

## STUDY ABROAD AND EXCHANGE POLICY

<b>Policy Category</b>	Policy/guideline/procedure/rules		
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<b>Contacts</b>	policy@imc.edu.au		
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### 1. PURPOSE

Australian National Institute of Management and Commerce (IMC) recognises the value of global education programs. IMC provides opportunities for its students to participate in overseas study experiences through Study Abroad and Exchange programs. The purpose of this policy is to set out the principles that guide these programs at IMC.

This Policy should be read in conjunction with the *Study Abroad and Exchange Procedures*.

### 2. SCOPE

This policy applies to the IMC's students, academic and administrative staff involved with Study Abroad or Exchange Programs. It also applies to students from another institution engaging in a Study Abroad or Exchange Program at IMC.

### 3. DEFINITIONS

**Home Institution** is the institution where the student has been formally admitted to a course.

**Host Institution** is the institution where the student engages in formal study while on a Student Study Abroad or Student Exchange Program.

**Inbound Students** are students from an Overseas Exchange Partner Institution participating in an Overseas Exchange Program at the IMC.

**Memorandum of Understanding (MOU)** is an agreement between the IMC and an Overseas Exchange Partner outlining the terms and conditions of the Overseas Exchange or Study Abroad Program, including each party's requirements and responsibilities.

**Outbound Students** are IMC's students participating in an Overseas Exchange Program at a Host Institution.

**Overseas Exchange Partner** is an overseas institution with which the IMC holds a Student Exchange Program.

**Student Exchange Program** is a formal exchange program arranged between IMC and an Overseas Exchange Partner. Students will receive credit for studies successfully completed at the Host Institution. However, students will pay their Home Institution's fees.

**Study Abroad Program** is an approved program of study undertaken at a Host Institution. Credit may/may not be granted towards the degree at the Home Institution. Students will pay the Host Institution's fees.

#### **4. PRINCIPLES**

**4.1** IMC recognises the value to students of participating in overseas study experiences. Benefits include the opportunity for students to:

- Attain cultural and global competencies, develop social awareness and a strong sense of global citizenship;
- Develop a deep understanding of another country's culture, business and social networks and their impact on international relations;
- Broaden academic and professional learning and skills; and
- Enhance career opportunities.

**4.2** IMC encourages wide student participation in its overseas study programs and welcomes inbound exchange and study abroad students to:

- Facilitate cross-cultural experiences and interaction; and
- Promote partnerships with like-minded overseas Institutions.

**4.3** Study abroad and exchange programs are available to all IMC domestic students subject to eligibility criteria and conditions of individual programs.

**4.4** IMC develops and offers study abroad and exchange programs that are academically recognised, with a focus on ensuring the level of study is achieved and course learning outcomes are relevant to the IMC courses in which students are enrolled.

**4.5** IMC's programs include measures that aim to ensure the safety and welfare of students participating in exchange and study abroad programs.

**4.6** Students on a Study Abroad or Exchange Program are considered to be representatives of the Home Institution and must respect the cultures and customs of the Host Institution and its country.

**4.7** IMC's Policies and Procedures are applicable to students on a Study Abroad or Exchange Program. In addition, students are required to uphold the rules and requirements of the host institution and laws and regulations of the host country.

**4.8** Student complaints and appeals relating to Study Abroad or Exchange will be dealt with in accordance with IMC's *Student Complaints and Appeals Policy and Procedure*.

**5. PROCEDURES**

See the related document *Study Abroad and Exchange Procedures* for the details pertaining to the implementation of the principles inherent in this policy document.

**6. RELATED DOCUMENTS**

- i. Student Complaints and Appeals Policy and Procedure*
- ii. Study Abroad and Exchange Procedures*

**7. Version Control**

<b>Historical Version</b>	<b>Approved by</b>	<b>Approval Date</b>
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