

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) La Trobe University encourages participation in mobility programs such as exchange, study tours, short courses overseas, international placements and internships, international undergraduate 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'.

Section 4 - Procedures

(4) Eligible students may receive funding after submitting the required Exchange or Overseas Short Program applications and supporting paperwork, as confirmed by La Trobe Abroad, to subsidise their program from the University mobility grant funds or other scholarship funding administered by La Trobe Abroad. Funds are limited and are subject to University budget allocation each year or by the awarded funding by the Australian government.

(5) Eligibility criteria:

- a. Acceptance by La Trobe Abroad into the Student Exchange Program (automatic consideration)
- b. Acceptance by La Trobe Abroad into Short Term Programs/Study Tours, Clinical Placements and Internships (Short Term Program application to La Trobe Abroad required)
- c. Programs must be vetted, recognised and approved by the La Trobe University School awarding credit or recognising the mandatory requirement of the degree through the SOMSAS system
- d. All required documentation must be correctly submitted and confirmed by La Trobe Abroad prior to departure date. For semester exchange, the On Arrival form must be submitted in a timely manner once students arrive at their host University

(6) Funding will not be considered for:

- a. Retrospective submission of application forms and other supporting documentation for semester exchange or Overseas Short Programs
- b. Activities that take place in areas listed as advised 'Do Not Travel To' or 'Reconsider Your Need To Travel (unless by special permission of the Risk Division)' by the Australian Department of Foreign Affairs and Trade
- c. Students receiving La Trobe Abroad Scholarships (SMS, AMS etc), Australian Government or other scholarships administered by La Trobe Abroad
- d. Students may receive the Student Mobility Assistance Scholarship (SMAS), scholarships or funding from overseas partners, overseas governments or external program providers and the OS-HELP loan on top of funding administered through La Trobe Abroad

(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 unless the student has faced extenuating circumstances and discussed this with La Trobe Abroad, in which case La Trobe Abroad may not require the repayment. Extenuating circumstances require written information including supporting documentation and may include situations such as a death in the family, major illness or injury of the student or if the program cancellation was outside of the student's responsibility. These extenuating circumstances may not apply to Australian Government scholarships.
- b. For Short Term Programs/Study Tours, Clinical Placements and Internships, failure to achieve a satisfactory result, as determined by the School.

(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. Details for repayment will be provided by La Trobe Abroad.

Section 5 - Definitions

(9) For the purpose of this Policy:

- a. Australian Government Grant: funding through the government schemes such as New Colombo Plan or Endeavour Mobility funding.
- b. Clinical Placement: Overseas clinical placement that is School recognised and approved and earns credit or completes a mandatory component into a clinical placement subject.
- c. Internship: Overseas internship that is School recognised and approved through an La Trobe University approved provider with University vetting in place.
- d. La Trobe Abroad: Team within Recruitment & International Operations that manages the administration of outbound mobility programs and the incoming exchange program.
- e. Recruitment & International Operations: La Trobe University's International Office.
- f. Mobility grant: La Trobe University funded grant for students that participate in a School recognised and La Trobe International approved overseas program (semester exchange, short term programs/study tour, clinical placement, internship).
- g. Short Term Program/Study Tour: Overseas School-led Study Tours, Clinical Placements, Internships or other short programs with Exchange Partners or Mobility Providers, recognised and Recruitment & International Operations approved short program. Typical duration is 2-8 weeks, but may be longer.
- h. Student Exchange Program: Reciprocal exchange of students between La Trobe University and partner institutions where an active and current exchange agreement is in place. Duration is 1 semester or 1 year of full time studies, credit bearing and with School approval.

Status and Details

Status	Current
Effective Date	13th December 2018
Review Date	13th December 2021
Approval Authority	Vice-Chancellor
Approval Date	6th December 2018
Expiry Date	To Be Advised
Unit Head	Stacey Farraway Pro Vice-Chancellor (International)
Author	Kim Siemensma
Enquiries Contact	Recruitment & International Operations