Outbound Global Experience Procedure

Section 1 - Purpose

(1) This procedure outlines the steps to be taken by staff in administering and by students in undertaking an Outbound Global Experience that may be counted towards a program at the University of Newcastle.

(2) In the event of an inconsistency between this procedure, and a Rule or Schedule to a Rule, the Rule made by Council will prevail to the extent of the inconsistency. This includes, but is not limited to any delegation Schedule to the Governance Rule.

Section 2 - Audience

(3) This procedure must be read and understood by:

a. undergraduate and postgraduate coursework program students of the University of Newcastle who may be seeking to undertake an approved Outbound Global Experience; and
b. staff organising, administering, or approving Outbound Global Experiences.

(4) This procedure must be read in conjunction with:

a. the Program Design and Management Manual;
b. the Work Integrated Learning Policy, Work Integrated Learning and Career-ready Placement Management Procedure, Career-ready Placement Activity Work Health and Safety (WHS) Risk Assessment Procedure (where the student is undertaking an international direct placement as an Outbound Global Experience);
c. the Credit and Recognition of Prior Learning Policy and associated procedures;
d. the Course Design and Management Manual;
e. OS-HELP Procedure;
f. TEQSA Guidance Note for Work Integrated Learning;
g. the University Travel Policy, and
h. the Travel Procedure, but only where directed from the Outbound Global Experience Procedure.

(5) Outbound Global Experience organisers in the University of Newcastle must comply with the requirements of this Procedure. A Global Experience Staff Resources sharepoint site is available for detailed instructions for tasks relating to organising the Outbound Global Experience, along with relevant College / School sharepoint sites.

Section 3 - Scope

(6) This procedure applies to all Outbound Global Experiences for students undertaking coursework, and that are approved by the University of Newcastle, including but not limited to:

a. Academic Short Course (Agreement);
b. Academic Short Course (Direct);

c. Hands-on Learning Experience;
d. International Placement;
e. Student Exchange Program;
f. Study Abroad;
g. Study Tour; and
h. Other experience, including but not limited to competitions, conferences, and non-credit bearing trips.

(7) Students who are not approved by the University to undertake an Outbound Global Experience, and who choose to proceed with their own personal travel, are not subject to the provisions or requirements of this procedure.

Section 4 - Types of Outbound Global Experiences

Table 1 - Types of Outbound Global Experiences

Experience Type	Location	Duration of Experience	Tuition Fees	Other Financial Considerations
Academic Short Course (Agreement)	The Outbound Global Experience is undertaken at a partner institution.	2-6 weeks, typically during the University holidays.	No tuition fees are paid to the host institution. The student is liable for University of Newcastle tuition fees.	Students are liable for all expenses including airfares, visas, accommodation, additional travel insurance, and any other associated travel costs. See also Section 6 - Financial Assistance.
Academic Short Course (Direct)	The Outbound Global Experience is undertaken at a partner or non-partner institution.	2-6 weeks, typically during the University holidays.	The student must pay course tuition fees direct to the overseas host institution.	
Hands-on Learning Experience	The location will vary depending on the Outbound Global Experience.	2-4 weeks, typically during the University holidays.	Tuition fees will vary depending on the Outbound Global Experience.	
International placement	The location will vary depending on the Outbound Global Experience.	Duration will vary depending on the Outbound Global Experience.	Tuition fees will vary depending on the Outbound Global Experience.	
Student Exchange Program	The Outbound Global Experience is undertaken at a partner institution.	1 or 2 semesters at each location.	No tuition fees are paid to the host institution. The student is liable for University of Newcastle tuition fees.	
Study Abroad	The Outbound Global Experience is undertaken at a non-partner institution.	1 or 2 semesters.	The student must pay course tuition fees direct to the overseas host institution.	
Study Tour	The location will vary depending on the Outbound Global Experience.	2 weeks, though duration will vary depending on the Outbound Global Experience.	Tuition fees will vary depending on the Outbound Global Experience.	
Other experience (competitions, conferences etc.)	The location will vary depending on the Outbound Global Experience.	Duration will vary depending on the Outbound Global Experience.	Tuition fees will vary depending on the Outbound Global Experience.	

Section 5 - Key Requirements

(8) To be eligible to apply for any Outbound Global Experience, the student must meet the relevant academic eligibility criteria outlined in Section 7 of this procedure.

(9) Admission to the Outbound Global Experience is not guaranteed, regardless of the student successfully demonstrating they meet the academic eligibility criteria.

(10) International students enrolled in a full degree program at the University of Newcastle, where eligible and not otherwise precluded, may seek participation in an Outbound Global Experience where it will not impact on their ability to graduate from their University of Newcastle program within the timeframe listed on their Confirmation of Enrolment (CoE).

(11) A student applying for an Outbound Global Experience must obtain the required credit as outlined in Section 7 Academic Eligibility - Criteria 3. Where the credit is not approved the Outbound Global Experience cannot proceed.

(12) Participation in an Outbound Global Experience in the final year of study may delay a student's attendance at graduation if final results from the host institution have not been received or course assessments have not been completed before the ceremony invitations have been distributed.

(13) Students remain subject to the University of Newcastle rules and policies during an Outbound Global Experience. Students participating in an Outbound Global Experience are also subject to the policies and procedures of the overseas host institution / provider, scholarship programs, and host institution residences (where relevant) during the Outbound Global Experience.

(14) Students participating in Outbound Global Experiences organised or endorsed by the University must adhere to the following to ensure their safety and compliance with University policies:

a. consideration of University requests: students must consider and reasonably comply with all requests and instructions issued by the University or its representatives during their international trip. These requests are made to ensure the safety, well-being and academic success of the students;
b. independent actions and accountability: if a student chooses to act independently of the University's instructions, they must accept full responsibility for any consequences that may arise from their actions. This includes, but is not limited to, financial liabilities, legal issues, health and safety risks, and academic repercussions.

Enrolment requirements

(15) Students undertaking an Outbound Global Experience must meet the following University of Newcastle enrolment requirements:

a. for Student Exchange Programs and Academic Short Course (Agreement) the student must enrol in an appropriate University of Newcastle course with an exchange course code prior to departure;
b. for Study Abroad, the student must take leave of absence from the University of Newcastle for the duration of the Study Abroad, in accordance with the provisions of the Enrolment Manual;
c. for International Placements, Hands-on Learning Experiences and Study Tours, the student must meet the individual enrolment requirements of the experience, which may vary.

(16) Students undertaking an Outbound Global Experience may also be required to enrol in accordance with the requirements of the host institution. For Student Exchange Programs, the student must enrol in a full time enrolment load, as set by the host institution.

Student Exchange Program requirements

(17) Approval of an application for a Student Exchange Program is subject to the availability of places at the overseas host institution, in addition to the requirements of this procedure.

(18) A student who is deemed eligible but who is not allocated a place in the Student Exchange Program, due to the lack of available places, cannot appeal the allocation outcome.

(19) Credit for study undertaken as part of a Student Exchange Program cannot be rescinded.

(20) International students studying at the University of Newcastle on an articulation arrangement may be precluded from undertaking study as part of the Student Exchange Program. Any such restriction will be documented in the articulation agreement.

Academic Short Course (Agreement) requirements

(21) Credit for study undertaken as part of an Academic Short Course (Agreement) cannot be rescinded.

(22) International students studying at the University of Newcastle on an articulation arrangement may be precluded from undertaking study as part of an Academic Short Course. Any such restriction will be documented in the articulation agreement.

Third Party Providers

(23) Before a third-party provider for an Outbound Global Experience is approved and enters a formal partnership with the University, the University Global Experience Team must conduct a due diligence assessment in collaboration with relevant business units. These assessments may include, but are not limited to:

a. insurance held by the provider;
b. risk and emergency management protocol and policies;
c. program service (e.g. pre-departure, in-country support, post-trip follow-up);
d. program management (e.g. application, refund policy, funding);
e. program suitability (e.g. type of experience, locations, price range);
f. reference checks;
g. quality assurance of downstream parties.

(24) The University reserves the right to not approve or endorse a third party provider based on the findings of the above due diligence assessment.

Pre-departure requirements

(25) Students accepted into an Outbound Global Experience are required to:

a. attend all relevant information sessions organised by the University Global Experience Team and/or the College;
b. complete the application requirements of the overseas host institution / provider;
c. complete all pre-departure requirements of the University Global Experience Team (See Section 10) and relevant College and third party provider;

(26) Students undertaking an Outbound Global Experience are strongly encouraged to contact Centrelink prior to their departure and be prepared to provide relevant supporting documentation.

Withdrawal of students from Outbound Global Experiences

(27) The University of Newcastle reserves the right to withdraw a student from any Outbound Global Experience prior to the date of departure, or post departure until the end of the Outbound Global Experience, in the event that:

a. a safety risk emerges that cannot be mitigated, as advised by the Department of Foreign Affairs and Trade (DFAT) or Global Assistance Support Provider (ISOS) or the experience organisers (such as host universities, external organisations and providers);
b. a risk emerges on tour for a student, group of students or staff member, where it is determined through risk assessment and reasonable consultation by the tour coordinator (leading staff member on tour) that there is risk of harm to participants, or operational or reputational risk to the University of Newcastle;
c. the student has been advised by the University of Newcastle they have not achieved satisfactory academic progress;
d. a penalty has been imposed on the student for student misconduct in accordance with the Student Conduct Rule;
e. the student is indebted to either the University of Newcastle or the host institution; or
f. the student cannot comply with the required restrictions or expectations of behaviour and conduct of the host or the destination country.

(28) The University may not reimburse out of pocket expenses associated with the withdrawal of a student from an Outbound Global Experience.

Requirements for staff travelling with students

(29) Staff travelling with students must comply with the University's Travel Policy and its associated procedure.

Section 6 - Financial Assistance

OS-HELP Loan Scheme

(30) The OS-HELP Loan is available for eligible students participating in an Outbound Global Experience. Please refer to the OS-Help Procedure.

Scholarships and Grants

(31) Eligible students may apply for a Government scholarship or The University of Newcastle Global Traveller Grant. Applications are subject to a competitive selection process. Scholarships will vary year to year. All queries can be directed to global-experience@newcastle.edu.au.

Section 7 - Academic Eligibility Criteria

Table 2 - Academic Eligibility Criteria for Student Exchange Program, Study Abroad, and Academic Short Courses

Academic Eligibility Criteria	Student Exchange Program	Study Abroad	Academic Short Course (Agreement)	Academic Short Course (Direct)
Criterion 1 - Program Enrolment Requirement	At the point of application, the student must have completed at least 40 units of study in their current undergraduate program or be enrolled in a postgraduate coursework program.			

Academic Eligibility Criteria	Student Exchange Program	Study Abroad	Academic Short Course (Agreement)	Academic Short Course (Direct)
Criterion 2 - Grade Point Average (GPA) requirement	The student must have a cumulative GPA* of at least 4, on a 7-point scale.	Not applicable	The student must have a cumulative GPA* of at least 4, on a 7-point scale.	Not applicable.
Criterion 3 - Credit	The student must be able to receive at least 30 units of credit from the exchange program per semester towards their University of Newcastle program.	Not applicable.	The student must be able to receive at least 10 units of credit from the short course towards their University of Newcastle program.	Not applicable.
Criterion 4 - Host Institution Requirements	Students may be required to meet additional eligibility criteria set by the overseas host institution.			

*Refer to Grade Point Average (GPA) Calculation Procedure.

(32) Students who do not meet the above Academic Eligibility Criteria 2 (GPA requirements) may seek approval from the relevant Program Convenor to waive Academic Eligibility Criteria 2. This request must be made in writing to global-experience@newcastle.edu.au within five working days of receiving the outcome of their application.

Academic Eligibility Criteria for International Placements, Hands-on Learning Experiences and Study Tours

(33) Eligibility criteria for International Placements, Hands-on Learning Experiences and Study Tours will vary and may include minimum GPA requirements, or other predefined criteria.

Section 8 - Application Process

(34) Students wishing to undertake an Outbound Global Experience must undertake the following application and credit processes:

Table 3 - Outbound Global Experience Application and Credit Processes

Type of Experience	Application	Credit
Academic Short Course (Agreement)	The student must submit an application via the Global Experience Portal by the published closing date and then follow all application processes.	The student must seek permission from the University of Newcastle prior to departure for the Outbound Global Experience to count towards their University of Newcastle degree program. Please refer to Eligibility Criteria 3 in Table 2, and the Credit and Recognition of Prior Learning Policy.
Academic Short Course (Direct)	The student must submit an application via the Global Experience Portal by the published closing date and then follow all application processes.	Students may elect to seek approval for credit, so that the Outbound Global Experience is counted towards their University of Newcastle degree program. A request for approval of credit must be sought from the University prior to departing from Australia. Please refer to the Credit and Recognition of Prior Learning Policy.
Student Exchange Program	The student must submit an application via the Global Experience Portal by the published closing date and then follow all application processes.	The student must seek permission from the University of Newcastle prior to departure for the Outbound Global Experience to count towards their University of Newcastle program. Please refer to Eligibility Criteria 3 in Table 2, and the Credit and Recognition of Prior Learning Policy.

Type of Experience	Application	Credit
Study Abroad	The student must complete the application via the Global Experience Portal.	Students may elect to seek approval for credit, so that the Outbound Global Experience is counted towards their University of Newcastle degree program. A request for approval of credit must be sought from the University prior to departing from Australia. Please refer to the Credit and Recognition of Prior Learning Policy.
International Placements, Hands-on Learning Experiences, and Study Tours.	The student must complete the application as per instructions from the relevant College/ University Global Experience Team.	Will vary depending on the Outbound Global Experience.

Applying for credit

(35) Applications for credit will be considered in accordance with the requirements of the Credit and Recognition of Prior Learning Policy.

(36) In order to apply for credit for the Student Exchange Program, Study Abroad or Academic Short Course (agreement or direct), a student must follow the instructions on the Global Experience Portal and allow twenty working days for the processing of the credit application.

(37) A student may request an overview of relevant preferred host institution courses previously approved for the purpose of Semester Exchange and/or Academic Short Course. All queries can be directed to: global-experience@newcastle.edu.au.

(38) Following assessment of the credit application, and where appropriate credit may be awarded, the student will be issued with a Credit Outcome Letter.

(39) Where a student is unable to enrol at the overseas host institution in the courses listed in the Credit Outcome Letter, the student must immediately submit a new credit application and a revised Credit Outcome Letter will be issued.

(40) The grades associated with credit granted for study undertaken at an overseas host institution as part of an Outbound Global Experience do not transfer to the University of Newcastle student record and do not contribute to the calculation of the University of Newcastle Grade Point Average (GPA) or Weighted Average Mark (WAM).

Section 9 - Approval

(41) There are up to five areas of an Outbound Global Experience that require approval:

a. Study Tour approval;
b. the student's application for the Outbound Global Experience;
c. the credit application;
d. individual student's capacity to travel; and
e. any agreement entered into by the University of Newcastle that is relevant to the Outbound Global Experience.

Study Tour Approval

(42) All study tours must be endorsed by the Head of School.

(43) Endorsement of a study tour does not constitute approval for each individual student wishing to participate in the experience. The students must undertake a self-assessment of their capacity to travel and be approved to travel in

accordance with Table 6 - Travel Approval Authority (Individual Students).

(44) For students who are taking part in a study tour, and will be travelling as a group, a risk assessment of the study tour must be completed by the staff member who is organising the experience. The risk assessment must be submitted to the Health Safety and Wellbeing Team (Human Resource Services) to review and make recommendations. This must occur prior to the approval of the individual student travel. Once the risk assessment is assessed by the Health Safety and Wellbeing Team (Human Resource Services), the travel may be considered for endorsement in accordance with clause 42.

(45) For group study tours with 10 or more students, trip details must be submitted to the Risk and Insurance team at least four weeks prior to departure.

Outbound Global Experience Application Approval

(46) The student's application for the Outbound Global Experience must be assessed against the requirements of this Procedure. Table 4 outlines the approval authorities for each type of Outbound Global Experience.

Table 4 - Outbound Global Experience Application Approval Authority

Type of Experience	Approval Authority
Student Exchange Program, Study Abroad, Academic Short Course (Agreement), Academic Short Course (Direct).	The application is assessed against the eligibility criteria by the University Global Experience Team. No approval by a delegate is required.
International Placements, Hands-on Learning Experiences, Study Tours.	The application is assessed against the eligibility criteria by the relevant Course Co-ordinator or equivalent. No approval by a delegate is required.

Approval of Credit

(47) The credit requirements outlined in Table 2 of this Procedure must be met, and the student's application for credit must be approved by an appropriate delegate. Table 5 outlines the approval authorities for credit approval.

Table 5 - Credit Approval Authority

Type of Experience	Approval Authority
Student Exchange Program, Study Abroad, Academic Short Course (Agreement), Academic Short Course (Direct), International Placement, Hands-on Learning Experience, Study Tours.	Program Convenor or Authorised Officer, as detailed in the Recognition of Formal Learning Procedure.

Individual Student Travel Approval

(48) Students planning on undertaking an Outbound Global Experience, either as an individual or through a study tour experience are required to undertake a self-assessment of the destination and activity risks of their selected experience, as well as their mental, physical and financial capacity to undertake the experience.

(49) Travel by a student for participation in an Outbound Global Experience must be approved by an appropriate delegate, in accordance with Table 6 - Travel Approval Authority (Individual Students). The approval is subject to compliance with the University's relevant policies referred to throughout this procedure, and the risk assessment requirements outlined in these documents. (Note, travel for an Outbound Global Experience is not required to be approved or administered through the University's Travel Hub).

Table 6 - Travel Approval Authority (Individual Students)

Type of Experience	Approval	Limit
Student Exchange Program, Study Abroad, Academic Short Course (Agreement), Academic Short Course (Direct)	Vice-Chancellor (VC)	Unlimited.
	Senior Deputy Vice-Chancellor (Academic & Global) Pro Vice-Chancellor, Global	Less than or equal to High Risk.
	Director, Future Students International	Less than or equal to Medium Risk.
	Manager, Global Experience	Low Risk.
Study Tours, Placement / Internship, Hands-on Learning Experiences and other non-credit bearing experiences.	Vice-Chancellor	Unlimited.
	Senior Deputy Vice-Chancellor (Academic & Global) Pro Vice-Chancellor, Global	Less than or equal to High Risk.
	College Pro Vice-Chancellor Head of School Associate Dean, International	Less than or equal to Medium Risk.
	Course Co-ordinator Program Convenor	Low Risk.

(50) If a student's Outbound Global Experience is determined to be high or very high-risk according to the International Travel Approver Guides (see Clause 83 and 84), a risk assessment must be provided to the Health Safety and Wellbeing Team to review and make recommendations prior to the approval of the individual student travel. This risk assessment must be comprehensively reviewed and the recommendations confirmed by the relevant Application Approver (see Table 4).

(51) The traveller is responsible for monitoring the latest health and travel risk rating on Smartraveller 7 days prior to departure and is responsible for notifying the Application Approver (see Table 4) of any changes. In the event the DFAT Advice level escalates to “reconsider your need to travel” or above, a risk assessment must be provided to the Health Safety and Wellbeing Team to review and make recommendations. The risk assessment must be comprehensively reviewed and the recommendations confirmed by the relevant Application Approver (see Table 4).

Approval of Associated Agreements

(52) Any agreement that is to be entered into in association with arrangements for an Outbound Global Experience must be executed by an appropriate delegate in accordance with the Delegations Register. Table 7 outlines the appropriate delegated authorities for the range of agreements that may require execution:

Table 7 - Authorised Approvers of the Agreement

Type of Experience	Type of Agreement	Approval Authority
Student Exchange Program; Academic Short Course (Agreement).	Student Exchange Agreement Study Abroad Agreement	Senior Deputy Vice-Chancellor (Academic & Global) (SDVCAG) Pro Vice-Chancellor, Global Director, Future Students International (subject to consultation with DVCG)

Type of Experience	Type of Agreement	Approval Authority
International Placement	Services Agreement for Overseas Activities	Senior Deputy Vice-Chancellor (Academic & Global) (SDVCAG) Pro Vice-Chancellor, Global Director, Future Students International (subject to consultation with Pro Vice-Chancellor, Global)
	Placement agreement with a host organisation	College Pro Vice-Chancellor (subject to consultation with the Pro Vice-Chancellor, Global) Pro Vice-Chancellor, Global
	Placement agreement with an individual student	Head of School Deputy Head of School Program Convenor
Hands-on Learning Experience; Study Tours	Services Agreement for Overseas Activities Memorandum of Understanding	Senior Deputy Vice-Chancellor (Academic & Global) Pro Vice-Chancellor, Global Director, Future Students International (subject to consultation with Pro Vice-Chancellor, Global)

Note: please refer to the University's Delegations Register for current authority details.

International Placement Approval

(53) For international placement experiences, the authorised delegate is responsible for ensuring that all requirements established by the Tertiary Education Quality and Standards Agency (TEQSA) for the Outbound Global Experience can be met (please see TEQSA Guidance Note on Work Integrated Learning).

(54) Upon approval, students may undertake an international placement that is:

a. sourced through an approved third-party provider; or
b. sourced directly with a host organisation.

(55) Prior to commencement and approval of a direct international placement, a due diligence assessment of the host organisation and a risk assessment of the placement must be completed in accordance with the Work Integrated Learning and Career Ready Placement Management Procedure.

(56) Approved third-party providers are required to conduct a risk assessment for all international placements and must be able to provide the relevant documentation upon request by the student or the University. International placements identified as having a medium to high residual risk may be subject to further assessment by the University.

Section 10 - Pre-Departure Preparation

(57) All students must complete the Individual Travel Self-Assessment Form and receive travel approval as per Section 9, prior to departure.

Pre-departure Module

(58) To prepare for the Outbound Global Experience, the student must complete the pre-departure module. This module requires students to check the DFAT Smart Traveller website and International SOS risk rating to establish whether there are any travel advisories or warnings that apply to their intended travel destinations. If the travel

location is considered high risk or above, the student must complete relevant documentation as outlined in the pre departure form.

(59) The student must continue to check the DFAT Smart Traveller website leading up to the date of departure. In the event the DFAT advice level escalates from below “exercise normal safety precautions” or “exercise a high degree of caution” to “reconsider your need to travel” or “do not travel”, the approval requirements of Clause 50 must be met.

Passports and Visa

(60) Students are responsible for:

a. acquiring the relevant passport and visa(s) as required for the overseas travel; and
b. meeting all entry and visa requirements of all countries they are visiting, transiting through, or working in.

(61) Students must check with the appropriate foreign consulate to ensure that they have the correct visa information and meet the passport currency requirements for the country(s) they will be entering. Information about passports, visas, foreign embassies and consulates can be found on the Department of Home Affairs website.

Accommodation, Flights, and Insurance

(62) Students are responsible for arranging their overseas accommodation unless already arranged as a group, and private travel insurance. Students are encouraged to investigate accommodation options for the duration of the Outbound Global Experience as early as possible.

(63) Students should not purchase flights until they have received an official acceptance letter from the overseas host institution / provider and outcome of their University of Newcastle credit application (where applicable) and travel approval.

(64) The University will provide insurance coverage for students travelling on an Outbound Global Experience, provided the travel is approved in accordance with this Procedure. This insurance may not extend to any personal travel undertaken by the student, or travel that is in addition to what has been approved.

(65) University travel approvers may factor in the following provisions when approving travel dates:

a. For Outbound Global Experiences under 30 days, students may be covered for up to 3 days prior and 3 days after the official program dates;
b. For Outbound Global Experiences over 30 days, students may be covered for up to 7 days prior and 7 days after the official program dates. This includes coverage to extend short breaks within terms up to 7 days before and after each term (if applicable);
c. Personal travel and activities are excluded from the University's travel insurance during the approved travel period.

(66) Students may travel within their approved destination country/ies within the scope of their approved travel dates. Coverage applies only to approved destinations and stopovers entering non-approved destinations are deemed personal travel unless necessitated by unforeseen circumstances.

(67) For detailed information on the University of Newcastle's travel insurance, students should consult the University's Travel Insurance webpage and read the Summary of Travel Insurance and Product Disclosure Statement. Students are responsible for determining the suitability of the University's insurance for their individual circumstances and are strongly encouraged to determine suitable personal travel insurance requirements to ensure full coverage during their experience (please see Insurance webpage).

(68) All students travelling on an approved University activity must register their travel itineraries with the University's Global Assistance Support Service provider (ISOS) through MyTrips.

(69) Before travelling overseas all University of Newcastle students must subscribe for updates with Smart Traveller and consider the advice provided on the Smart Traveller website.

Health and Vaccinations

(70) Students are responsible for:

a. researching whether their prescribed medication(s) may be legally brought into or obtained in the destination country(ies);
b. contacting a health professional to discuss their pre-travel health checks and vaccination requirements at least 4-6 weeks prior to their departure;
c. contacting the University project lead or overseas hosts regarding their special needs such as dietary requirements and adjustment plans; and
d. considering and meeting their own personal health and medication needs they may require during their travel.

(71) Students must be aware of and follow vaccination requirements governed by the transport and accommodation providers, and the laws of the jurisdiction to which they are travelling. The delegate approving the travel may request confirmation of vaccination prior to approving the travel.

Section 11 - Returning from an Outbound Global Experience

(72) During the Student Exchange Program, Study Abroad or Academic Short Course (agreement or direct), the student must identify how the overseas host institution will issue the official results so that these can be provided to the University of Newcastle. This may be through one of the following processes:

a. the academic transcript is sent directly to the Global Experience Team:
    i. where hardcopy academic transcripts are provided by the overseas host institutions, the student may collect the hardcopy from the University Global Experience Team; or
    ii. where digital academic transcripts are provided by the overseas host institutions, the student will receive this via their University of Newcastle student email account;
b. the academic transcript is sent directly to the student:
    i. the student is required to send the academic transcript to the University Global Experience Team.

(73) If the study completed varies from the credit approved prior to departure, it is the student's responsibility to provide all relevant documentation for reassessment of credit, in accordance with the Recognition of Formal Learning Procedure.

(74) For International Placements, Hands-on Learning Experiences and Study Tours, the student must complete the returning processes as per instructions from the relevant College or Business Unit.

Section 12 - Appeals

Appeal Against GPA Requirement

(75) Any appeal permitted under this procedure will be administered in accordance with the Academic Appeals Policy.

(76) A student who is deemed ineligible to undertake an Outbound Global Experience due to not meeting Academic Eligibility Criteria 2 (GPA Requirement) outlined in Section 7 and has not received a waiver from the Program Convenor (see Clause 32) may appeal to the College Pro Vice-Chancellor. Appeals may only be made against Academic Eligibility Criteria 2 (GPA Requirement).

(77) The College Pro Vice-Chancellor will consider any valid appeal within five working days and determine either that the Academic Eligibility Criteria 2:

a. must be met and the appeal is rejected; or
b. may be waived and uphold the appeal so the student can be considered for an Outbound Global Experience. In this case the application will still be subject to all other listed Eligibility Criteria and availability of places at the relevant overseas host institution.

(78) The determination made by the College Pro Vice-Chancellor under clause 77 is final.

(79) In the event an appeal is upheld, the University Global Experience Team will check with the host institution to determine if they will accept the student based on their current GPA.

Appeal Against Credit Outcome

(80) A student may appeal the outcome of their credit application as per the Credit and Recognition of Prior Learning Policy and Academic Appeals Policy.

(81) Appeals against decision on credit will be considered in line with the Credit and Recognition of Prior Learning Policy and Academic Appeals Policy.

Section 13 - Definitions

(82) In the context of this procedure:

a. “academic short course (agreement)” means an international travel experience to a University of Newcastle partner institution with an established exchange agreement. They typically last 2-4 weeks and students must obtain a minimum of 10-units of credit and remain enrolled and pay tuition fees to the University of Newcastle;
b. “academic short course (direct)” means an international travel experience to a recognised tertiary institution or third-party provider outside of Australia. They typically last 2-4 weeks and tuition fees are paid directly to the host institution or provider;
c. “approved third party provider” means a third party provider who has completed a screening process with the University Global Experience Team and is listed on the Global Experience Staff Resources Sharepoint site for staff and on Global Experience Portal for students;
d. “direct international placement” means an international placement not organised or facilitated via an approved third party provider;
e. “endorsed third party provider” means a third party provider, who has not completed a screening process, but is endorsed at the point of approval of a student's Outbound Global Experience based on due diligence and risk assessment checks according to the type of Outbound Global Experience being taken;
f. “Hands-on Learning Experience” means an international travel experience purpose-built by organisations external to the University of Newcastle, such as partner institutions, third-party providers or industry. It promotes experiential learning through practical application, such as volunteering, service-learning or community engagement. It requires students to enrol and undertake their assessment items as part of a University of Newcastle course of study. It typically lasts 2-4 weeks and is undertaken as an individual experience;

g. “non-partner institution” means an institution with which the University of Newcastle has not entered into a formal agreement to exchange students for the purposes of Outbound Global Experiences;
h. “outbound global experience” means an international travel experience undertaken by an undergraduate or postgraduate coursework program student that is approved by the University of Newcastle, including but not limited to:
    i. Academic Short Course (Agreement);
    ii. Academic Short Course (Direct);
    iii. Hands-on Learning Experience;
    iv. International Placement;
    v. Student Exchange Program;
    vi. Study Abroad;
    vii. Study Tours; and
    viii. Other experience, including but not limited to competitions, conferences and non-credit bearing trips.
i. “partner institution” means an institution with which the University of Newcastle has entered into a formal agreement to exchange students for the purposes of Outbound Global Experiences, thus allowing the student to remain enrolled at their home institution for the duration of their time overseas and to continue to pay normal fees to their home institution;
j. “international placement” means workplace experiences and professional practice-based experiences including but not limited to internships, practicums, clinical and work placement activities that are undertaken outside of Australia purposefully aligned with a student's curriculum as part of their course or program requirement. It provides an opportunity to apply the skills and knowledge gained from university studies within a professional workplace overseas and enhances the student's ability to build a career after study. Students may organise an international placement as a third party provider international placement or a direct international placement;
k. “recognised institution” - refers to institutions listed on the Australian government's Country Education Profiles;
l. “student exchange program” means an international travel experience to a University of Newcastle partner institution with an established exchange agreement. The duration of the experience may last 1 or 2 semesters and a minimum of 30 units of credit per semester must be obtained. Students remain enrolled and pay tuition fees to the University of Newcastle;
m. “study abroad” means an international travel experience to a recognised tertiary institution outside of Australia not undertaken via an established student exchange program. The duration of the experience may last 1 or 2 semesters and tuition fees are paid directly to the host institution;
n. “study tour” means a purpose-built international travel experience organised by the University of Newcastle. It combines structured learning with partner institutions, industry and/or cultural activities, typically lasting 2-3 weeks and involving multiple participants;
o. “third party provider international placement” means an international placement organised and facilitated by an approved third party provider; and
p. “University Global Experience Team” is part of the Global Partnerships business unit within the Academic Division of the University.

Section 14 - Appendices

(83) International Travel Approver's Guide - Study Tour

(84) International Travel Approver's Guide - Individual Student Experiences

Status and Details

Status	Current
Effective Date	10th March 2026
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Approval Authority	Senior Deputy Vice-Chancellor (Academic & Global)
Approval Date	2nd March 2026
Expiry Date	Not Applicable
Responsible Executive	Belinda Yourn Senior Deputy Vice-Chancellor (Academic & Global)
Enquiries Contact	Debbie Choi Manager, Global Experience Global Partnerships

Glossary Terms and Definitions

"Academic transcript" - An official record of studies at the University.

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Risk" - Effect of uncertainty on objectives. Note: An effect is a deviation from the expected, whether it is positive and/or negative.

"Risk assessment" - The overall process of risk identification, risk analysis, and risk evaluation.

"Working day" - Any day other than Saturday, Sunday, or a public holiday in Newcastle, on which business may be conducted.

"Assessment item" - Any form of work used to measure student learning outcomes and to determine the final result for a student in a course.

"Confirmation of Enrolment (CoE)" - Means the document issued through the Australian Government's relevant department and associated systems, by authorised officers of the University that confirms that an international student is eligible to enrol in a course. The CoE is required under Commonwealth Legislation for the student visa.

"Course" - When referring to a course offered by the University, a course is a set of learning activities or learning opportunities with defined, assessed and recorded learning outcomes. A course will be identified by an alphanumeric course code and course title. Course types include core courses, compulsory courses, directed courses, capstone courses and electives. For all other uses of this term, the generic definition applies.

"Credit" - When referring to course credit, credit is the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit can reduce the amount of learning required to achieve a qualification. For all other uses of this term, the generic definition applies.

"Student" - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

"Postgraduate" - Any qualification being at the level of Graduate Certificate or above.

"Program" - When referring to learning, a program is a sequence of approved learning, usually leading to an Award.

For all other uses of this term, the generic definition applies.

"Program Convenor" - The academic staff member with overall responsibility for the management and quality of a program.

"School" - An organisational unit forming part of a College or Division, responsible for offering a particular course.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

"Term" - When referring to an academic period, term means a period of time aligned to an academic year for the delivery of a course in which students enrol and for which they are usually charged fees for example semesters, trimesters, summer, winter or full-year term. The academic year for a term is determined by the academic year in which the course commences, not concludes. For all other uses of this term, the generic definition applies.

"Undergraduate" - Refers to any qualification up to and including the level of a Bachelor Honours degree.

"Unit" - When referring to an academic unit, unit means the proportional amount of academic credit allotted to a course. This term is used to define the requirements for a program award of the University and indicate a student's enrolment load. For all other uses of this term, the generic definition applies.

"International student" - A student (as defined by the University) who is not an Australian citizen, Australian Permanent Resident or New Zealand citizen (or dual citizenship holders of either Australia or New Zealand). This includes students who will be studying offshore and those who will be studying onshore and have a student visa, provisional residency, temporary residency, bridging visa, or any other category of non-permanent visa for Australia.

"College" - An organisational unit established within the University by the Council.

"Delegate" - (noun) refers to a person occupying a position that has been granted or sub-delegated a delegation of authority, or a committee or body that has been granted or sub-delegated a delegation of authority.

"Delegated authority" - refers to the specific description of the authority that is delegated or sub-delegated to a holder.