

STUDY ABROAD AND EXCHANGE PROCEDURE

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1. PURPOSE

The purpose of this document is to outline the procedures involved in study abroad and exchange programs at the Australian National Institute of Management and Commerce (IMC). It includes information pertaining to the establishment of programs, outgoing student applications and conditions applicable to participation in programs. The document should be read in conjunction with the *Study Abroad and Exchange Policy*.

2. PROCEDURES

2.1 Establishment of Study Abroad and Exchange Programs

IMC actively pursues opportunities to develop study abroad and exchange programs and to establish collaborative partnerships with international institutions. In evaluating the value of a partnership IMC gives due consideration to issues such as the impact on IMC's reputation and possible health, safety and welfare risks to students. IMC is guided by national and international standards for student global study opportunities such as those in the *Overseas Mobility Best Practice Guide for Australian Universities*.

Evaluation of potential programs by IMC's Senior Management considers the level and academic rigour and the relevance of Learning Outcomes to IMC courses and students. A key focus is to provide opportunities for students to participate in academically recognised programs for which they will receive pre-approved credit. Study Abroad and Exchange Programs must relate to the program of study and enhance the opportunities available at the Home Institution.

After IMC Senior Management establishes a Student Exchange Program with an Overseas Exchange Partner, Senior Management will notify the Academic Board and the Council. Agreements are formalised through overarching agreements and Memorandums of Understanding (MOU). IMC and its host partners will ensure students participating will have the opportunity to benefit through academic credit, and work and life experiences that will potentially enhance the student's career prospects and professional development.

Program Types

IMC's overseas study programs are either:

1. **Study Abroad Program** which 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 irrespective of whether credit is granted.
2. **Student Exchange Program** which 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 and will pay their Home Institution's fees.

For further information regarding current overseas study programs available at IMC, see "*Global Opportunities*" on IMC's website.

2.2 Applications

Eligibility and Entry Requirements

To be eligible to apply for a Study Abroad or Study Exchange Program, a student must be an Australian Citizen or hold a Permanent Residency. In addition, individual courses may have further eligibility requirements including student enrolment in specified units.

Entry requirements:

- Successful completion of three semesters of study at the Institute at the time of application.
- At least eight units remaining in the course in which they are enrolled at IMC (students cannot study overseas in the final semester prior to graduation).
- Minimum academic requirement of credit average (65%) with no units completed below a pass grade.
- Able to demonstrate academic background and personal qualities to enable successful study abroad or exchange.
- Have no outstanding debts to IMC.
- Not currently subject to any disciplinary proceedings at IMC.
- The Student Exchange or Study Abroad Program must relate to the Course in which the student is enrolled.

Applications and Selection

Students who wish to be considered for a Study Abroad or Student Exchange Program should meet with the Student Services Manager to discuss possible programs. Students should also seek advice from academic staff to ensure a program is a good fit for their Course and that it has the potential to provide benefit to their future studies, professional development and career prospects.

Students need to make a formal application to the Senior Academic Manager at least one semester prior to the intended start of the Program. Applications must be submitted to studentservices@imc.edu.au by the census date of Term One each year. The application must include a *Study Abroad and Student Exchange Application Form*.

The Senior Academic Manager and the Dean will assess all applications. The Dean will make the final determination on the application. The Students will be notified within 14 days of the application, whether or not the application has been approved.

Where students are dissatisfied with the outcome of the application, they may appeal the decision to the Provost within 14 days of receiving notification of the decision of the Dean. A determination will be made within 14 days of receiving the appeal. For further information see *Student Complaints and Appeals Policy and Procedure*.

2.3 Organisation

Prior to travel

The Student Services Manager will support and advise students prior to undertaking their overseas experience. Information will be provided to students regarding their responsibilities for:

- Passport and other departure information, including a visa, if applicable;
- Flights, health and travel insurance;
- Registration of travel with Department of Foreign Affairs and Trade (DFAT).

Student Services will arrange enrolment at the host institution where there is an exchange or study abroad agreement with a partner institution and help inbound students with enrolment at IMC.

Financial Assistance

Generally, students will be responsible for all expenses involved in the exchange or study abroad program including, but not limited to, airfares, accommodation, visas, cultural activities, tuition fees and study materials. However, IMC endeavours to provide support for students where-ever possible. Particular programs may offer financial assistance for some expenses. In addition, scholarships may be available to select students. For information regarding the availability of financial assistance and scholarships for particular programs, see *"Global Opportunities"* on the IMC's website.

Withdrawal

Students should inform Student Services as soon as possible if they wish to defer or withdraw from a program. If a student has commenced the program and wishes to withdraw, they will be subject to normal IMC procedures and, where relevant, procedures of the host institute.

Students will only have tuition fees refunded in the following circumstances.

- Cancellation of the exchange program.
- Where the student cannot proceed due to family responsibilities or illness (documentation will be required).
- Student withdrawals prior to the Census date.

(See the *Fees and Charges Policy* for further information on fee refunds)

2.4 Conditions

Conditions for exchange and study abroad programs with an overseas exchange partner are determined through overarching agreements and Memorandums of Understanding (MOU). Conditions include specification on roles and responsibilities of the participating institutions. These conditions are communicated to students participating in programs and to all staff involved. The following information covers key points that are, in general, relevant to all exchange and study abroad opportunities available to IMC students.

Duration and Study Load

Study Abroad and Student Exchange Programs are normally short term, ranging in duration from one term and up to one year. Generally, students will complete study of four units per semester, in accordance with the *Student Study Load Policy*.

Academic Recognition

The formal credit granted for study undertaken overseas will be agreed upon prior to participation in the exchange or study abroad program. Decisions on credit will be made by the Dean in consultation with relevant academic staff at the time that exchange programs are established and/or on application by students for study abroad programs that have yet to be formally established. Decisions on credit will consider factors such as:

- The level of study.
- Learning outcomes.
- Foundation for further units to be studied.
- External accreditation of the course.

At the completion of the program, the host institution will forward an academic transcript to IMC. A transcript must be provided to enable credit for the overseas study to be applied to the student's academic record. Successful completion of an exchange or study abroad program will be recorded on a student's Australian Higher Education Graduation Statement.

Student Conduct

Whilst participating in exchange and study abroad programs, students must abide by rules and requirements of the host institution and laws and regulations of the host country. Students also remain subject to the requirements of the home institute's policies and procedures and rules relating to academic conduct and behaviour.

Where a student is found to be in breach of regulations or requirements of either the Host Institution or Home Institution, their participation in the exchange or study abroad program may be terminated. Students may be required to repay any funding they have received. Based on assessment conducted by the Dean, students may not be granted credit for the program towards their course.

Health, Safety and Welfare

The health, safety and welfare of students participating in exchange and study abroad programs are a priority for IMC. In establishing programs and links with overseas institutions, IMC considers risks and strategies to help mitigate risk. IMC provides welfare assistance to students before, during and after participation in programs. Prior to departure, outgoing students are provided with information on any health or safety issues relevant to the host country. It is a condition of student participation in programs that students hold health and travel insurance.

Complaints and Grievances

Complaints and grievances relating to any stage of the exchange or study abroad program including before, during or after participation will be dealt with in accordance with the usual processes for dealing with complaints and grievances at IMC. See *Student Complaints and Appeals Policy* for further information.

3. RELATED DOCUMENTS

- i. Code of Conduct for Students*
- ii. Fees and Charges Policy*
- iii. Student Complaints and Appeals Policy*
- iv. Student Study Load Policy*
- v. Study Abroad and Exchange Policy*

4. Version Control

Historical Version	Approved by	Approval Date
2018.04	Academic Board	18 April 2018