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.
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