

OUTBOUND STUDENT MOBILITY POLICY 2018

The Deputy Vice-Chancellor (Education), as delegate of the Senate of the University of Sydney, adopts the following policy.

Dated: 27 November 2018

Signature:

Name: Professor Philippa Pattison

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1 Name of policy

This is the Outbound Student Mobility Policy 2018.

2 Commencement

This policy commences on 1 January 2019.

3 Policy is binding

Except to the extent that a contrary intention is expressed, this policy binds the University, staff, students and affiliates.

4 Statement of intent

This policy:

- (a) states the types of outbound student global mobility offered by the University;
- (b) sets out the eligibility requirements for students participating in outbound global mobility;
- (c) provides for credit to be granted for successfully completed global mobility;
- (d) establishes the Student Mobility Register; and
- (e) supports the University's values of courage and creativity; inclusion and diversity; and openness and engagement.

5 Application

This policy applies to all students participating in outbound global mobility.

6 Definitions

centre has the meaning given in the [Centres and Collaborative Networks Policy 2017](#), which at the date of this policy is:

means an academic grouping or collaborative network established by the University to add value to research or education activities, enhance collaboration and increase knowledge transfer.

conditional credit approval means a decision to award a stated amount of specific or non-specific credit for a particular global mobility study or activity, conditional upon the student successfully completing it.

credit has the meaning given in the [Coursework Policy 2014](#), which at the date of this policy is:

means advanced standing based on previous attainment in another award course at the University or at another institution, or in a non-award course approved by the Academic Board. The advanced standing is expressed as credit points granted towards the award course. Credit may be granted as specific credit or non-specific credit



delegate	means an employee, member or committee of Senate or any other person or entity to whom or to which a delegation has been made by Senate
	Note: See University of Sydney (Delegations of Authority – Academic Functions) Rule 2016 and University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016 .
exchange mobility	means overseas study completed under an exchange agreement between the University and another educational institution, as provided in clause 7.
faculty	includes, where appropriate, University school.
global mobility	means study or other academic activity undertaken overseas consistently with this policy.
mobility credit	means specific or non-specific credit awarded to a student after successful completion of global mobility under this policy.
non-exchange mobility	means overseas study or other academic activity which is not subject to an exchange agreement between the University and another educational institution, as specified in clause 7.
semester exchange mobility	means exchange mobility undertaken for one or two semesters, as provided in clause 7.
short-term exchange mobility	means exchange mobility undertaken in breaks between semesters or over a period of less than one semester, as provided in clause 7.
Student Mobility Register	means the register established by clause 15.
weighted average mark (WAM)	means the average mark obtained by a student for all units of study undertaken, weighted according to credit point value.

7 Types of outbound global mobility

- (1) The University provides, and will grant credit for successful completion of, the following kinds of outbound global mobility:
 - (a) semester exchange mobility;
 - (b) short-term exchange mobility; and
 - (c) non-exchange mobility.
- (2) Exchange mobility is undertaken at another educational institution with which the University has a formal exchange agreement.
 - (a) A student undertaking exchange mobility must enrol in exchange units of study at the University, and pay all necessary tuition and other fees to the University.
 - (b) Semester exchange mobility is undertaken during semester, for a period of one or two semesters.

- (c) Short-term exchange mobility is undertaken during breaks between semesters or over a shorter period than a semester.
- (3) Non-exchange mobility is undertaken at another educational institution, or through a third-party provider, in the absence of an exchange agreement.
 - (a) Non-exchange mobility may be taken during or between semesters.
 - (b) A student undertaking non-exchange mobility does not enrol in exchange units of study at the University.
 - (c) Types of non-exchange mobility include, but are not limited to:
 - (i) fee-paying study abroad;
 - (ii) fieldwork;
 - (iii) internships;
 - (iv) faculty-led offshore programs and competitions;
 - (v) University competitions; or
 - (vi) study tours.

8 Eligibility

- (1) **To be eligible to undertake exchange mobility**, a student must:
 - (a) be enrolled in an award course during the period of the exchange mobility;
 - (b) at the time of application:
 - (i) have a weighted average mark of at least 50;
 - (ii) have completed a minimum of 24 credit points at the University;
 - (iii) be meeting the progression requirements of the relevant course resolutions and the [Coursework Policy 2014](#);and
 - (c) meet any further requirements imposed by the host institution, including but not limited to requirements about:
 - (i) grades;
 - (ii) language ability;
 - (iii) unit of study pre-requisites;
 - (iv) course progression;
 - (v) field of study;
 - (vi) portfolios of work; or
 - (vii) auditions.
- (2) **To be eligible to undertake non-exchange mobility for which mobility credit may be awarded**, a student must:
 - (a) at the time of undertaking mobility:
 - (i) have a weighted average mark of at least 50;
 - (ii) be meeting the progression requirements of the relevant course resolutions and the [Coursework Policy 2014](#);

- and
- (b) meet any further requirements imposed by the host institution, including but not limited to requirements about:
 - (i) grades;
 - (ii) language ability;
 - (iii) unit of study pre-requisites;
 - (iv) course progression;
 - (v) field of study;
 - (vi) portfolios of work; or
 - (vii) auditions.
 - (3) **To be eligible to undertake non-exchange mobility without the award of mobility credit**, a student must:
 - (a) meet the requirements of the host institution or organisation, including but not limited to requirements about:
 - (i) grades;
 - (ii) language ability;
 - (iii) unit of study pre-requisites;
 - (iv) course progression;
 - (v) field of study;
 - (vi) portfolios of work; or
 - (vii) auditions.
 - (4) A student is eligible to undertake global mobility of any type to a country of which they are or have been a citizen or permanent resident, provided that this is permitted by the host institution or organisation.

9 Applications for global mobility

- (1) **For semester exchange mobility and short-term exchange mobility:**
 - (a) all applicants must apply to the Sydney Global Mobility unit in the manner specified in the procedures;
 - (b) Sydney Global Mobility will check that the applicant meets applicable University and host institution requirements;
 - (c) Faculty Services will check that the applicant will be able to continue to meet applicable degree progression requirements if they undertake the proposed mobility; and
 - Note:** See the relevant course resolutions and the [Coursework Policy 2014](#).
 - (d) Sydney Global Mobility will then either:
 - (i) nominate the eligible applicant to the host institution consistently with the terms of the relevant exchange agreement and inform the applicant of this in writing; or
 - (ii) inform the student in writing if a place is not allocated.
- (2) **For non-exchange mobility:**

- (a) If the opportunity is managed by Sydney Global Mobility, the student must apply to that unit, in the manner specified in the procedures;
- (b) If the opportunity is managed by a faculty or centre, the student must apply directly to the faculty or centre;
- (c) If the opportunity is not managed by Sydney Global Mobility, a faculty or a centre, the student must apply directly to the host institution or organisation.

10 Applications for conditional credit approval

(1) For semester exchange mobility and short-term exchange mobility:

- (a) A student must lodge an application for conditional credit approval with Faculty Services in the manner specified in the procedures.
- (b) Faculty Services will:
 - (i) consistently with clause 12, determine whether or not to grant conditional credit approval;
 - (ii) inform the student of this decision in writing; and
 - (iii) enrol the student in the relevant exchange units of study.

(2) For non-exchange mobility where the student wishes to obtain mobility credit:

- (a) except where subclause 10(2)(c) applies, a student must lodge an application for conditional credit approval with Faculty Services in the manner specified in the procedures.
- (b) Faculty Services will:
 - (i) check that the student will be able to continue to meet applicable degree progression requirements if they undertake the proposed mobility;
 - (ii) consistently with clause 12, determine whether or not to grant conditional credit approval; and
 - (iii) inform the student of this decision in writing.
- (c) For non-exchange mobility where a student enrolls in a University unit of study which involves an overseas component:
 - (i) the student must follow the enrolment procedures specified by the relevant faculty; and
 - (ii) an application for conditional credit approval is not required.

11 Allocating exchange mobility places

- (1) Where the number of applicants for exchange mobility exceeds the number of places available under the agreement with the relevant host institution, the Director, Sydney Global Mobility or their nominee will allocate the available places in the manner specified in the procedures, based on:
 - (a) consultation with the relevant faculty; and
 - (b) the following criteria:
 - (i) the number of available places;

- (ii) the suitability of the host institution to each applicant's area of study;
 - (iii) preferences expressed by the host institution in relation to student areas of study;
 - (iv) availability of suitable alternative host institutions which could accommodate an applicant's study plans within the relevant period;
 - (v) applicants' academic results; and
 - (vi) any supporting or other material which has been required as part of the application.
- (2) A decision whether or not to nominate a particular applicant to a particular host institution is not an academic decision for the purposes of the [University of Sydney \(Student Appeals against Academic Decisions\) Rule 2006 \(as amended\)](#).

Note: See clause 14 of this policy in relation to appeals and reviews of decisions.

12 Mobility credit

- (1) The University is committed to providing credit for study and activities undertaken as part of global mobility, wherever it is appropriate to do so.
- (2) A student who obtains a conditional credit approval from Faculty Services before departure and then successfully completes global mobility will be awarded the credit specified in the conditional approval upon return, consistently with the provisions of this clause.

Note: See clause 10.

- (3) A student who successfully completes global mobility without having obtained conditional credit approval may apply to Faculty Services for mobility credit, but is not assured of credit being awarded, at all or in any particular manner or quantity.
- (4) If a student proposes to make changes to their global mobility after obtaining conditional credit approval, the student must apply again and obtain conditional credit approval for the varied program.
- (5) For students undertaking combined degree courses, mobility credit may be awarded towards one or both degrees.
- (6) Decisions about mobility credit will be made by the relevant Associate Dean, in consultation with Faculty Services.

Note: See [University of Sydney \(Delegations of Authority – Academic Functions\) Rule 2016](#) Part 6; [Coursework Policy 2014](#) Part 11.

- (7) In making decisions about whether or not to award conditional credit approval, and how much credit to award, the relevant delegate must take the following matters into consideration:
- (a) the requirements of applicable course resolutions;
 - (b) the requirements of any statutory, regulatory or professional body applicable to the relevant award course;
 - (c) the learning outcomes of the units of study or other activities to be undertaken;
 - (i) specific credit may only be awarded where learning outcomes are comparable to a University unit of study;



- (ii) to count towards requirements for a curriculum component such as a major, minor, program or stream, an exchange unit of study must contribute to the prescribed learning outcomes of the relevant component;
 - (iii) non-specific credit may be awarded where there is no direct comparability to a University unit of study if the learning outcomes of the exchange unit of study contribute towards the learning outcomes and graduate qualities of the relevant award course;
- (d) the academic standards of the study or other activities to be undertaken;
 - (i) the academic standard and rigour of the exchange unit of study or activity should be at least consistent with the student's current level of study;
- (e) the volume of learning of the units of study or other activities to be undertaken, as a proportion of the load normally undertaken by a full-time student.
 - (i) The procedures may provide for particular calculations to be applied in specified circumstances to determine equivalent study loads.
- (8) The Head of Faculty Services will establish and maintain a database of conditional credit approval decisions made under this policy.
 - (a) The database will record all decisions made about mobility credit in the preceding three year period.
- (9) Unless notified by the relevant delegate that a particular decision is not to be taken as a precedent, Faculty Services may decide to award conditional credit approval on the basis of decisions recorded in the database.
- (10) As soon as possible after receiving an official transcript or equivalent from the host institution or organisation, a student who has received conditional credit approval must provide a copy of that document to Faculty Services, in the manner specified in the procedures.
 - (a) Faculty Services will take such steps as they consider necessary to verify or confirm the reported results.
 - (b) Upon confirmation of results Faculty Services will:
 - (i) record the results and award of mobility credit in the student's academic record; and
 - (ii) inform the student in writing of having done so.
- (11) Mobility credit awarded to a student, and grades achieved from global mobility, will not be included in the calculation of a student's weighted average mark (WAM).
- (12) Grades will be awarded for study undertaken as part of global mobility as follows.
 - (a) A student who passes an exchange mobility unit of study will receive a grade of Satisfied Requirements (SR).
 - (b) A student who passes an exchange mobility unit of study which is equivalent to a unit of study they have already completed at the University will receive a grade of Discontinue Not Fail (DC).
 - (c) A student who fails an exchange mobility unit of study will receive a grade of Failed Requirements (FR).

Note: Details of grades awarded at the University are set out in Schedule 1 to the [Coursework Policy 2014](#).

13 Enrolment requirements

- (1) Subject to subclause 13(2), and applicable award course resolutions or faculty resolutions, students undertaking semester exchange mobility must maintain full time enrolment:
 - (a) at the University, of 24 credit points per semester; and
 - (b) at the host institution, of an equivalent load.
- (2) The relevant Associate Dean, in consultation with the Director, Compliance and Student Affairs, may permit a student undertaking semester exchange mobility to enrol:
 - (a) at the University, with a load of between 18 and 24 credit points; and
 - (b) at the host institution, with an equivalent load;if satisfied that:
 - (c) there are documented compassionate and compelling reasons (which may include advice from a host institution) that make a 24 point credit load inadvisable; or
 - (d) the student requires fewer than 24 credit points to complete their award course; or
 - (e) the student has fewer than 24 credit points remaining in their award course available for exchange mobility.
- (3) Subject to clause 13(4), the relevant Associate Dean, in consultation with the Director, Compliance and Student Affairs, may permit a student undertaking semester exchange mobility to enrol:
 - (a) at the University with a load of between 24 and 30 credit points; and
 - (b) at the host institution, with an equivalent load;if satisfied that:
 - (c) the student is capable of successfully undertaking the additional study load.
- (4) Unless approved by the relevant Associate Dean, in consultation with the Director, Compliance and Student Affairs, a student undertaking semester exchange mobility is not permitted to enrol in University units of study in excess of the credit points necessary to complete their award course.

14 Withdrawing from or deferring global mobility

- (1) A student who has received an offer of exchange mobility for a particular semester or study period may not defer that offer for a later time. The student must withdraw, and reapply at a later time.
- (2) A student who wishes to withdraw from exchange mobility must provide written notice to Sydney Global Mobility as soon as possible;
 - (a) Sydney Global Mobility must inform the host institution upon receiving such notice.
- (3) A student who has commenced study at a host institution and who wishes to withdraw from exchange mobility must also provide written notice to the relevant host institution.

- (4) A student who wishes to withdraw from non-exchange mobility must provide written notice as soon as possible:
 - (a) to Sydney Global Mobility if the opportunity is managed by Sydney Global Mobility;
 - (b) to the relevant faculty or centre, if the opportunity is managed by a faculty or centre; or
 - (c) to the relevant host institution or organisation, if the opportunity is not managed by Sydney Global Mobility, a faculty or centre.
- (5) If a student who withdraws from global mobility also withdraws from a related University of Sydney unit of study, the University academic calendar will apply for the purposes of determining relevant deadlines and time limits, including those relating to fees and grades.

15 Review of decisions

- (1) Academic decisions in relation to global mobility may be appealed under the [University of Sydney \(Student Appeals against Academic Decisions\) Rule 2016](#).
- (2) Applications for review of other decisions may be made to the Deputy Vice-Chancellor (Education), in the manner specified in the procedures.

16 Student Mobility Register

- (1) The Director, Sydney Global Mobility will establish and maintain a register of all students undertaking global mobility.
- (2) In relation to each such student, the register must record at least:
 - (a) the name of the student;
 - (b) the name of the host institution, conference or event;
 - (c) dates of the student's travel;
 - (d) the destination city and country;
 - (e) contact details for the student while overseas;
 - (f) contact details for the student's next of kin;
 - (g) contact details for a responsible person at the host institution or organisation, conference or event.
- (3) All students undertaking global mobility must provide the information specified in subclause 16(2) to Sydney Global Mobility, in the manner prescribed in the procedures, before their departure.

Note: See the [Privacy Policy 2017](#)

17 Reporting

- (1) The Director, Sydney Global Mobility will prepare an annual report on outbound student global mobility addressing:
 - (a) the number and types of global mobility activities undertaken;
 - (b) information on participation:



- (i) by level of course (undergraduate coursework; postgraduate coursework; higher degree by research) and
 - (ii) by faculty;
 - (c) the destinations of participants; and
 - (d) an analysis of the performance of the University's outbound student global mobility program.
- (2) The annual report must be provided to each of:
- (a) the Deputy Vice-Chancellor (Education);
 - (b) the Vice-Principal (External Relations);
 - (c) Executive Deans;
 - (d) Deans; and
 - (e) Head of School and Deans of University Schools.
- (3) The Deputy Vice-Chancellor (Education) must consider the annual report and provide it, with recommendations as appropriate, to:
- (a) the Academic Board; and
 - (b) the University Executive Education Committee.

18 Roles and responsibilities

- (1) **Sydney Global Mobility** is responsible for:
- (a) publicising to students opportunities for global mobility;
 - (b) receiving and processing applications for exchange mobility and some applications for non-exchange mobility;
 - (c) confirming with Faculty Services applicants' eligibility for exchange mobility;
 - (d) allocating places for exchange mobility under the terms of the University's inter-institutional exchange agreements;
 - (e) nominating students for exchange mobility to host institutions, under the terms of the University's inter-institutional exchange agreements;
 - (f) maintaining the Student Mobility Register; and
 - (g) providing annual reports as specified in clause 16.
- (2) **Faculty Services** is responsible for:
- (a) checking that applicants will be able to continue to meet applicable degree progression requirements if they undertake proposed mobility;
 - (b) receiving and processing applications for conditional credit approval;
 - (c) establishing and maintaining a database of decisions about conditional credit approval;
 - (d) implementing decisions to award conditional credit approval;
 - (e) informing students of the outcome of applications for conditional credit approval;
 - (f) enrolling students in exchange units of study;
 - (g) verifying students' results after global mobility; and

- (h) recording students' results and any credit awarded after global mobility.
- (3) **Relevant faculties or centres** are responsible for:
 - (a) receiving and processing applications for non-exchange mobility managed by them; and
 - (b) consulting with and providing academic advice to students in relation to global mobility.
- (4) **The relevant Associate Dean** is responsible for:
 - (a) making decisions about the award of mobility credit;
 - (b) providing information about such decisions to Faculty Services for entry into the conditional credit approval decision database;
 - (c) informing Faculty Services of any decision about conditional credit approval which is not be used as a precedent for further decision making; and
 - (d) determining, in consultation with the Director, Compliance and Student Affairs, whether to permit a student undertaking semester exchange to enrol with a reduced or increased study load.
- (5) **The Director, Compliance and Student Affairs** is responsible for determining, in consultation with the relevant Associate Dean, whether to permit a student undertaking semester exchange to enrol with a reduced or increased study load.
- (6) **The Deputy Vice-Chancellor (Education)** is responsible for considering annual reports from the Director, Sydney Global Mobility and providing them to University governance bodies as specified in clause 17.
- (7) **Students** are responsible for:
 - (a) lodging applications for global mobility and providing all necessary associated information;
 - (b) complying with:
 - (i) the [Code of Conduct for Students](#);
 - (ii) the codes of conduct and other requirements of the host institution or organisation;
 - (iii) the laws and regulations of countries visited during global mobility, including but not limited to visa requirements;
 - (c) paying all required fees and participation costs for their global mobility;
 - (d) informing Sydney Global Mobility, and if required Faculty Services, of any changes to their proposed global mobility;
 - (e) meeting the requirements of their award course resolutions;
 - (f) attending any required pre-departure or orientation sessions associated with their global mobility;
 - (g) registering the required information with the Student Mobility Register;
 - (h) complying with advice provided by Faculty Services in relation to conditional credit approval; and
 - (i) providing Faculty Services with a copy of their transcript or equivalent from their global mobility study or activity.

NOTES

Outbound Student Mobility Policy 2018

Date adopted: 27 November 2018

Date commenced: 1 January 2019

Administrator: Director, Sydney Global Mobility

Review date: 1 January 2024

Related documents:

University of Sydney (Coursework) Rule 2014

University of Sydney (Delegations of Authority – Academic Functions) Rule 2016

University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016

University of Sydney (Student Appeals against Academic Decisions) Rule 2006

University of Sydney (Student Discipline) Rule 2016

Coursework Policy 2014

Learning and Teaching Policy 2015

Privacy Policy 2017

Recordkeeping Policy 2017

Resolution of Complaints Policy 2015

Student Complaints Procedures 2015

AMENDMENT HISTORY

Provision **Amendment**

Commencing