

Student Mobility Grant Policy

Section 1 - Key Information

Policy Type and Approval Body	Administrative – Vice-Chancellor
Accountable Executive - Policy	Deputy Vice-Chancellor (Future Growth)
Responsible Manager - Policy	Pro Vice-Chancellor (Educational Partnerships)
Review Date	25 November 2027

Section 2 - Purpose

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

Section 3 - Scope

(2) Applies to:

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

Section 4 - Key Decisions

Key Decisions	Role
Acceptance of students into an approved University semester exchange/academic-led/overseas short study program, international placement or internship.	Learning Abroad

Section 5 - Policy Statement

(3) La Trobe University encourages participation in mobility programs such as semester exchange, academic-led program, short study program 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 6 - Procedures

(4) Eligible students may receive funding after submitting the required Semester Exchange or Overseas Short Program applications and supporting paperwork, as confirmed by Learning Abroad, to subsidise their program from the

University mobility grant funds or other scholarship funding administered by Learning 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 Learning Abroad into an approved University semester exchange/academic-led/overseas short study program, international placement or internship.
- b. Programs must be vetted, recognised and approved by the La Trobe University School awarding credit or recognising the mandatory requirement of the degree.
- c. All required documentation must be correctly submitted and confirmed by Learning 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 Australian Government or other scholarships administered by Learning Abroad.
- d. Students may receive scholarships or funding from overseas partners, overseas governments or external program providers and the OS-HELP loan on top of funding administered through Learning 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 Learning Abroad, in which case Learning 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 Academic-led/overseas short study program, international placement or 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 Learning Abroad.

Section 7 - Definitions

(9) For the purpose of this Policy:

- a. Australian Government Grant: funding through the government schemes such as New Colombo Plan (NCP) or Destination Australia Cheung Kong Exchange Program (DAKEP).
- 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. Learning Abroad: Team within Educational Partnerships/Future Growth portfolio 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 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.

Section 8 - Authority and Associated Information

(10) This Policy is made under the [La Trobe University Act 2009](#).

Status and Details

Status	Current
Effective Date	13th December 2018
Review Date	25th November 2027
Approval Authority	Vice-Chancellor
Approval Date	6th December 2018
Expiry Date	Not Applicable
Responsible Manager - Policy	Amalia Di Iorio Pro Vice-Chancellor (Educational Partnerships)
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