Travel and Transport Policy
https://policy.unimelb.edu.au/MPF1209

Student Travel Procedure
https://policy.unimelb.edu.au/MPF1265

UMOS APPROVALS

Early planning is imperative, not only for determining content and logistical arrangements, but for meeting internal University deadlines. Faculty and University support for new University of Melbourne Overseas Subjects must be finalised by October of the preceding year in order to meet University Handbook timelines. This means that your subject proposal may need to be submitted to your department as early as March of the preceding year in order to meet set deadlines for faculty course standing committees (CSC) and the central Academic Programs Committee (APC).

There are two different approval processes for approving subjects:

Approval from Academic Board (Academic Programs Committee)
http://about.unimelb.edu.au/academicboard/camp

Approval under a delegated authority
http://about.unimelb.edu.au/academicboard/camp/changes_under_delegated_authority

Most UMOS will be able to be approved by a delegated authority, as overseas subjects are unlikely to be compulsory subjects in any degree program, however you should check this with the appropriate staff in your faculty or graduate school so that they can advise you of the correct process for submitting your proposal.

TIMELINES

Many Faculty Course Standing Committees (CSC) meet on a monthly basis. An example of the approval process for Faculty of Arts undergraduate subjects in 2015 is outlined below, however you should check your faculty's deadlines and approval process with the relevant person.

Example Timeline only

Proposed changes	Submission	Dates
Concept Proposals	Concept Proposal (new courses/majors/specialisations only	Monday 3rd February send proposals to: arts-subjectchange@unimelb.edu.au
Major changes	Major Change Proposals & associated subject change or new subject forms.	6th March send proposals to: arts-subjectchange@unimelb.edu.au
Minor Changes	Editing in subjuicer (Non-editable fields)	Subjuicer will open at end of January and close on the 28th April
Editing in handbook	Subjects – School staff will be required to edit subject information into handbook. (Editable fields only) Specialisations & course structures will be edited by Faculty Staff. Structures must comply with APC/AB approvals. These will be circulated to Schools for verification.	June – October School academic program staff to set all their subjects to "ready" further advice & deadlines will be circulated by Curriculum Management Student centre staff will set all programs/majors/specialisations to ready.
Late Changes	Late change forms.	Once handbook has been published (October) and or if/when APC has approved/endorsed changes.

CONTACT LIST

Questions regarding the UMOS approval process for your faculty or graduate school should be directed to the appropriate contact below.

Faculty of Architecture, Building & Planning	Daniel Dorall: ddorall@unimelb.edu.au Katie Frank: katie.frank@unimelb.edu.au	
Faculty of Arts	Undergraduate	Rita Castania: arts-subjectchange@unimelb.edu.au
	Graduate	Allison Dutka: gshss-course@unimelb.edu.au
Faculty of Business & Economics	Undergraduate	Rachel Wilson: rachelg@unimelb.edu.au
	Melbourne Business School	Rachel Jenzen: rachelej@unimelb.edu.au
Melbourne Graduate School of Education	Bernadette Harris: bernadette.harris@unimelb.edu.au	
Melbourne School of Engineering	Lisa Hayes: l.hayes@unimelb.edu.au	
Melbourne Law School	Christine Holmes: caholmes@unimelb.edu.au	
Faculty of Medicine, Dentistry & Health Sciences	Melbourne Dental School	Annette Bird: albird@unimelb.edu.au
	Melbourne Medical School *Biomedical Science* *Psychiatry*	Anna Founding: anna.founding@unimelb.edu.au Celia Scott: celiars@unimlb.edu.au Victoria Kingsley: victoria.kingsley@unimelb.edu.au
	Melbourne School of Health Sciences	Marianne Langa: mlanga@unimelb.edu.au Paul Large: plarge@unimelb.edu.au
	Melbourne School of Population & Global Health	Elizabeth Dent: e.dent@unimelb.edu.au
	Melbourne School of Psychological Sciences	Erin Calder: erin.calder@unimelb.edu.au
Faculty of Science	Jarred Holt: jarred.holt@unimelb.edu.au Simon Cave: s.cave@unimelb.edu.au	
Faculty of Veterinary & Agricultural Sciences	Kris Lakusa: kristian@unimelb.edu.au	
Faculty of the VCA & MCM	Ammi Tanda: amarjit.tanda@unimelb.edu.au	

Please note that this list is correct at 11 September 2014 and will be reviewed and updated in December 2014.

Learning Outcomes

Research regarding the impact of education abroad on students has shown that they do undergo change as a result of their international experience. Much of this research has been undertaken in the context of the US higher education system, however some key findings show that:

I. On-campus learning equips students with a greater theoretical understanding of the subject matter, whilst experiential learning in an international context equips students with better applied knowledge.
II. Both short-term and long-term study abroad fosters interpersonal and intrapersonal development. Students report an increase in self-confidence, maturity and a changed worldview.
III. Study abroad has an impact on cognitive learning; specifically integrative and reflective learning.
IV. Intercultural learning does not just happen through cross-cultural contact, educators need to intervene in their experience and give students the tools to interpret and understand their surroundings and promote positive attitudes.

SUBJECT CATEGORIES

Whilst there will be some cross-over, overseas-taught subjects can generally be categorised into three groups:

1. **Topical**
   Subjects that primarily focus on matters pertaining to a specific geographical location.

   eg. HIST30070 Town and Country in China and the West; FRST90030 Forests in the Asia Pacific Region

2. **Language Training and Cultural Learning**
   Subjects where the primary focus is:
   - improved language acquisition, and
   - increased cultural understanding of a particular society through an immersion program.

   eg. ITAL20004 Contemporary Italy Study Abroad; FREN30018 In the Heart of the Loire Valley

3. **Interdisciplinary Understanding**
   Subjects that explore global and interdisciplinary themes may be taught in an international setting to provide students with an opportunity to experience issues related to the subject matter in a real-life context.

   eg. MGMT30017 Global Management Consulting; MULT20014/GEOG30023 Global Climate Change in Context

LEARNING OUTCOMES

Learning outcomes for University of Melbourne overseas subjects (UMOS) should consider both the University's overarching graduate attributes and those outcomes that are specific to an international study experience.

Alongside discipline specific learning outcomes, you may consider how your subject may affect students':

    I.   Coping and adaptation
    II.   Global awareness and cultural understanding
    III.   Ability to communicate across cultures
    IV.   Social and emotional growth

RESOURCES

Scholarly Articles

Bennett, M. (2012). Turning Cross-Cultural Contact into Intercultural Learning, *conference paper presented to the Universidad 2012 8th International Congress on Higher Education, The University for Sustainable Development February 15, 2012, Havana, Cuba*, retrieved from
http://www.idrinstitute.org/allegati/IDRI_t_Pubblicazioni/50/FILE_Documento_Universidad_2012_paper.pdf.

Potts, D., & Berquist, B. (2014). Researching Outcomes of International Learning Mobility: Taking the Next Steps, *IEAA Research Digest 1*, retrieved from http://www.ieaa.org.au/documents/item/256.

Best Practice

The Centre for Capacity Building in Study Abroad. (2010). *Global Learning: Aligning Student Learning Outcomes with Study Abroad.* Washington, DC, USA, Author. Retrieved from
https://www.nafsa.org/uploadedFiles/NAFSA_Home/Resource_Library_Assets/Networks/CCB/AligningLearningOutcomes.pdf.

The Forum on Education Abroad. (2009). *Standards of Good Practice for Short-Term Education Abroad Programs*. Pennsylvania, USA, Author. Retrieved from
http://www.forumea.org/documents/ForumEAStandardsShortTermProg.pdf.

Spencer, S. & Tuma, K. (Eds.). (2002). *The Guide to Successful Short-Term Programs Abroad.* Washington, DC, USA: NAFSA: Association of International Educators. Retrieved from
http://www.nafsa.org/uploadedFiles/guide_to_successful_short-term.pdf?n=3985.

Some examples of learning outcomes from other universities

Northeastern University – Outcomes Assessment
http://www.northeastern.edu/studyabroad/about/outcomes-assessment/

University of Virginia – Education Abroad Learning Outcomes and Assessment
http://avillage.web.virginia.edu/iaas/assess/resources/worksessions/Educ%20Abroad%20Assessment%20Task%20Force-Summary.pdf

Student Group Travel Bookings and Payments

STMP Toolkit

WORKING WITH THE UNIVERSITY'S PREFERRED PROVIDER FOR GROUP TRAVEL

All student group travel should be booked through the University's preferred supplier. The preferred provider has been vetted by the University and will ensure that required standards for health, safety and risk management will be met, in line with the University's duty of care, and can act as a single point of contact for the University in the event that we need to locate a group of students in an emergency.

- The University has preferred providers for group travel.
- Quotes should always be obtained from the preferred provider. If a cheaper quote is found elsewhere, or another provider is offering a service that staff believe the preferred provider cannot match, staff should contact Strategic Procurement for advice.
- For all student group travel, including UMOS programs, the preferred provider is ABC Travel.
- ABC Travel will provide a dedicated account manager who will work with you to organise all aspects of travel and will allow you to access preferential rates on air fares and accommodation.
- ABC Travel are familiar with working with the University of Melbourne and have extensive experience organising student group travel.
- They can provide draft budgets for various travel options and can organise all aspects of billing and invoicing; including liaising with students directly to organise payments. This eliminates the need for staff to deal with cash and, to a large extent, with budgeting (although staff should not rely solely on travel agents to develop budgets and should refer to the guidelines in this toolkit). As the preferred provider ABC Travel are used to issuing invoices to the University and can invoice faculties and departments where appropriate (in the event that your faculty is covering a portion of the program cost).
- The preferred providers have extensive experience assessing the safety of accommodation and ground transport overseas.
- ABC Travel can provide information and advice about visa requirements for destination countries.
- ABC Travel are set up as a provider in the iProcurement system, which is accessible through Themis. Staff should raise a requisition through the iProcurement system. Not all staff will have access to this through their Themis, so you may need to contact your appointed finance and resources officer to obtain access, or find a colleague to raise the requisition for you.
- The requisition will go to your head of budget division for approval and then to your appointed finance and resources officer department who will raise the purchase order.
- Once raised you provide ABC Travel with the Purchase Order, they will then issue an invoice and the staff member who made the purchase order can "receipt" the purchase through Themis. At this point ABC will directly invoice your finance and resources officer for payment. Staff Purchasing Cards are not required, and should not be used, to book travel.
- It is acceptable practice to allow students to book their own flights and to arrange a meeting time and place at the destination if you wish. However, students should be briefed on making their way from the destination
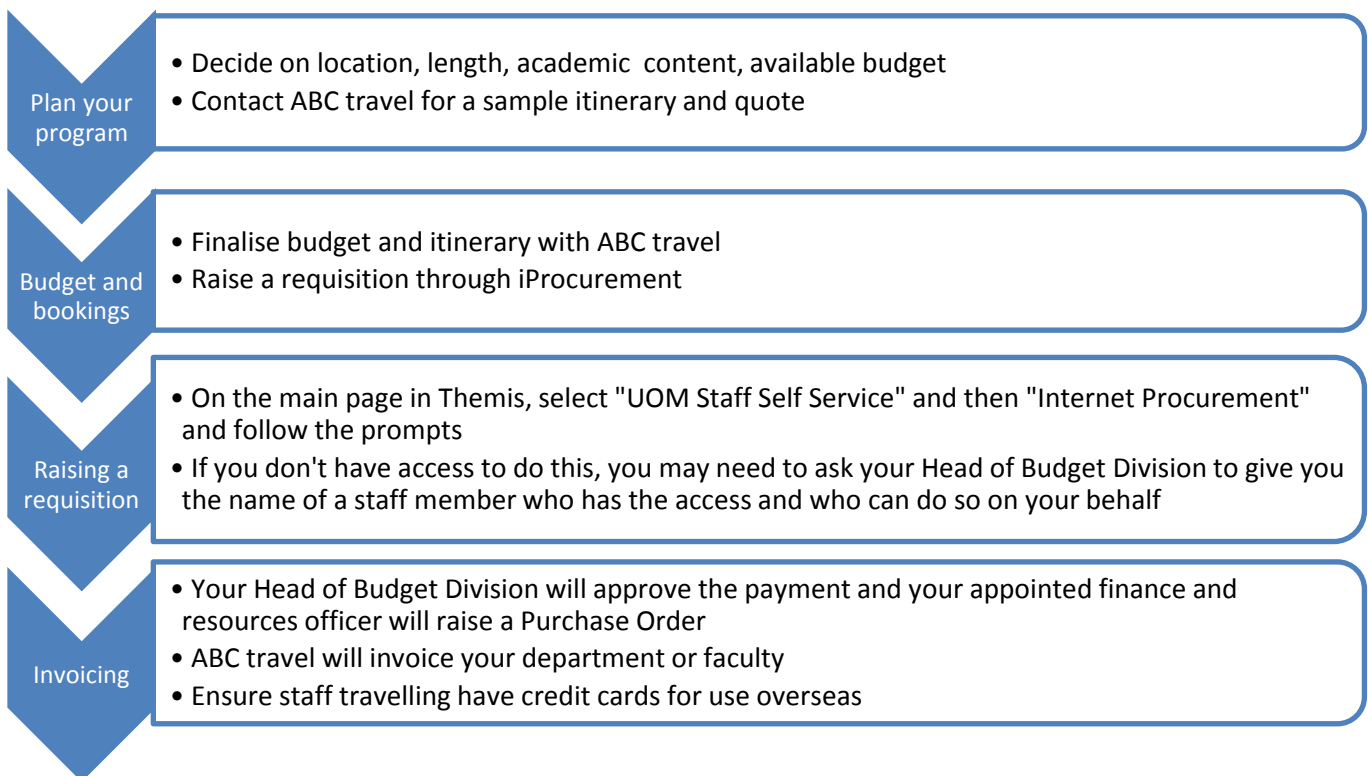
airport to the meeting place, etc.. It is better if group travel can be organised through the preferred provider, ABC travel.

- If it is not possible to book with ABC Travel you must consult Strategic Procurement, before arranging accommodation/facilities with reputable universities or partners and/or well-known international hotel groups so that there is at least a reasonable expectation that minimum acceptable standards will be met.

- When organising domestic travel in a foreign country, companies must be licenced and insured in line with local law. ABC travel will be able to ensure that transport companies are compliant.

- Make details of the accommodation clear to students. Dissatisfaction with accommodation can completely overshadow an otherwise successful program. Make sure that students know if the accommodation is on a twin share basis; if they get to select their roommate or are allocated; etc.

- Prior to departure, all payments should be made through iProcurement. All staff travelling with a group of students must have University of Melbourne Purchasing Cards for use overseas. Ensure that staff contacts their finance and resources officer well in advance of their travel date, to organise Purchasing Cards. Staff should not be travelling overseas with students using personal credit or EFTPOS cards.

All UMOS should operate with sensitivity to and respect for differences between the host country's and Australia's cultural norms. The program should operate in accordance with University of Melbourne policies and procedures as well as those of any host university or institution. Where there are differences between policies of two institutions, which are in conflict, this must be resolved in writing and made clear to students prior to departure so they are aware which is applicable. The program must operate in accordance with Australian and international laws.

Plan your program	• Decide on location, length, academic content, available budget • Contact ABC travel for a sample itinerary and quote
Budget and bookings	• Finalise budget and itinerary with ABC travel • Raise a requisition through iProcurement
Raising a requisition	• On the main page in Themis, select "UOM Staff Self Service" and then "Internet Procurement" and follow the prompts • If you don't have access to do this, you may need to ask your Head of Budget Division to give you the name of a staff member who has the access and who can do so on your behalf
Invoicing	• Your Head of Budget Division will approve the payment and your appointed finance and resources officer will raise a Purchase Order • ABC travel will invoice your department or faculty • Ensure staff travelling have credit cards for use overseas

USEFUL LINKS

ABC Travel
http://www.abctravel.com.au/group-travel

Finance and Planning Group
http://www.fpg.unimelb.edu.au/

Strategic Procurement
http://purchasing.unimelb.edu.au/

Travel Services Guide (preferred providers)
http://travelportal.unimelb.edu.au/suppliers/travel-services-guide

Critical Incident Response Plan

STMP Toolkit

The University of Melbourne Overseas Emergency Response Plan is intended as a guide for all staff responsible for the implementation and supervision of University of Melbourne Overseas Subjects ("UMOS") or other travel with students on travel organised by or endorsed by the University of Melbourne ("the University").

This plan has been developed by Melbourne Global Mobility, in consultation with various departments across the University and should be read in conjunction with the University's Student Travel Procedure, Student Mobility Procedure and the OHS Incident, Injury, Hazard Reporting and Investigation Procedure (https://policy.unimelb.edu.au/MPF1271; https://policy.unimelb.edu.au/MPF1265; https://policy.unimelb.edu.au/MPF1206)

The safety and security of all participants in overseas university travel is of utmost concern to the University. However, it must be noted that no program can guarantee the absolute safety of participants at every moment. Participants must understand the risks inherent in any university program, both on campus and overseas, and must act responsibly to mitigate risks to themselves and others. These guidelines exist to assist staff that are travelling overseas with planning and responding to crises or emergencies that may occur.

The following list of possible crisis or emergency situations, while not exhaustive, includes examples of situations that would require a response:

- Accident/injury
- Death
- Illness (physical or mental)
- Assault (physical or sexual)
- Being the victim of a crime
- Arrest/legal problems
- Natural disasters
- Change in status of DFAT travel warnings
- Contagious disease or other public health issue
- Outbreak of war or civil unrest
- Terrorist activity in the destination country
- Student misconduct or breach of student agreement

PREPARATION

The following precautions are to be implemented by all University staff coordinating UMOS or other overseas trips.

Pre-departure

- Ensure all students have been registered online through the [Online Travel Registration System](#) (where credit is being awarded) and travel insurance system at least seven days before departure. If in any doubt, please provide a list of participants to Melbourne Global Mobility (MGM) or relevant Faculty staff (see list at http://www.mobility.unimelb.edu.au/outbound/exchange/advisors/index.html) for them to cross check.
- All students must register with DFAT Smartraveller (http://smartraveller.gov.au/) or their own country's equivalent in the case of non-Australian nationals (subject to availability).
- Travel should be booked through the University's Preferred Provider (see the Student Group Travel: Bookings and Payments document in this toolkit).
- Provide all students with emergency information for all sites to be visited on the trip (template 1, attached, is an example of the information required but coordinators can add additional information as they feel appropriate).
- Ensure staff have up to date contact details for all students and have established a procedure for contacting them in the event of an emergency. Make sure students have a number on which to contact staff who are travelling with them and know they can contact them 24 hours in the event of an emergency.
- Ensure all staff travelling have access to emergency cash and sufficient limits on University Purchasing cards to allow for funds in an emergency and that they know how to cancel cards or have limits raised in an emergency. Ensure banks have been contacted to register overseas travel and ensure cards will not be blocked on suspicion of unusual use.
- Ensure that all staff travelling know how to contact local emergency services (see checklist at the end of this document).
- Ensure staff emergency contact details, as registered in Themis, are up to date.
- Where only one staff member is travelling (not recommended), nominate an on-site person as a back-up person in the case of a critical incident and ensure that the person is briefed about this responsibility and that the students are aware of how to contact him/her.
- Familiarise yourself with Incident Reporting (https://policy.unimelb.edu.au/MPF1206#section-3.7) and ensure you know how and when incidents need to be reported to the University. Ensure your supervisor is aware of how to respond to an Incident Report (also outlined in the document).

Upon arrival

- Establish an evacuation plan and meeting point in conjunction with host organisations in case of an emergency and communicate this to students.
- Inform students who purchase local phones or SIM cards for use on the program that they must provide you with the new number.

- Inform students that, if remaining overnight away from the organised accommodation (for example, if students wish to travel at weekends) that they must provide contact information for the time they will be away.

ON-SITE RESPONSE TO AN EMERGENCY

1. Anyone involved in an incident must immediately respond with the actions outlined in section 1 of the OHS Incident, Injury, Hazard Reporting and Investigation Procedure (https://policy.unimelb.edu.au/MPF1206#section-3.1). The following guidelines outline specific *additional* responses to a number of scenarios. These guidelines are intended to compliment the response outlined in the OHS Incident, Injury, Hazard Reporting and Investigation Procedure.

2. After any incident involving the following, regardless of whether the event occurred on campus or overseas, a formal incident report must be completed through Themis in addition to contacting Melbourne Global Mobility:
   - Injury or illness
   - Incident or near miss
   - Property loss or damage
   - Environmental damage
   - Theft

See the University's Safety Office website for further details on reporting incidents:
http://safety.unimelb.edu.au/tools/incident/report/

- **Ill or injured student**
  - Respond with the actions outlined in the OHS Incident, Injury, Hazard Reporting and Investigation Procedure.
  - On-site staff member should arrange emergency medical care and contact the insurance company (see list at back of this document).
  - If necessary, make upfront medical payments on a staff credit card. Ask for and keep all receipts.
  - On-site staff members should contact either the University of Melbourne emergency number (for severe injuries outside of University working hours) or MGM within University working hours if the injuries are minor.
  - MGM will, where appropriate, contact the student's emergency contact to inform them of the situation.
  - Arrangements will then be made, where necessary, for ongoing medical care in-country or evacuation.
  - Report the incident.

- **Ill or injured staff member**
  - Respond with the actions outlined in the OHS Incident, Injury, Hazard Reporting and Investigation Procedure.

- A second on-site staff member should arrange emergency medical care and contact the insurance company (see list at back of this document). In the event that there is only one staff member, the on-site back-up person should be contacted.
- Students should be aware of emergency numbers and hospitals, but two staff members should be present in order to avoid a situation where a student is left responsible in an emergency.
- If necessary, make upfront medical payments on a staff credit card. Ask for and keep all receipts.
- On-site staff member should contact either the University of Melbourne emergency number (for severe injuries outside of University working hours) or MGM within University working hours if the injuries are minor.
- MGM will contact the University's Human Resources department to access emergency contact details.
- If necessary the Associate Director MGM will liaise with the relevant faculty to arrange an alternative staff member to provide supervision of the program.
- Report the incident.

- **Death**
  - Respond with the actions outlined in the OHS Incident, Injury, Hazard Reporting and Investigation Procedure.
  - On site staff member should liaise with local emergency services.
  - On site staff member should immediately contact University of Melbourne emergency number (outside of University working hours) or MGM within University working hours.
  - Do not speak to the media and ensure that students are aware they should not speak to the media or post anything on social media sites such as Facebook, Twitter or Instagram.
  - Melbourne Global Mobility will provide advice on handling the situation, following procedures outlined in the Deceased Students Procedure (https://policy.unimelb.edu.au/MPF1248).
  - Report the incident.
  - Ensure that all members of the group have access to counselling services upon their return to Australia.

- **Mental health issue**
  - Respond with the actions outlined in the OHS Incident, Injury, Hazard Reporting and Investigation Procedure.
  - In the event of a mental health crisis, where a student is not coherent or may be a danger to him/herself or others, the on-site staff member should immediately liaise with the relevant local emergency health care services.
  - Staff should access the mental health guidelines on the University's Counselling and Psychological Services website (http://services.unimelb.edu.au/counsel/community/staff/sar) to assist in the identification of and response to crisis mental health issues.
  - Where a student is coherent and is not a danger to him/herself or others the staff member should consider the host culture's attitude to mental health (in a non-crisis situation it may be more appropriate to liaise with services in Melbourne by phone than with local health services

where cultural attitudes to mental health may differ, potentially causing further distress to the student).

- The on-site staff member should contact either the University of Melbourne emergency number (for crisis incidents outside of University working hours) or MGM within University working hours (for non-crisis incidents), to report the incident and, where appropriate, seek recommendation on sending a student back to Melbourne. If in doubt, contact MGM, no matter how minor the issue seems.
- Staff can contact the University's Counselling and Psychological Services department who can provide the staff member with guidance on managing the situation and, if necessary, speak to the student. However, the assistance that can be provided to the student by phone may be limited.
- When contacting Counselling and Psychological Services, phone is better than email. If using email, please only include the student's student number, not their name (as email is not a secure form of communication).
- A number of resources are available for both staff and students through the Counselling and Psychological Services' website. Students in non-crisis situations should be encouraged to access these.
- Melbourne Global Mobility can liaise with the student's emergency contact where appropriate.
- Counselling and Psychological Services: http://services.unimelb.edu.au/counsel/emergencies
- Report the incident.

- **Victim of a crime (including cases where the student does not wish to report the crime)**
    - Respond with the actions outlined in the OHS Incident, Injury, Hazard Reporting and Investigation Procedure.
    - Where the student wishes to report the crime, the on-site staff member should contact the local police to report the crime and obtain some proof of this (copy of report, crime number, or local equivalent).
    - If the student does not wish to report the crime, that is his/her decision. The incident must still be reported to the University and the steps below must still be followed. Students must be made aware that insurance claims for stolen property cannot be made without police reports.
    - On site staff member should contact either the University of Melbourne emergency number (for severe crimes outside of University working hours) or MGM within University working hours (for minor crimes such as mobile phone theft).
    - Where a student has been injured, on-site staff should ensure emergency medical care is provided.
    - Where a student is distressed as a result of being a crime victim the on-site staff member should ask MGM to liaise with the University's Counselling and Psychological Services to offer support if required or desired by the student.
    - The on-site staff member should contact the insurance company (see list at end of this document).
    - If bank cards and/or identification documents have been stolen, contact the bank and relevant authorities immediately to cancel these. In the event that a passport is stolen, contact the relevant embassy/consulate/high commission immediately to inform them of the theft and

arrange a replacement document. Be aware that not all countries will issue replacement passports overseas; some will only issue emergency travel documents which allow a citizen to return to their country of nationality.
- If mobile phones have been stolen, call the provider to block the number. Do not attempt to call the number and negotiate to get the phone back.
- If legal representation is required, the on-site staff member should contact the Australian Embassy, High Commission or Consulate who will be able to provide a list of lawyers and/or translators.
- Students who are victim of a severe crime should be offered the option of returning to Australia. On site staff should liaise with MGM to arrange this if desired.
- The Associate Director, Global Mobility Programs will contact the student's emergency contact as required.
- Report the incident.

- **Arrest or Legal Problems**
    - Respond with the actions outlined in the OHS Incident, Injury, Hazard Reporting and Investigation Procedure.
    - Immediately contact the Australian Embassy/High Commission/Consulate and, if the student is an international student, their country's diplomatic mission.
    - The Australian Embassy/High Commission/Consulate can advise on local lawyers and translators when required.
    - Do not use students who may speak the local language to translate unless there is absolutely no other option. Find a certified translator as soon as possible.
    - Contact the University emergency number (outside of Melbourne working hours) or MGM (within Melbourne working hours).
    - The Associate Director, Global Mobility Programs will contact the students' emergency contact as required.
    - Report the incident.

- **Student Misconduct**
    - If appropriate, respond with the actions outlined in the OHS Incident, Injury, Hazard Reporting and Investigation Procedure.
    - University of Melbourne policy and procedures governing both general and academic misconduct apply when students are travelling overseas as part of a UMOS or other staff-led program.
    - Additionally, subject coordinators or staff organising overseas travel can impose additional rules of conduct for the program. These should be published and made known to students before departure.
    - For a first offence a student should be given an official warning as a "last chance".
    - For a second, or serious offence (threatening, violent or illegal behaviour for example), on-site staff should liaise with MGM to arrange for the student to be excluded from the program.

- The on-site staff member should also report the student through the relevant faculty for academic or general misconduct as appropriate, particularly in the event of a second or serious offence.
- Where a staff member is unsure of whether or not a student's behaviour is unacceptable, s/he can liaise with MGM for advice.
- If appropriate, report the incident.

- **An in-country situation of serious concern**
  (ie. Public health issue; civil war or unrest; terrorist activity; natural disaster; change of DFAT travel warning status; closure of a host organisation or university)

  Ideally, these situations can be anticipated and avoided, by familiarisation with DFAT warnings prior to departure, advice from the approved travel agent and/or partner or host universities in the destination region.
    - If a situation of serious concern arises while overseas, and you are in a safe place (such as a host university or hotel), follow the instructions of the staff and contact the nearest Australian embassy or consulate for further information. Inform Melbourne Global Mobility and lodge an incident report through Themis as soon as possible.
    - If your group is not in a safe place, try to leave the area immediately and keep the group together.
    - Avoid crowds where possible.
    - Stay away from damaged buildings (at least 300 metres, or as far as is possible) to avoid risk of falling glass and debris.
    - Where terrorism is suspected, avoid unattended cars and trucks (may contain explosives).
    - Follow all instructions from local emergency services and/or military personnel.
    - If emergency services have not arrived and you, or a member of the group can speak the language, call the local emergency services.
    - Help others if you are able and seek help where possible, rather than trying to manage the situation alone. Ensure that, in helping others, you do not put yourself or any member of your group in a situation of increased risk.
    - Once imminent threat subsides, contact the Australian embassy or consulate and MGM and remain in a place of safety, where possible, until you receive advice from either.

UNIVERSITY RESPONSE TO AN EMERGENCY

Melbourne Global Mobility, along with other relevant departments within the University, can assist staff who encounter difficulty while overseas with a group of students. While minor incidents can often be dealt with by staff on the ground, they still must be logged and reported to MGM.

In the case of a major emergency involving staff and students overseas, it is expected that a campus-based emergency response team will be convened to coordinate the University's response.

The response team will include:

- Associate Director, Global Mobility Programs
- Subject coordinator (if a UMOS subject is involved and the subject coordinator is not travelling with the group)
- Designated representative from the relevant Faculty

Depending on the nature of the emergency, the response team may also include staff from other areas such as:

- Risk Office
- Insurance Office
- Legal Services
- Melbourne Students and Learning
- University Counselling Service
- A staff member responsible for student conduct issues
- The Dean or Associate Dean from the relevant Faculty

Items for consideration by the Response Team:

Immediate measures needed to ensure the health and safety of students and staff abroad. Appropriate actions to be taken overseas, including dealing with initial student concerns and contacting a student's emergency contact

LIST OF EMERGENCY CONTACTS

University 24 hour emergency line +61 3 8344 6666

Melbourne Global Mobility +61 3 8344 7452

Insurance company (for claims or urgent insurance issues): ACE Assistance Line: +61 2 8907 5595 or +61 2 8907 5666

Details of claiming on student insurance: https://fpg.unimelb.edu.au/io/internal/docs/student-travel-insurance-fact-sheet.pdf

Details of claiming on staff insurance: https://fpg.unimelb.edu.au/io/internal/docs/staff-travel-insurance-fact-sheet.pdf

UoM Insurance Office: +61 3 8344 3444

NAB card centre (for lost or stolen staff purchasing cards): +61 3 9601 7979 (notify your Head of Department or Administrative Section in Melbourne as well as NAB).

Visa Global customer assistance service: +1 443 641 2004

CHECKLIST

Fill in the following information for your trip:

The address and phone number of your accommodation and local contact(s)	
The contact details for anyone involved in organising travel or activities on-site	
The contact details for the nearest Australian diplomatic mission	
The local emergency number and details of the nearest hospital	
Contact details of any other staff travelling with you	
Contact details for your Head of Department or Administrative Section in Melbourne	
Contact details for all students travelling with you	

Programming Resources

Checklist for UMOS
Checklist for Independent Study Abroad
Checklist for Not for Credit Programs
Example new subject approval submission for UMOS
Budget Template

HAVE YOU TICKED ALL THE BOXES?

	✓
The program has been developed in line with Faculty or University strategic priorities or to address a gap in the Faculty's current mobility offerings.	
The suitability of the location has been considered.	
A detailed budget has been developed, allowing for a range of student enrolments and for fluctuations in variable costs. A minimum number of student enrolments required for financial viability has been established.	
The subject has been approved through the appropriate channels; either by Academic Board or by a Delegated Authority.	
If you are working with an overseas university or a third party provider, this has been approved by Melbourne Global Mobility.	
The application process is fair and published and information about the cost is publicised to applicants.	
All transport and travel has been organised in line with to the UoM Short Term Mobility Program guidelines and the University's Travel Policy.	
The program complies with UoM Short Term Mobility program guidelines, and staff travelling have been briefed on Section 11 (Risk Management) of the University Student Mobility Procedure as well as the Overseas Critical Incident Response plan.	
All students are enrolled in the subject, have insurance and are registered with Smartraveller and Melbourne Global Mobility (through the Online Travel Registration System).	
There is a mandatory pre-departure briefing, covering health and safety, academic issues, cultural issues and code of conduct..	
The program is adequately staffed.	

Checklist for Independent Study Abroad

STMP Toolkit

HAVE YOU TICKED ALL THE BOXES?

	✓
The program has been approved and/or promoted in line with Faculty or University strategic priorities or to address a gap in the Faculty's current mobility offerings.	
A review of this and similar programs has been undertaken to ensure it is the most suitable program.	
If you are working with an overseas university or a third party provider, this has been approved by Melbourne Global Mobility	
The program has been assessed and approved for credit by the relevant University academic advisor.	
The non-academic aspects of the program, such as safety, housing and welfare have been considered and the DFAT rating for the destination country is appropriate.	
The program has been added to an approved list, where one exists. Where one does not exist, a student has successfully petitioned to have this program approved.	
Students have either developed, or been provided with, a budget estimate for their destination so that they are aware of the likely cost of the program. They have been provided with information regarding funding opportunities.	
Students have completed the appropriate pre-departure briefings, have insurance, have registered with Smartraveller or their country's equivalent where possible and are registered online with Melbourne Global Mobility	

Checklist for Not for Credit Programs

STMP Toolkit

HAVE YOU TICKED ALL THE BOXES?

	✓
Some examples of non-credit bearing programs are case competitions, student conferences, research visits and consortium programs run by U21 or APRU.	
The program is related to, or complimentary to the students field(s) of study and is in a suitable location.	
If you are working with an overseas university or a third party provider, this has been approved by Melbourne Global Mobility	
The program complies with the University's Short Term Mobility program guidelines, and any University staff travelling have been briefed on Section 11 (Risk Management) of the University Student Mobility Procedure as well as the Overseas Critical Incident Response plan.	
Where staff are travelling with a group, the program is adequately staffed.	
The non-academic aspects of the program, such as safety, housing and welfare have been considered and the DFAT rating for the destination country is appropriate.	
All transport and travel has been organised in line with to the UoM Short Term Mobility Program guidelines and the University's Travel Policy.	
Students have either developed, or been provided with, a budget estimate for their destination so that they are aware of the likely cost of the program. They have been provided with information on funding.	
Students have completed the appropriate pre-departure briefings, have insurance, have registered with Smartraveller or equivalent (where applicable) and are registered online with Melbourne Global Mobility	

COMMUNITY VOLUNTEERING FOR CHANGE - GLOBAL

In 2014 for the first time, the Faculty of Arts in partnership with respected volunteering organisation Australian Volunteers International (AVI) offered an exciting overseas opportunity through the subject Community Volunteering for Change (CVC) - Global. Eight students were placed in Yogyakarta Indonesia to work with local partner Satunama. Students worked in small groups across four key subject areas: Assistance and Advocacy, Capacity Development, Media and Knowledge Management and Program Development.

Developed by Dr Meredith Martin and Dr Violeta Schubert, this subject will run simultaneously across two destinations in 2015 and will send approximately 30 students to both Indonesia and India. We have been given permission from the subject coordinators to use the 'New Subject Proposal' form on the following pages as an example of a successful new UMOS submission.

UNIVERSITY OF MELBOURNE
NEW SUBJECT PROPOSAL

☐ **Undergraduate**　　　　☐ **Graduate Coursework**　　　　☐ **Research Higher Degree**

A HANDBOOK INFORMATION

A1. Subject Title
(Use title case (e.g. Story, Symbol and Meaning in the Arts); max. 40 characters)

C	O	M	M	U	N	I	T	Y		V	O	L	U	N	T	E	E	R	I
N	G		F	O	R		C	H	A	N	G	E	-	G	L	O	B	A	L

A2. Subject Coordinator

Name	Dr Violeta Schubert
Email	violetas@unimelb.edu.au
Phone	Ext:45089

A3. Credit Points

12.5

A4. Level
See [Explanation of Subject Codes](#) (p10) for an explanation of the subject levels

☐ **1**　☑ **2**　☐ **3**　☐ **4**　☐ **5**　☐ **6**　☐ **7**　☐ **8**　☐ **9**

A5. Subject Availability

Mode of Delivery

☑	**On Campus – Provide campus name**	Parkville
☐	**Distance**	
☐	**Online**	
☑	**Off Campus – Indicate Subject type**	☐ **Field work**　☑ **Work Experience in Industry**

A6. Time Commitment

Contact Hours	80-100 hours placement, 8 hours pre-placement, 2 hours mid-placement, 4 hours post-placement
Estimated Total Time Commitment	132-152 hours

A7. Prerequisites

Completion of 100 points of study

A8. Corequisites
Corequisites MUST be taken in the same study period.

n/a

A9. Disallowed Subject Combinations

n/a

A10. Recommended Background Knowledge

n/a

A11. Subject Overview
For fieldwork subjects, include details of the location of fieldwork locations.

This subject will provide an understanding of the community sector and community development through a substantial volunteer experience abroad. Students have the opportunity to undertake a placement of 80-100 hours with a not-for-profit organisation, offering an opportunity to contribute to a community through project work, research and/or engaging in the key activities of the organisation. The Faculty of Arts works in partnership with Australian Volunteers International (AVI) to place volunteers and assist students with risk assessment, volunteer orientation and monitoring and evaluation. AVI is an independent not-for-profit organisation, with extensive experience in the management people-centred development projects and programs in a wide range of countries. AVI's work focuses on reducing poverty, providing health and education services, promoting human rights and gender equality, and protecting the environment. They work closely with individuals, organisations and communities across the developing world in response to locally identified priorities.

Upon subject completion, students will have a better understanding of the structure, culture and policy environment of community development. They will have enhanced their awareness of the challenges and approaches to development, been involved in a community project, gained insight into workplace issues through examination of the structure, culture and policy environment and enhanced their employability skills. Students are advised that there will be personal costs involved for travel, accommodation, etc.

A12. Learning Outcomes (previously Subject Objectives)
Subject-level learning outcomes must be linked to course-level learning outcomes, but need not address all course-level learning outcomes.

On completion of *Community Volunteering for Change-Global*, students will:
- Demonstrate a greater understanding of the international community development issues and context as demonstrated through their own contribution to community projects and the interaction and sharing of information with other students in the subject

- Appreciate how the work of the not for profit sector contributes to community development in a developing world context
- Appreciate the diversity of community cultures and expectations and how these impact on workplaces and society in general
- Understand the complexity of issues impacting on the community sector and what this means for organisations in a global context
- Have enhanced ability to undertake independent research
- Demonstrate improved self-reflection and practical skills relevant to future career pathways and employability

A13. Assessment Requirements

Subject assessments must demonstrate the subject-level learning outcomes.

List the assessment requirements that are associated with this subject (e.g. essays, examinations, oral presentations, etc.), including their extent/duration, timing and % values.

Type of Assessment (Including Extent/Duration)	Timing of Assessment	Assessment %
The assessment for this subject is equivalent to 4.000 words consisting of the following: The assessment for this subject is equivalent to 4.000 words consisting of the following: • **1000-word mid**-semester progress report on the placement experience, including personal skills and knowledge development (20%). Due Week 7;	Week 7	20%
• 20 minute team presentation analysing the strategic plan and mission of your host organisations and their relationship to community development goals	Weeks 10-12	30%
• 2,000 major essay exploring some aspect of the nature of community development and volunteering as you have studied it and as you have observed it during your placement.	Week 12	50%
• The subject also has hurdle requirements - 80 hours of satisfactory work placement and 100% of attendance at seminars.		

A14. Prescribed Texts

n/a

A15. Generic Skills

B APPROVAL INFORMATION

B1. Custodial Faculty/School

Name	Faculty of Arts

B2. Contact Details

Academic Contact (if different to subject coordinator, as detailed at A2)	Name	Dr. Violeta Schubert
	Email	violetas@unimelb.edu.au
	Phone	Ext: 45089
Administrative Contact	Name	
	Email	
	Phone	

B3. Grading Schema

√	**Standard (eg. H1, H2A)**		**Pass/Fail**		**Research master**

	Continuing Result – Indicate over how many semesters	

B3a Is this a subject with a continuing result?

√	**No**
	Yes – Over how many study periods is it taken?	

B4. Subject Available in Course

B4a Is this subject compulsory within a course?

√	**No**
	Yes – List the course(s)	

B4b Is this subject compulsory within a major?

√	**No**
	Yes – List the major(s)	

B4c Is this subject an elective in a course?

	No
√	**Yes – List the course(s)**	New Generation BA, BBiomed BCom, BEnv, BMus, BSc

B4d Is this a subject, offered as part of a degree, that the faculty wishes to make available to other degrees as a breadth subject?

	No		√	**Yes – Following approval, and for changes made under delegated authority, faculties must forward this form to provost-**

policies@unimelb.edu.au, for consideration by the Associate Deans Learning and Teaching Forum. The forum will meet regularly to approve subjects as breadth in the various degrees.

Work Experience in Industry (WEI) Subjects Only

B5. Subject Category

(Refer to the Guidelines for WEI Subjects for information about the subject categories.)

	Category 1
	Category 2
√	**Category 3**

B5a Justification of Categorisation

1. *ongoing and regular input and contact with students* – there are 8 hours of pre-placement seminars with subject coordinator, fortnightly progress/ supervision communications via email between each student and subject coordinator, and post-placement debrief and oral presentations; and

2. *oversight and direction of work occurring during its performance* – students will be mentored, in regular communication with subject coordinator during the placement; and

3. *definition and management of the implementation of educational content and objectives of the subject-* there are clear pedagogical objectives, seminars, readings, etc. that are managed by the academic subject coordinator; and

4. *definition and management of assessment of student learning and performance during the student placement-* assessment of student learning and performance during placement via the completion of a host supervisor assessment of the intern's performance which is a hurdle requirement of the subject. The written assignments are assessed on standard academic merit; and

5. *definition and management of the standard of learning and performance to be achieved by the student during the placement-* as part of the pre-placement seminars issues relating to standards of learning are included, also in preparing risk assessment form and the formal vocational placement agreement letters that are then prepared, the nature of the work, expected outcomes of the student contribution is assessed relative to their knowledge, skills and study.

Fieldwork and Work Experience in Industry (WEI) Subjects Only

B6. Will the Quality of Teaching survey be put in place to ensure high quality?

√	**Yes**
	No – Explain what processes will be put in place to ensure the quality of the vocational or educational experience

---

THE FOLLOWING SECTION IS TO BE COMPLETED BY THE STUDENT CENTRE OR OTHER DESIGNATED STAFF MEMBER

C ADMINISTRATIVE INFORMATION

C1. Organisational units to be assigned to this subject
(use 'Organisational Unit Search' function in ISIS)

Responsibility Area	Organisational Unit		Percentage (max. 1 decimal place)
	Code	Name	
Owning Organisation (assign 1 only)	100		100%
Result Entry Organisation (assign 1 only)	100		100%
Teaching Organisation(s) (List all and include % spilt – must add up to 100%)	100		100%

C2. Does this subject require centrally timetabled exams?

√	**No**			**Yes**

C3. Is this subject available to incoming mobility students (cross-institution/exchange)?

	No	√	**Yes**

C4. Field of Education (ASCED) Code
(Contact Finance and Planning (Katerina Kapobassis, kkap@unimelb.edu.au) for assistance)

0	9	0	3	0	1	**Fee band details**	SFB04

C4.a Subject Area of Study Code
The Subject Area of Study Code is the first four letters of the subject code. See the approved list of Area of Study Codes.

M	U	L	T

C5. Is this subject available to part-time (PT) and full-time (FT) students?

	Part-time only		**Full-time only**	√	**Both**

C6. For each availability, specify either a 'Standard Study Period', or provide the teaching and assessment dates, and (if applicable) the pre-teaching dates.
(These must be supplied to enable correct timetabling and government reporting.)

Year	Campus	Standard Study Period*	OR	Pre-teaching Period Start...–...End	Teaching Period Start...–...End	Assessment Period Start...–...End

i	2014		Winter		Winter 26/ 5 – 30/ 5	30 /6 – 25/ 7	30 / 6 – 25/ 7
ii			Summer		3/ 12 – 3/ 1	6 / 1 – 28/ 2	6 / 2 – 28/ 2
iii					/ – /	/ – /	/ – /
iv					/ – /	/ – /	/ – /

*Standard Study Periods

Semester 1	Summer Term	Term 1
Semester 2	Winter Term	Term 2
Semester 3		Term 3
Year Long		

D APPROVED BY

Name	Parshia Lee Stecum
Associate Dean or Program Director	Chair - Arts
Signature	
Date	

Name	
Associate Dean or Program Director	
Signature	
Date	

|	
Name	
Associate Dean or Program Director	
Signature	
Date	

Budget Template

STMP Toolkit

CALCULATING YOUR BUDGET

The Budget Template has been developed to assist you with calculating the costs of your proposed program, to ensure that all potential costs have been considered and to establish if a program is financially viable.

In this printed version of the STMP Toolkit we have included an example of what the Budget Template looks like, but it has been designed as an interactive spreadsheet and is best accessed in its electronic format.

The spreadsheet can be downloaded from the Melbourne Global Mobility website, please follow the instructions below.

---

1. Go to the website: http://www.mobility.unimelb.edu.au/
2. Click on the link to 'Resources for Faculty Staff' at the bottom of the page
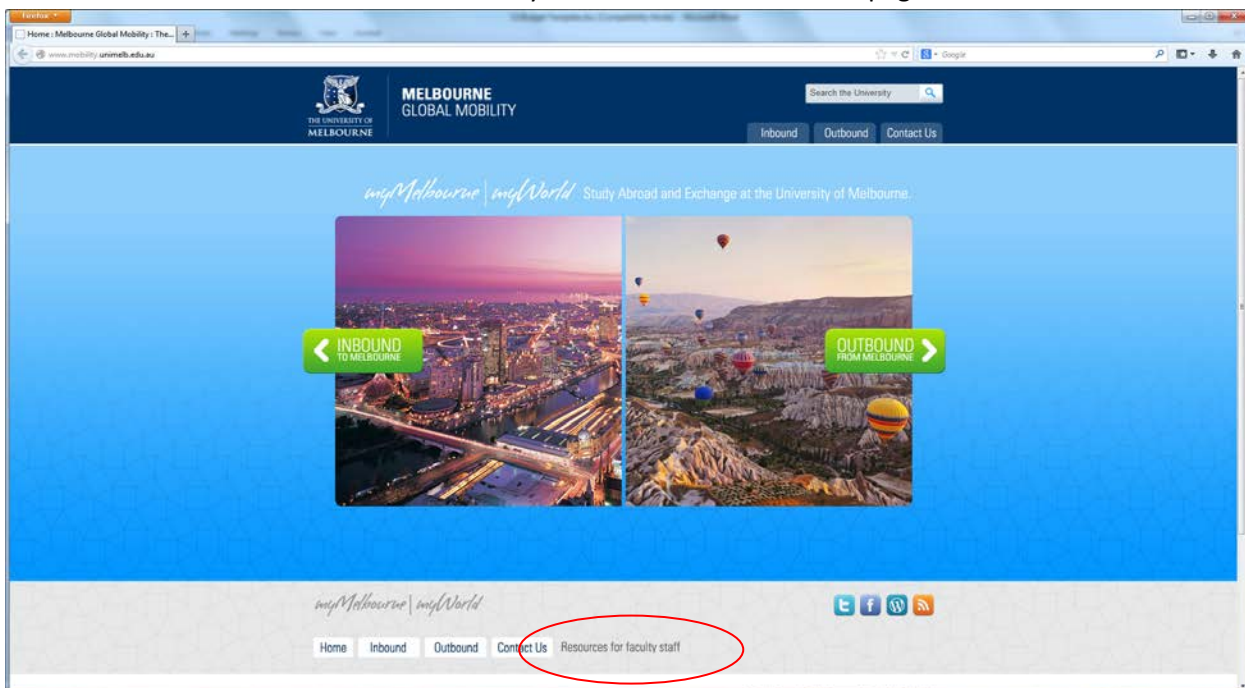
3. Log in with your UoM username and password
4. Click on the link to 'STMP Toolkit' in the left side menu
5. Download the Spreadsheet under the heading 'Budgeting Tool'

Program budget and per-student costs

Program title: Study in the USA	Site: Location 1, Location 2, Location 3, USA	Dates: July 1st to 28th 2014
Budget code: 01-300-xx-xxxx-00000-xxx-xx-xx	Subject coordinator: Dr. A. Random	

STUDENT COSTS

1 unit of foreign currency in $AUD is worth:	1.07	
Number of students:	10	
Number of staff:	2	

Enter the base information here so the spreadsheet can use it to calculate the total. You can then change the student numbes and exchange rate to help figure out the best and worst case scenarios and calculate the minimum number of students needed to make the

This column will calculate the per-student amount in Australian dollars by dividing the total by the number of students and converting the currency, as per the values you enter in the base information

Student costs before departure in AUD

This column includes types of expenses which you can customise to your program

	Fixed or variable?	Cost per ticket			Total per student in AUD	
International airfare		AUD 2,000.00			AUD 2,000.00	
Hotels	Fixed or variable?	Cost per night per room	Number of nights	Number of students per room	**Total per student**	
Location 1	Fixed	100	5	2	AUD 250.00	
Location 2	Fixed	100	5	2	AUD 250.00	
Location 3	Fixed	100	5	2	AUD 250.00	

Student costs before depature in USD

Fill out the costs in the grey cells. You can amend the types of expenses depending on your particular program. The ones used here are just examples

	Fixed or variable?	Cost	Total per student in USD$		Total per student in AUD$
Minibus	Fixed	500.00	AUD 50.00		AUD 53.50
Airport shuttle	Variable	250.00	25		26.75
Airport shuttle	Fixed	250.00	25		26.75
		0.00	0		0

Costs paid on site in USD

		Cost	Total per student in USD$	Total per student in AUD$
Group meal on last night	Variable	$120.00	USD 12.00	AUD 12.84
Entrance tickets location 1 (group cost)	Fixed	$100.00	USD 10.00	AUD 10.70
Entrance tickets location 2 (group cost)	Fixed	$150.00	USD 15.00	AUD 16.05
Contingency and tips	Variable	$500.00	USD 50.00	AUD 53.50

Staff costs in AUD

This is the cost per room by the number of nights by the number of staff - staff do not share rooms

	Fixed or variable?	Cost per ticket			Total AUD staff cost divided by number of students
International airfare	Fixed	$2,000.00			AUD 400.00
Hotels	Fixed or variable?	Cost per night	Number of nights	**Total staff cost in AUD**	**Total AUD staff cost divided by number of students**
Location 1	Fixed	$100.00	5	AUD 1,000.00	AUD 1,070.00
Location 2	Fixed	$100.00	5	AUD 1,000.00	AUD 1,070.00
Location 3	Fixed	$100.00	5	AUD 1,000.00	AUD 1,070.00

Staff costs in USD

	Fixed or variable?	Cost per day (each)	Number of days/nights	Total staff cost in USD$	Total staff cost in AUD	Total AUD staff cost divided by number of students
Meals	Variable	$90.00	15	USD 2,700.00	AUD 2,889.00	AUD 288.90
Entrance tickets location 1	Variable	$20.00	1	USD 40.00	AUD 42.80	AUD 4.28
Entrance tickets location 2	Variable	$15.00	1	USD 30.00	AUD 32.10	AUD 3.21
Incidentals	Variable	$50.00	15	USD 1,500.00	AUD 1,605.00	AUD 160.50

Total AUD staff cost	Total AUD per student cost
AUD 9,568.90	AUD 7,016.98

Fixed $	4,467.00
Variable $	549.98

Look at the fixed and variable amounts to help calculate how much buffer you need to add in to the student cost in case the variable costs are more expensive than anticipated.

Marketing Resources

Checklist for Marketing

STMP Toolkit

THINGS TO REMEMBER WHEN MARKETING YOUR PROGRAM

	✓
Talk to your academic and professional staff colleagues Students call 13 Melb and meet regularly with staff in your Faculty and Student Centre for course advice, make sure the advisors know about your program and know where to direct students for more information. Talk to us at Melbourne Global Mobility and we can promote your program and any scheduled information sessions through our channels.	
Talk to students Take five minutes at the start of each class to tell students about the program and show them where to find information. Run 2-3 half hour information sessions throughout the preceding year, so that students can meet you and ask questions face to face.	
Student Clubs and Societies There are hundreds of clubs and societies on campus, many of them cultural. The Japanese club is not just for Japanese students, but for anyone interested in Japanese language, culture, food, etc. Students clubs may be able to help promote your subject to its members. For a full list of clubs see http://umsu.unimelb.edu.au/jump-in/clubs/clubs-listing/	
Create a web presence Ensure that your program is listed in the University Handbook, on your faculty or graduate school's website as well as on the Melbourne Global Mobility website. Find out who manages your faculty's Facebook and Twitter sites and ask them to promote your program. If there is a student newsletter, ask to have your program listed here.	

Flyers and LCD Screens

Create a flyer containing all the relevant information about your program and make sure it is pinned on noticeboards around campus and in your buildings. Print several of them for students to take away at the end of class and leave some on the counter in student centres. See the sample flyer provided in this Toolkit.

It's quite easy to get your message on those LCD screens you see around campus. Create a Powerpoint slide (specifications available at https://le.unimelb.edu.au/event/digital-signage.html) and submit your request via the Learning Environments site. If you only wish to advertise within your faculty, you should submit the file to your Student Centre and ask that they upload it only to the screens in this area.

Creating a flyer for UMOS

STMP Toolkit

THINGS TO REMEMBER WHEN DESIGNING A FLYER FOR YOUR PROGRAM

University/Faculty logo

Name of program (with subject code if applicable)

Location/s

Dates

Brief course description

Name of subject coordinator or contact person

Pre-requisites/admission requirements/how to apply

Cost

Program structure, learning objectives, evaluation method

Information on accommodation

Photos

Where to find further information

On the following page we have included an example of a flyer that was produced for a long-term study abroad program, yours does not have to look exactly like this, but it contains all relevant program information.

Study in **Florence**

The University of Melbourne has recently joined the Universities of Virginia, Connecticut, Pennsylvania State University and Arizona State University in a Study Abroad program in Florence, Italy. The program is hosted at the International Studies Institute in the historic centre of Florence, Italy's heart of art and culture.

Most programs are conducted in English and subjects include art and art history, history and political science, literature, Italian studies, international business and interdisciplinary studies in the humanities. Students fluent in Italian may take up to two subjects at the University of Florence. To be eligible students must be in their 2nd or 3rd year and the cost is approximately USD$12200 for a full semester program including accommodation close to the school.

A number of generous scholarships may be available for second semester 2014 (28 August – 13 December 2014). **Expressions of interest are due by 5pm, Friday 4th April 2014.**

Even though this program is considered study abroad, please submit your complete MGM Exchange Application to your Faculty's Student Centre. You will be automatically considered for any available funding.

For additional information about the program and about available scholarships please contact Chris McBrearty at the Melbourne Global Mobility office in the John Smyth Building.

Tel: 9035 6130   Email: cjmcbr@unimelb.edu.au

Information session: Thursday 27 March 2014
Old Physics G016 (Jim Potter Room)

THE UNIVERSITY OF
MELBOURNE

myMelbourne | myWorld

Student Agreement Templates

Student Agreement for UMOS
Student Agreement for ISA
Student Agreement for NFCP

Sample Student Agreement for UMOS

STMP Toolkit

This is a sample agreement, which you can either use in its current form or amend to meet the requirements of your program. While it covers the basic points in terms of risk management, there may be additional considerations for your program which you would like students to agree to in writing.

STUDENT AGREEMENT

The University of Melbourne is committed to providing as many students as possible with the opportunity to undertake a period of study overseas and the subject (insert subject name here) has been developed in support of this commitment. To formally accept your place in the Program, please read the following terms and conditions. If the terms and conditions are acceptable to you, complete the section at page 5 and sign at the end of this agreement.

1. EXPENSES
I agree to pay all expenses associated with my participation in the Program, including but not limited to:

a) University of Melbourne tuition fees. UMOS tuition fees will be the same student rate that is charged by the University of Melbourne as outlined on the website (http://futurestudents.unimelb.edu.au/admissions/fees) for a subject taught by the same faculty and at the same level (ie. undergraduate or graduate) on campus in that academic year;

b) the Program fee which includes (but is not limited to) transport and accommodation costs. This fee is paid by students in addition to tuition fees for the subject. It will incorporate the majority of expenses associated with your participation in the subject and may vary according to the number of students enrolled in the subject. The amount payable by each student as the Program fee is (insert amount here). Payment of the Program fee to the Faculty of (insert your faculty here) is required by (insert due date here) (or such other date agreed with the University)

c) all incidental expenses not included in the Program fee. This may include flights, visas, some meals, and other not included expenses;

d) the cost of text books and educational supplies required for the Program;

e) all health insurance costs and medical and pharmaceutical expenses incurred for my benefit; and

f) all costs resulting from the modification or termination of my participation in the Program.

2. PASSPORT AND VISAS
I agree that I am responsible for obtaining a valid passport and appropriate visa or entry documents prior to my departure.

3. INSURANCE AND HEALTH
I agree that I will arrange travel insurance protection through the University's Insurance Office to cover the entire duration of the Program in respect of expenses that may arise in connection with:
a) injury or illness, including any pre-existing medical condition;
b) emergency repatriation costs;
c) personal liability;
d) loss of or damage to personal effects; and
e) cancellation of the Program.

I agree that I am also responsible for obtaining insurance that will provide me with medical, health and personal coverage for any pre or post placement travel I may embark upon as an individual and separate to the Program.

I agree that I will undergo a physical/medical examination prior to departure for the Program, obtain any relevant vaccinations and notify the University about any pre-existing medical conditions.

4. UNIVERSITY FUNDS

I acknowledge that the University of Melbourne has not undertaken to provide any funds to assist with the payment of any of the expenses referred to in Paragraphs 1, 2, and 3 of this document unless it has agreed to do so in a signed letter addressed to me. (Please note that separate conditions apply to Melbourne Global Mobility funding.)

5. OTHER PROGRAM FUNDING

Where I have been awarded federal government funding via the New Colombo Plan for my participation in the Program, I acknowledge that the funding may be provided to me directly, or alternatively, where it is of financial benefit to me, I give my consent to the University of Melbourne to apply such funding directly to the Program costs (including airfare, accommodation and other in-country costs) on my behalf.

6. DISCLOSURE OF PERSONAL INFORMATION

I consent to the disclosure by the University of Melbourne of any personal information about me, including my academic record, in any or all of the following circumstances:

a) to (insert name of Third Party Provider (TPP) here) and to any external Program funding partner, including the federal government, to be used in accordance with their policies, procedures and guidelines, for purposes related to the Program;

b) if the University of Melbourne believes the disclosure would assist any hospital or other medical provider;

c) if the University of Melbourne believes the disclosure would assist in satisfying my immigration or visa requirements during the Program or otherwise facilitate my travel;

d) if the University of Melbourne believes the disclosure is required to enable or assist me to obtain funds; and

e) in any other circumstance in which the University of Melbourne believes the disclosure of the personal information is warranted.

7. DURATION OF THE PROGRAM AND CREDIT TRANSFER

I understand that the period of the vocational placement in the Program will normally be limited to the period specified in the offer issued by the Faculty. I understand that the credit value of the overseas subject is listed in the handbook. I understand that I am required to attend and participate in all aspects of the Program for the duration of my studies overseas unless advised otherwise by the Program leader or on-site coordinator, and that the successful completion of the Program (including the completion of any assessment tasks) is a requirement of the relevant subject or course in which I am enrolled. I understand that I am required to attend any pre and post placement sessions that relate to preparation, reflection and assessment of the subject.

8. UNFORESEEN EVENTS

I understand that due to the international aspect of the Program, events beyond the control of the University of Melbourne may occur including the outbreak of war, civil unrest or natural disasters and that these may require a modification of my participation in the Program. I agree that the University of Melbourne may modify my participation in the Program in these circumstances.

9. RULES AND REGULATIONS

I understand that I am subject to the rules and regulations of both the University of Melbourne and, where applicable, the host organisation and that failing to abide by any of them could result in the immediate termination of my participation in the Program.

Additional information about host institutions or TPPs could be added here depending on the nature of your program

10. AMBASSADORSHIP

I acknowledge that being a representative (and ambassador) of the University of Melbourne, Australia, and any Program funding partner (where relevant) is an important part of the Program. I undertake to conduct myself in a professional manner, and not to offend either the laws of the host country or the cultural norms or behaviour pattern of the people of the host country. I agree to conduct myself respectfully and truthfully throughout any Program application or selection process and that any inaccurate or inappropriate public commentary may be grounds for the University of Melbourne to reject my Program application or to cancel an awarded scholarship. I agree that the University of Melbourne may terminate my participation in the Program if I fail to maintain what the University of Melbourne considers to be an acceptable standard of public and private conduct.

11. ONGOING OBLIGATIONS

I will keep the University informed of my contact details (e-mail, telephone, address, etc.) at all times. This includes the period before I leave Australia, while away on the Program, while travelling, and upon my return to Australia. If travelling independently before or after the Program I will keep the University informed about my expected date of arrival on site, my return to Australia and will let them know when I am back in Australia.

I agree that when requested by the University or my host organisation, I will assist in promoting the University of Melbourne as a study destination for students from my host country. On my return to Melbourne, I agree to assist the University as much as possible to:

a) update information regarding the destination and activities;
b) assist in the promotion of the University of Melbourne Mobility Program to University of Melbourne students;
c) assist students participating in the Program in the following semesters; and;
d) attend a Program debriefing;

and I agree to complete an evaluation survey or evaluation process relating to the Program if requested.

12. INDEMNITY

I agree that I will indemnify the University from and against any liability, loss, harm, damage, cost or expense (including legal fees) that the University may suffer, incur or sustain as a result of my conduct during my participation, except to the extent that such liability, loss, harm, damage, cost or expense arises from the negligent or unlawful act or omission of the University.

13. GENERAL OBLIGATIONS

I agree that in taking part in the Program I will:

a) inform myself about any dangers, hazards or risks that may be associated with participating in the Program;
b) take all necessary precaution to safeguard my health, safety and belongings;
c) be informed, on a regular basis, about any updates to travel advisory warnings as issued (in any form) by my home country ministry of foreign affairs by subscribing to, and registering with, the Australian Government through the Department of Foreign Affairs and Trade 'Smartraveller' website (**Travel Advisory**) for the country/s where the Program is undertaken; and
d) be responsible for any outcomes from medical treatment if required during the Program.

I acknowledge that there are inherent risks and dangers associated with travelling and taking part in the Program including cancellation of transportation, property damage, foreign and political conditions, terrorism, risks arising from weather conditions, civil unrest, or health conditions.

I voluntarily choose to participate in the Program at my own risk, and acknowledge that the University is not responsible or liable for:

a) assisting me with any medical condition that I may have;
b) deciding whether it is safe for me to travel;
c) deciding whether I am fit for travel or to participate in the placement or the Program; or
d) any costs or expenses incurred by me if I withdraw from the Program, if the Program is cancelled because of a Travel Advisory, or for any alterations, delays, or cancellation made to the Program in response to a Travel Advisory.

14. **OBLIGATIONS RELEVANT TO PROGRAMS FUNDED UNDER THE NEW COLOMBO PLAN**

As my Program has been funded by the New Colombo Plan, I agree that:
a) New Colombo Plan Program funding is only available to Australian citizens and in addition, that I do not currently have, and have not previously had, residency rights in the Program host country;
b) I will be enrolled at the University of Melbourne for the duration of the Program and will be undertaking a bachelor degree, bachelor honours degree, or diploma at the University of Melbourne at the commencement of the Program;
c) I will be between over the age of 18 (inclusive) at the commencement of the Program; and
d) I have not previously received any New Colombo Plan funding.

PRE- DEPARTURE SESSION and ENROLMENT

It is compulsory for all students travelling overseas on University of Melbourne program to undertake a pre-departure briefing, in person and/or online. By signing this Agreement below you agree to do so. Failure to do so without just cause may result in your place in the Program being cancelled.

You must ensure that you are correctly enrolled in the Program, and that you have registered your travel online through the University's Online Travel Registration System (http://unimelb.mobilityscholarship.com/Application/Create) and at smartraveller.gov.au (or your home country's equivalent, where available).

I, _____,
(please use block letters and insert full name)

agree to be bound by the terms and conditions listed in the Melbourne Global Mobility Student Agreement when I participate in the Melbourne Global Mobility Program.

I also agree to complete the relevant pre-departure session for my Program. I understand that if I fail to complete this session without just cause, as determined by the subject coordinator, I may have my place in the Program cancelled.

I acknowledge that if I make arrangements to begin travelling in advance of the Program, I must have the permission of the subject coordinator and I do so at my own risk.

Student number: _____

Address: _____

_____

_____

Signature: _____

Date: _____

Date of Birth: _____

Passport Number: _____

Passport Expiry Date: _____

Please return this signed original to the subject coordinator. A copy of this agreement will be included in your Pre-departure Booklet.

**Do not let students miss the pre-departure briefing unless an alternative method of covering the information has been agreed.**

**In addition to the Student Agreement, all students must be provided with a copy of the University's Standard Privacy Statement**

Sample Student Agreement for ISAP

STMP Toolkit

This is a sample agreement, which you can either use in its current form or amend to meet the requirements of your program. While it covers the basic points in terms of risk management, there may be additional considerations for your program which you would like students to agree to in writing.

STUDENT AGREEMENT

The University of Melbourne is committed to providing as many students as possible with the opportunity to undertake a period of study overseas and the Melbourne Global Mobility Program ("Program") has been developed in support of this commitment. To formally accept your place in the Program, please read the following terms and conditions. If the terms and conditions are acceptable to you, complete the section and sign at the end of this agreement.

1. EXPENSES
I agree to pay all expenses associated with my participation in the Program, including but not limited to:

   a) Host organisation tuition fees. ISA tuition fees will be set by the host organisation; this may be an overseas university or a third party provider. The tuition fees may or may not be included in the Program fee;
   b) the Program fee. This fee may be charged in addition to tuition fees for ISA. It may incorporate on site expenses associated with the Program and may vary according to the number of students enrolled in the Program. The amount payable by each student as the Program fee is determined by the Host organisation. Payment of the Program fee to the Host organisation is required by the published due date (or such other date agreed with the Host organisation);
   c) all incidental expenses not included in the Program fee. This may include flights, visas, some meals, excursions and other not included expenses;
   d) the cost of text books and educational supplies required for the Program;
   e) all health insurance costs and medical and pharmaceutical expenses incurred for my benefit; and
   f) all costs resulting from the modification or termination of my participation in the Program.

2. PASSPORT AND VISAS
I agree that I am responsible for obtaining a valid passport and appropriate visa or entry documents prior to my departure.

3. INSURANCE AND HEALTH
I agree that I will obtain insurance protection to cover the entire duration of the Program in respect of expenses that may arise in connection with:
   a) injury or illness, including any pre-existing medical condition;
   b) emergency repatriation costs;
   c) personal liability;
   d) loss of or damage to personal effects; and
   e) cancellation of the Program.

I agree that I am also responsible for obtaining insurance that will provide me with medical, health and personal coverage for any pre or post placement travel I may embark upon as an individual and separate to the Program.
I agree that I will undergo a physical/medical examination prior to departure for the Program, obtain any relevant vaccinations and notify the University about any pre-existing medical conditions.
b

4. UNIVERSITY FUNDS

I acknowledge that the University of Melbourne has not undertaken to provide any funds to assist with the payment of any of the expenses referred to in Paragraphs 1, 2, and 3 of this document unless it has agreed to do so in a signed letter addressed to me. (Please note that separate conditions apply to Melbourne Global Mobility funding.)

5. DISCLOSURE OF PERSONAL INFORMATION

I consent to the disclosure by the University of Melbourne of any personal information about me, including my academic record, in any or all of the following circumstances:

a) to the Host organisation for purposes related to the Program;
b) if the University of Melbourne believes the disclosure would assist any hospital or other medical provider;
c) if the University of Melbourne believes the disclosure would assist in satisfying my immigration or visa requirements during the Program or otherwise facilitate my travel;
d) if the University of Melbourne believes the disclosure is required to enable or assist me to obtain funds; and
e) in any other circumstance in which the University of Melbourne believes the disclosure of the personal information is warranted.

6. DURATION OF THE PROGRAM AND CREDIT TRANSFER

I understand that my placement in the Program will normally be limited to the period specified in the offer issued by the host organisation. I understand that the credit value of the Program will be determined by my Faculty prior to departure and that no retrospective credit will be given if I do not obtain prior approval for the Program. I understand that I am required to attend and participate in all aspects of the Program for the duration of my studies overseas unless advised otherwise by the Program leader or on-site coordinator. I understand that I am required to attend any pre and post placement sessions that relate to preparation, reflection and assessment of the Program.

7. UNFORESEEN EVENTS

I understand that due to the international aspect of the Program, events beyond the control of the University of Melbourne and the host organisation may occur including the outbreak of war, civil unrest or natural disasters and that these may require a modification of my participation in the Program. I agree that the University of Melbourne may modify my participation in the Program in these circumstances.

8. RULES AND REGULATIONS

I understand that I am subject to the rules and regulations of both the University of Melbourne and, where applicable, the host organisation and that failing to abide by them could result in the immediate termination of my participation in the Program.

> *Additional information about host institutions or TPPs could be added here depending on the nature of the program*

9. AMBASSADORSHIP

I acknowledge that being a representative (and ambassador) of the University of Melbourne and Australia is an important part of the Program. I undertake to conduct myself in a manner that will not offend either the laws of the host country or the cultural norms or behaviour pattern of the people of the host country. I agree that the University of Melbourne may terminate my participation in the Program if I fail to maintain what the University of Melbourne considers to be an acceptable standard of public and private conduct.

10. ONGOING OBLIGATIONS

I will keep the University informed of my contact details (e-mail, telephone, address, etc.) at all times. This includes the period before I leave Australia, while away on the Program, while travelling, and upon my return to Australia. If

b

travelling independently before or after the Program I will keep the University informed about my expected date of arrival on site, my return to Australia and will let them know when I am back in Australia.

I agree that when requested by the University or my host organisation, I will assist in promoting the University of Melbourne as a study destination for students from my host country. On my return to Melbourne, I agree to assist the University as much as possible to:

a) update information regarding the destination and activities;
b) assist in the promotion of the Program to University of Melbourne students;
c) assist students participating in the Program in the following semesters and;
d) attend a Program debriefing and complete an evaluation survey if required.

11. **INDEMNITY**

I agree that I will indemnify the University from and against any liability, loss, harm, damage, cost or expense (including legal fees) that the University may suffer, incur or sustain as a result of my conduct during my participation, except to the extent that such liability, loss, harm, damage, cost or expense arises from the negligent or unlawful act or omission of the University.

12. **GENERAL OBLIGATIONS**

I agree that in taking part in the Program I will:

a) inform myself about any dangers, hazards or risks that may be associated with participating in the Program;
b) take all necessary precaution to safeguard my health, safety and belongings;
c) be informed, on a regular basis, about any updates to travel advisory warnings as issued (in any form) by my home country ministry of foreign affairs (for example, the Australian Government through the Department of Foreign Affairs and Trade for Australian participants) (**Travel Advisory**) for the country/s where the Program is undertaken; and
d) be responsible for any outcomes from medical treatment if required during the Program.

I acknowledge that there are inherent risks and dangers associated with travelling and taking part in the Program including cancellation of transportation, property damage, foreign and political conditions, terrorism, risks arising from weather conditions, civil unrest, or health conditions.

I voluntarily chose to participate in the Program at my own risk, and acknowledge that the University is not responsible or liable for:

a) assisting mw with any medical condition that I may have;
b) deciding whether it is safe for me to travel;
c) deciding whether I am fit for travel; or
d) any costs or expenses incurred by me if I withdraw from the Program, if the Program is cancelled because of a Travel Advisory, or for any alterations, delays, or cancellation made to the Program in response to a Travel Advisory.

PRE- DEPARTURE SESSION and ENROLMENT

It is compulsory for all students travelling overseas on University of Melbourne program to undertake a pre-departure briefing. By signing the sheet below you agree to do so. Failure to do so without just cause may result in your place in the Program being cancelled.

It is your responsibility to ensure that you are correctly enrolled, have registered online through the University's Online Travel Registration System (http://unimelb.mobilityscholarship.com/Application/Create) and smartraveller.gov.au (or your home country's equivalent, where available).

b

I, _____,
(please use block letters and insert full name)

agree to be bound by the terms and conditions listed in the Melbourne Global Mobility Student Agreement when I participate in the Melbourne Global Mobility Program.

I also agree to complete the relevant pre-departure session for my Program. I understand that if I fail to complete this session without just cause, as determined by the University, I may have my place in the Program cancelled.

I acknowledge that if I make arrangements to begin travelling in advance of the Program, I must have the permission of the University and I do so at my own risk.

Student number: _____

Address: _____

_____

Signature: _____

Date: _____

If no pre-departure is being held students must undertake the online pre-departure quiz:
http://www.safetyabroad.unimelb.edu.au

Please return this signed original to Melbourne Global Mobility. A copy of this agreement will be included in your Pre-departure Booklet.

In addition to the Student Agreement, all students must be provided with a copy of the University's Standard Privacy Statement

b

1

This is a sample agreement, which you can either use in its current form or amend to meet the requirements of your program. While it covers the basic points in terms of risk management, there may be additional considerations for your program which you would like students to agree to in writing.

STUDENT AGREEMENT

The University of Melbourne is committed to providing as many students as possible with the opportunity to undertake a period of study overseas and the Melbourne Global Mobility Program ("Program") has been developed in support of this commitment. To formally accept your place in the Program, please read the following terms and conditions. If the terms and conditions are acceptable to you, complete the section and sign at the end of this agreement.

1. **EXPENSES**
I agree to pay all expenses associated with my participation in the Program, including but not limited to:

    a)
    b)   *Depending on the nature of the program, you can fill in the student expenses here*
    c)

2.
PASSPORT AND VISAS
I agree that I am responsible for obtaining a valid passport and appropriate visa or entry documents prior to my departure.

3. **INSURANCE AND HEALTH**
I agree that I will obtain insurance protection to cover the entire duration of the Program in respect of expenses that may arise in connection with:
    a) injury or illness, including any pre-existing medical condition;
    b) emergency repatriation costs;
    c) personal liability;
    d) loss of or damage to personal effects; and
    e) cancellation of the Program.

4. **UNIVERSITY FUNDS**
I acknowledge that the University of Melbourne has not undertaken to provide any funds to assist with the payment of any of the expenses referred to in Paragraphs 1, 2, and 3 of this document unless it has agreed to do so in a signed letter addressed to me. (Please note that separate conditions apply to Melbourne Global Mobility funding.)

Again, your faculty may be funding or part-funding this program, so you should modify this as required

---

1

c

5. DISCLOSURE OF PERSONAL INFORMATION

I consent to the disclosure by the University of Melbourne of any personal information about me, including my academic record, in any or all of the following circumstances:

a) to the Third Party Provider (TPP) and/or Host organisation for purposes related to the Program;
b) if the University of Melbourne believes the disclosure would assist any hospital or other medical provider;
c) if the University of Melbourne believes the disclosure would assist in satisfying my immigration or visa requirements during the Program or otherwise facilitate my travel;
d) if the University of Melbourne believes the disclosure is required to enable or assist me to obtain funds; and
e) in any other circumstance in which the University of Melbourne believes the disclosure of the personal information is warranted.

6. DURATION OF THE PROGRAM AND CREDIT TRANSFER

I understand that my placement in the Program will normally be limited to the period specified in the offer issued by either the University of Melbourne or the host organisation. I understand that no credit will be awarded for any part of this Program. I understand that I am required to attend and participate in all aspects of the Program for the duration of my studies overseas unless advised otherwise by the Program leader or on-site coordinator. I understand that I am required to attend any pre and post placement sessions that relate to preparation and reflection of the Program.

7. UNFORESEEN EVENTS

I understand that due to the international aspect of the Program, events beyond the control of the University of Melbourne and the host organisation may occur including the outbreak of war, civil unrest or natural disasters and that these may require a modification of my participation in the Program. I agree that the University of Melbourne may modify my participation in the Program in these circumstances.

8. RULES AND REGULATIONS

I understand that I am subject to the rules and regulations of both the University of Melbourne and, where applicable, the host organisation and that failing to abide by them could result in the immediate termination of my participation in the Program.

Additional information about host institutions or TPPs could be added here depending on the nature of the program

9. AMBASSADORSHIP

I acknowledge that being a representative (and ambassador) of the University of Melbourne and Australia is an important part of the Program. I undertake to conduct myself in a manner that will not offend either the laws of the host country or the cultural norms or behaviour pattern of the people of the host country. I agree that the University of Melbourne may terminate my participation in the Program if I fail to maintain what the University of Melbourne considers to be an acceptable standard of public and private conduct.

10. ONGOING OBLIGATIONS

I will keep the University informed of my contact details (e-mail, telephone, address, etc.) at all times. This includes the period before I leave Australia, while away on the Program, while travelling, and upon my return to Australia. If travelling independently before or after the Program I will keep the University informed about my expected date of arrival on site, my return to Australia and will let them know when I am back in Australia.

I agree that when requested by the University or my host organisation, I will assist in promoting the University of Melbourne as a study destination for students from my host country. On my return to Melbourne, I agree to assist the University as much as possible to:

c

a) update information regarding the destination and activities;
b) assist in the promotion of the Program to University of Melbourne students;
c) assist students participating in the Program in the following semesters and;
d) attend a Program debriefing and complete an evaluation survey if required.

11. INDEMNITY

I agree that I will indemnify the University from and against any liability, loss, harm, damage, cost or expense (including legal fees) that the University may suffer, incur or sustain as a result of my conduct during my participation, except to the extent that such liability, loss, harm, damage, cost or expense arises from the negligent or unlawful act or omission of the University.

12. GENERAL OBLIGATIONS

I agree that in taking part in the Program I will:

a) inform myself about any dangers, hazards or risks that may be associated with participating in the Program;
b) take all necessary precaution to safeguard my health, safety and belongings;
c) be informed, on a regular basis, about any updates to travel advisory warnings as issued (in any form) by my home country ministry of foreign affairs (for example, the Australian Government through the Department of Foreign Affairs and Trade for Australian participants) (**Travel Advisory**) for the country/s where the Program is undertaken; and
d) be responsible for any outcomes from medical treatment if required during the Program.

I acknowledge that there are inherent risks and dangers associated with travelling and taking part in the Program including cancellation of transportation, property damage, foreign and political conditions, terrorism, risks arising from weather conditions, civil unrest, or health conditions.

I voluntarily chose to participate in the Program at my own risk, and acknowledge that the University is not responsible or liable for:

a) assisting mw with any medical condition that I may have;
b) deciding whether it is safe for me to travel;
c) deciding whether I am fit for travel; or
d) any costs or expenses incurred by me if I withdraw from the Program, if the Program is cancelled because of a Travel Advisory, or for any alterations, delays, or cancellation made to the Program in response to a Travel Advisory.

PRE- DEPARTURE SESSION

It is compulsory for all students travelling overseas on University of Melbourne program to undertake a pre-departure briefing. By signing the sheet below you agree to do so. Failure to do so without just cause may result in your place in the Program being cancelled.

It is your responsibility to ensure that you have registered online through smartraveller.gov.au (or your home country's equivalent, where available).

c

I, _____,
(please use block letters and insert full name)

agree to be bound by the terms and conditions listed in the Melbourne Global Mobility Student Agreement when I participate in the Melbourne Global Mobility Program.

I also agree to complete the relevant pre-departure session for my Program. I understand that if I fail to complete this session without just cause, as determined by the University, I may have my place in the Program cancelled.

I acknowledge that if I make arrangements to begin travelling in advance of the Program, I must have the permission of the University and I do so at my own risk.

Student number: _____

Address: _____

_____

_____

Signature: _____

Date: _____

If no pre-departure is being held students must undertake the online pre-departure quiz:
http://www.safetyabroad.unimelb.edu.au

Please return this signed original to the Program coordinator. A copy of this agreement will be included in your Pre-departure Booklet.

In addition to the Student Agreement, all students must be provided with a copy of the University's Standard Privacy Statement

c