

Student Mobility Grant Policy

Section 1 - Background and Purpose

(1) This Policy outlines the basis on which La Trobe University students may receive university funding for international mobility programs.

Section 2 - Scope

(2) Applies to:

- a. All campuses
- b. All programs
- c. All students who are eligible to receive mobility funding

Section 3 - Policy Statement

(3) LTU encourages participation in mobility programs such as exchange, study tours, short courses overseas, international placements and internships, international research projects and other forms of international mobility with an educational component. The program supports the strategic aim of assisting students to become 'global citizens'.

(4) Eligible students may apply for funding to subsidise their program from the University mobility grant funds. Funds are limited and are subject to university budget allocation each year.

(5) Eligibility criteria:

- a. Acceptance into the Student Exchange Program (automatic consideration)
- b. Acceptance into Short Term Programs/Study Tours, Clinical Placements, and Internships (Short Term Program application to La Trobe Abroad required)
- c. Programs must be recognised and approved by the LTU College awarding credit
- d. Grant applications must be submitted prior to departure date

(6) Funding will not be considered for:

- a. Retrospective grant applications
- b. activities that take place in areas listed as advised 'NOT TO TRAVEL' by the Australian Department of Foreign Affairs and Trade.
- c. Students receiving a Strategic Mobility Scholarship (SMS), EU-AU, Australian Government or another targeted scholarship.

(7) Repayment of the grant is required if:

- a. the proposed travel is cancelled, not completed or if the student fails to meet the terms and conditions of the

specific program.

- b. For Short Term Programs/Study Tours, Clinical Placements and Internships, failure to achieve a satisfactory result, as determined by the college.

(8) Repayments are regarded as a debt to the University and a sanction will be placed on the recipient's account until paid in full.

Section 4 - Procedures

(9) Refer to the:

- a. LTU Outbound Mobility Policy & Procedures (held by Manager, La Trobe Abroad) and accessible only by LTI staff;
- b. Short Term Overseas Program Framework (held by Manager, La Trobe Abroad);
- c. Statement of Fees and allocations.

Section 5 - Definition

(10) For the purpose of this Policy:

- a. Mobility grant: LTU grant for students that participate in a college recognised and and LTI approved overseas program (semester exchange, short term programs/study tour, clinical placement, internship).
- b. Short Term Program/Study Tour: Overseas College-led, recognised and LTI approved short program. Duration: 2-8 weeks.
- c. Student Exchange Program: Reciprocal exchange of students between La Trobe University and partner institutions. Duration: 1 semester or 1 year of full time studies, credit bearing and with faculty approval.
- d. Clinical Placement: Overseas clinical placement that is college recognised and approved.
- e. Internship: Overseas internship that is college recognised and approved.
- f. La Trobe Abroad: Team within La Trobe International that manages the administration of outbound mobility programs and the incoming exchange program.
- g. La Trobe International: La Trobe University's International Office

Section 6 - Stakeholders

Responsibility for implementation – Manager, La Trobe Abroad; and Pro Vice-Chancellor (International).

Responsibility for monitoring implementation and compliance – Manager, La Trobe Abroad; Pro Vice-Chancellor (International); Deputy Vice-Chancellor (Academic); and Associate Pro Vice-Chancellors (Academic Partnerships).

Status and Details

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