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Part A – Overseas Experiences: Eligibility and Conditions

1. The Student Exchange Program

The Student Exchange Program provides an opportunity for students to spend one or two semesters at one of our overseas partner institutions. Students that participate in the Student Exchange Program are liable for tuition fees at the University of Newcastle but do not pay tuition fees at the overseas partner institution.

1.1 Eligibility for Student Exchange Program

1.1.1 Students must be enrolled in an undergraduate or postgraduate degree program at the University of Newcastle.

1.1.2 Students must complete 60 units in their current program by the commencement of the exchange.

1.1.3 Students must have a cumulative GPA of 4.5 or above on a 7 point scale - credit average.

1.1.4 Eligibility does not guarantee admission to the overseas university.

1.1.5 Eligibility does not guarantee the student will receive a travel grant or scholarship.

1.1.6 Students are required to seek prior approval for academic credit before departure for their overseas study.

1.2 Conditions

1.2.1 Students can participate in an overseas exchange at an approved overseas partner institution for up to a maximum of two semesters at one location.

1.2.2 On approval, students can participate in more than one overseas exchange. Note: only students who have not previously received DIISRTE student exchange funding are eligible to receive DIISRTE International Student Exchange Program funding (DIISRTE ISEP Program Guidelines, 2013, 4.3)

1.2.3 Students must enrol full-time at the overseas university but do not need to pay tuition fees at the overseas university.

1.2.4 While on exchange, students remain enrolled (in special exchange codes – see below) at the University of Newcastle and continue to pay tuition fees to the University of Newcastle. Domestic students may defer their student contribution as a HECS-HELP loan. No additional tuition fees are paid to the host University.
1.2.5 Students are required to be enrolled in a full time load at the overseas university while on exchange and must be able to receive credit from their home faculty for the courses they plan to take on exchange.

1.2.6 Students are responsible for negotiating academic credit with their faculty.

1.2.7 Pre approval of academic credit is required prior to departure. Receiving a place in the Student Exchange Program does not guarantee the faculty will agree to grant credit for the overseas study.

1.2.8 Students who are unable to negotiate academic credit with their faculty must contact the International Office (Student Experience and Community Engagement team) prior to departure.

1.2.9 During exchange, students are liable for the costs of administration fees, airfares, visas, accommodation, health insurance, additional travel insurance, food and entertainment. This amount varies depending on the experience and local conditions.

1.2.10 Prior to departure, students are required to register with the UoN International SOS Travel Locator System.

1.2.11 All students travelling overseas are required to check the DFAT website at the time of booking and prior to travel, to establish whether there are any travel advisories or warnings that apply to intended travel destinations. If the travel location is considered high risk, the student must contact the International Office before travel.

1.2.12 Travel to high risk countries requires approval from the Vice-Chancellor. Where the safety of travellers is at risk, the University can impose a complete travel ban to certain countries/regions, which may result in the proposed Student Exchange being cancelled at short notice.

1.2.13 On becoming a student in the Exchange Program, students are subject to rules, regulations and requirements as to conduct and scholarships at the University of Newcastle, the host institution and host institution residences. The University of Newcastle reserves the right to require a student to withdraw from the Exchange Program due to unsatisfactory academic progress, misconduct, or indebtedness to the University of Newcastle or host institution, between the time of application and the end of the program. A student who is withdrawn from the program may appeal in writing to: The Pro Vice-Chancellor, International and Advancement, The University of Newcastle, CALLAGHAN NSW 2308.
1.3 Additional Conditions for International Students

1.3.1 International students enrolled in a full-degree program at the University of Newcastle are permitted to participate in all overseas experiences, subject to degree program restrictions. Students studying at the University of Newcastle through an Articulation agreement are not eligible for semester exchange.

1.3.2 International students should not return to their home country under the Exchange Program.

1.3.3 International students must notify the International Office as soon as they receive a letter of acceptance from the overseas exchange University. See section 4.3.

1.4 Final Semester Students

1.4.1 Students will need to check with their faculty about receiving credit, before applying to study overseas in their last semester. Students wanting to participate in a final semester exchange need to be aware that:

   a) Final semester exchange students will not be eligible for an OS-HELP loan;

   b) Graduation may be delayed due to the late reception of overseas results.

1.5 Medicine Students

1.5.1 Bachelor of Medicine students who wish to participate in the Exchange Program need to apply via the School of Medicine and Public Health.

1.6 Architecture Students

1.6.1 Exchange studies are available only for Bachelor of Design (Architecture) students that are studying in their second year.

1.6.2 Exchange studies are unavailable for students participating in the Master of Architecture.

1.7 Submitting an Expression of Interest

1.7.1 Students are required to complete an Expression of Interest for the Exchange Program before the closing dates listed on the UoN International website.

1.7.2 Students must select three preferred exchange destinations. A list of exchange partners can be found on the UoN International website.

1.7.3 Late Expressions of Interest may be accepted depending on location.
1.8 Assessment and Placement in the Exchange Program

1.8.1 The International Office is responsible for liaising with partner institutions about exchange balances and overseas admission processes.

1.8.2 The International Office will assess for eligibility and notify all students of the outcome up to a month after the closing date.

1.8.3 The International Office will allocate eligible students a place in the Exchange Program, subject to the availability of places at selected partner institutions. Partner Universities may have only limited exchange places or may not be suitable for certain disciplines. The International Office may recommend alternate destinations.

1.8.4 The University does not guarantee all eligible students will be allocated a place in the Exchange Program.

1.8.5 Students who have accepted a place in the Exchange Program -
   a) must participate in a pre-departure consultation with the International Office;
   b) are responsible for negotiating academic credit with their relevant faculty, prior to going on exchange, and completing associated administrative processes on return from overseas;
   c) should enrol and continue with normal studies at the University of Newcastle until they receive their Acceptance Letter from the overseas institution;
   d) should not purchase airline tickets or accommodation until they have been accepted by the overseas institution.

1.9 Applying for Credit

See section 4.2

1.10 Enrolling in the Special Exchange Codes

1.10.1 Students participating in the Student Exchange Program must –
   a) enrol full time at the host institution; AND
   b) enrol in the equivalent UoN special exchange codes (for which students will be charged the equivalent tuition fees). Further information about UoN special exchange codes is available on the UoN International website.
1.10.2 Students going on exchange must be enrolled in the special codes to be covered by the University’s Travel and Personal Accident Policy.

1.10.3 If a student has not enrolled in the Special Exchange Codes by the HECS Census date 31 March/31 August, the student must complete an ‘Application to Enrol in Course After the Census Date’. The International Office can assist the student with this process.

1.11 Extension of Overseas Exchange Studies

1.11.1 Students studying abroad may be able to extend their exchange studies, provided the overall total time at the overseas exchange institution will not be greater than two semesters.

1.11.2 Students who wish to extend their exchange are required to complete the following tasks:
   a) submit the Outbound Extension Form (contact study-overseas@newcastle.edu.au);
   b) contact the overseas institution and request permission to extend exchange studies;
   c) find out about visa requirements, overseas health cover, and travel insurance;
   d) negotiate additional credit with their faculty and enrol in the Special Exchange Codes at UoN;
   e) consider their financial requirements.

1.11.3 Final semester students, see section 1.4.
2. **Short-Term Experiences**

Short-Term experiences are international activities that usually take place during university holiday breaks and typically last between 1 and 8 weeks, and less than one semester. Experiences could include overseas university courses, volunteering abroad, work placements, and conferences.

### 2.1 Eligibility for Short-Term Experiences

Depending on the program provider, students may not be required to meet GPA requirements. Students will need to contact the program provider for further information.

### 2.2 Conditions

2.2.1 To participate in a Short-Term experience, students must be enrolled at the University of Newcastle.

2.2.2 For some short-term experiences, students may be able to apply for academic credit. Participation in a Short-Term experience does not guarantee the faculty will grant academic credit. Students are responsible for negotiating academic credit with their faculty prior to departure.

2.2.3 Students are liable for expenses including program fees, airfares, visas, accommodation, additional travel insurance, food and entertainment. This amount varies depending on the experience and local conditions.

2.2.4 Prior to departure, students are required to register with the UoN International SOS Travel Locator System.

2.2.5 All students travelling overseas are required to check the [DFAT website](https://dfat.gov.au) at the time of booking and prior to travel, to establish whether there are any travel advisories or warnings that apply to intended travel destinations. If the travel location is considered high risk the student must contact the UoN International Office before travel.

2.2.6 Travel to high risk countries requires approval from the Vice-Chancellor. Where the safety of travellers is at risk, the University can impose a complete travel ban to certain countries/regions, which may result in the proposed Short Term Experience being cancelled at short notice.

2.2.7 Final semester students, see section 1.4
2.3 Applying for Short-Term Experiences

2.3.1 To participate in a Short-Term Experience, students need to research and submit an application with the program provider. Further information is available on the UoN International website.

2.3.2 After a student receives an acceptance letter from an overseas provider, students are required to participate in a pre-departure consultation session with the International Office. Sessions will be advertised on the UoN International website.
3. Semester Study Abroad Experiences

Study Abroad is the act of pursuing one or two semesters overseas at a non-partner institution. Students undertaking Study Abroad are liable for the overseas university tuition fees.

3.1 Eligibility for a Study Abroad Program

3.1.1 Students usually require a cumulative GPA of 4.5 or above on a 7 point scale - credit average. Students are required to check with the overseas institution regarding admission criteria and requirements.

3.2 Conditions

3.2.1 Students pay tuition directly to the overseas institution.

3.2.2 Receiving a place at an overseas institution does not guarantee the student’s home faculty will agree to grant academic credit for study undertaken at the overseas institution. Students are responsible for negotiating academic credit with their faculty prior to departure.

3.2.3 Students are liable for expenses that include tuition and program fees, airfares, visas, accommodation, travel and health insurance, food & entertainment. This amount varies depending on the experience and local conditions.

3.2.4 Prior to departure, students are required to register with the UoN International SOS Travel Locator System.

3.2.5 All students travelling overseas are required to check the DFAT website at the time of booking and prior to travel, to establish whether there are any travel advisories or warnings that apply to intended travel destinations. If the travel location is considered high risk they are required to contact the International Office before travel.

3.2.6 Travel to high risk countries will require approval from the Vice-Chancellor. Where the safety of travellers is at risk, the University can impose a complete travel ban to certain countries/regions, which may result in the proposed Study Abroad being cancelled at short notice.

3.2.7 Students are subject to rules, regulations and requirements as to conduct at the host institution and host institution residences.

3.2.8 Final semester students, see section 1.4
3.3 Placement in a Study Abroad Program

3.3.1 After a student receives an acceptance letter from an overseas provider, students are required to participate in a pre-departure consultation session with the International Office. Sessions will be advertised on the UoN International website.

3.3.2 Unless a student receives an Acceptance Letter from the overseas institution, they should enrol and continue with normal studies at the University of Newcastle.

3.3.3 Students should not purchase airline tickets or accommodation until they have been admitted by the overseas institution.
Part B – Pre-departure, Financial Assistance and Return from Overseas

4. Pre-Departure

When a student receives an Acceptance Letter/Package from an overseas institution or provider, they must complete a number of tasks to make their time abroad a success. Students should consult with the International Office (Student Experience and Community Engagement team) as soon as possible.

4.1 Accommodation

4.1.1 Students are responsible for arranging their overseas accommodation.

4.1.2 Students should research their accommodation options for the duration of their overseas experience as early as possible. Applying for accommodation is different for each provider and housing application deadlines may apply. Further information about accommodation is found on the partner institution websites or by contacting the provider directly.

4.2 Applying for Credit

4.2.1 Students are responsible for negotiating academic credit with faculties.

4.2.2 Students seeking academic credit for overseas study must complete negotiations with faculties BEFORE travelling abroad. Only in exceptional circumstances, negotiations may be completed whilst overseas. Students must inform their faculties as soon as possible about any changes to their overseas studies which may affect their academic credit agreement.

4.2.3 It is the student's responsibility to check with professional associations that the overseas course that they wish to study is acceptable to the accrediting body for purposes of accreditation.

4.2.4 Students must provide evidence of a credit agreement to be eligible for OS-HELP loans and Commonwealth Government travel grants.

4.2.5 To receive credit, the student must complete the following:

a) Research and collect information about their proposed overseas courses, including Name of the Course, Objective, Number of hours, Text books used, and methods of assessment. Course information can be found on the overseas provider website or by contacting the overseas provider directly. Further information about overseas exchange advisors can be found on the Study Abroad Blackboard site;
b) Contact their Program Officer and commence the credit application. It is advised that students negotiate as many courses as possible using precedents where possible.

4.2.6 Where credit is being sought, it is the responsibility of the appropriate faculty to evaluate the credit application and notify the student of the outcome. Both the student and the faculty are advised to keep a copy of credit agreements.

4.3 International Students

4.3.1 When an international student receives a letter of acceptance from the overseas provider they must contact the International Office highlighting their proposed overseas activity. The International Office will provide relevant information to the University of Newcastle’s ESOS Compliance Officer.

4.4 Passports

4.4.1 Students are responsible for acquiring an appropriate passport for overseas travel.

4.4.2 Students must have a passport with at least six months validity from the planned date of return to Australia.

4.4.3 Passports will be checked by the International Office during pre-departure consultations. Further information about passports and foreign embassies and consulates can be found on the [Department of Foreign Affairs and Trade (DFAT) website](https://dfat.gov.au).

4.5 Visas

4.5.1 Students are responsible for checking with the appropriate foreign consulate to ensure that they have the correct visa information for the countries they are entering. Information about visas, foreign embassies and consulates, can be found on at the [Department of Foreign Affairs and Trade (DFAT) website](https://dfat.gov.au).

4.6 Flights

4.6.1 Students should not purchase flights until they have received an official acceptance letter from the host institution or provider.

4.6.2 The University does not endorse any particular travel agents or products for travelling abroad. It is recommended that students investigate services provided by travel agents and online providers.

4.7 Travel Insurance

4.7.1 The University's [Travel and Personal Accident Policy](https://unisa.edu.au) covers enrolled students going overseas on University business for up to 180 days (conditions apply).
4.7.2 For further information, students should consult with the University's Corporate Travel Insurance website.

4.8 International SOS (ISOS) Travel Locator System

4.8.1 All students travelling overseas on an official University activity must register with the ISOS Travel Locator System. The Locator System tracks all students and staff travelling overseas on University business. Instructions to use the Personal Travel Locator system can be found on the UoN International website.

4.9 The Departure Form

4.9.1 Prior to going abroad, students are required to complete the online Departure Form. The Departure Form records vital information required for government reporting and insurance purposes. The Departure Form includes a quiz that reiterates the pre-departure messages and checklists.

5. Financial Assistance

5.1 The iLEAD Travel Grant

5.1.1 The iLEAD Travel Grant is available for current students of the University of Newcastle that are members of the iLEAD Program. To be eligible for a Travel Grant, students must fulfil the criteria found on the UoN International website.

5.1.2 Flexibility in the criteria may be given to students that are located at a distance from Newcastle.

5.2 The OS-HELP Loan

5.2.1 The OS-HELP loan is available for eligible undergraduate students participating in an overseas experience. Further information is available on the University's OS-HELP webpage.

5.2.2 Eligibility requirements for OS-HELP include that study undertaken overseas must count as credit towards the program of study at the home university. In practice, the student must have a credit agreement with their faculty to be eligible.

5.2.3 Final semester exchange students will not be eligible for an OS-HELP loan.

5.2.4 The OS-HELP Loan is administered by the UoN Student Financials & Scholarship department.
5.3 Special Scholarships

5.3.1 A number of special scholarships are periodically available for students to go overseas on overseas experiences. Information and criteria for these scholarships can be found on the UoN International website.

5.4 Centrelink payments

5.4.1 Students participating in the Student Exchange Program who currently receive Centrelink payments may be eligible for payments overseas. Before going overseas students are responsible for contacting Centrelink and providing a copy of an official confirmation letter issued by the International Office.

5.4.2 To avoid having payments stopped whilst overseas, students must be enrolled full-time in the special exchange codes for the semester abroad. This process also applies to students that have extended their exchange studies overseas. If a student has their Centrelink payments stopped whilst abroad, they can contact the International Office for assistance.

6. Returning from an Overseas Experience

6.1 Overseas Results

6.1.1 Prior to returning from overseas, students are required to enquire with their overseas provider, when and how they will receive their overseas results. The transcript is sent to the International Office, placed on the student file, and the student will be contacted about collection.

6.1.2 Students are obligated to keep their contact details up-to-date on MyHub.

6.1.3 If a student has an outstanding debt with the overseas provider, the transcript may not be made available by the provider. If a student does not receive their transcript within the advised time period, the student is to contact the provider directly.

6.2 Completing the Academic Credit Process

6.2.1 Students are required to take a certified copy of the overseas transcript to their Program Officer located at a student HUB. The overseas transcript will be compared to the initial credit assessment and if satisfied the Program Officer will post the credit.

6.3 Grades

6.3.1 Overseas grades do not transfer onto the UoN student record. If a student has participated in an exchange and has enrolled in the UoN Special Exchange
Codes, an ungraded pass ‘NA’ will be automatically recorded on the UoN student record.

6.4 Student Testimonials

6.4.1 When a student returns from overseas they are required to submit a testimonial based on their overseas experience. This process is compulsory for recipients of a UoN scholarship or Travel Grant. Failure to comply with this aspect may result in the investigation of the validity of the scholarship and the forced recovery of funds by the University. To submit a testimonial, students need to complete the Testimonial Form found on UoN International website.
7. Related Documents

Admission and Enrolment Policy and Procedure Manual - 000965
Admission and Enrolment Policy - Coursework Programs - 000963
Rules Governing Admission and Enrolment - 000966
Credit and Articulation Procedure - 000862
2012 Faculty Credit Guideline - Faculty Education and Arts - 000983
Faculty of Business and Law - 2012 Faculty Credit Guideline - 000982
Faculty of Science and Information Technology - 2012 Faculty Credit Guideline – 000981
Travel and Personal Accident Policy in Travel Procedure – 000787
Travel Procedure – 000787
Overseas Study: Higher Education Loan Program Policy - 000840
Overseas Study Higher Education Loan Program Procedure – 000841

8. Keywords

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