

# Educational Partnerships Procedure - Student Mobility Arrangements

## Section 1 - Background and Purpose

(1) This Procedure provides a mechanism by which La Trobe University may provide for La Trobe students to undertake study experiences at another institution and/or students of another institution to undertake study experiences at La Trobe.

(2) Study experiences under this procedure include inbound or outbound study abroad, student exchange, field trips and study tours, volunteering experiences and language intensives. These may be credit or non-credit bearing. A partner institution may either host the overseas study experience directly or facilitate the experience with another party or parties.

(3) Study experiences may be supported by a formal agreement between La Trobe and the partner institution or may otherwise be self-directed by students.

(4) Arrangements may be either reciprocal (meaning that the partner and La Trobe agree to provide equivalent study experiences to a similar number of students from both institutions) or non-reciprocal.

(5) For work integrated learning opportunities, the Educational Partnerships - Work Integrated Learning Procedure applies. Work integrated learning opportunities must satisfy the provisions of the Agreement, Student Health and Safety and Student Responsibilities sections below.

## Section 2 - Scope

(6) Refer to the [Educational Partnerships Policy](#).

(7) This Procedure does not apply to Higher Degree by Research students.

## Section 3 - Policy Statement

(8) Refer to the [Educational Partnerships Policy](#).

## Section 4 - Procedures

### Part A - Student Mobility Experiences Not Supported by Agreements

(9) Students may make an application to undertake a study experience with an institution with which the University does not have an agreement.

(10) The College Associate Pro Vice-Chancellor (Coursework) of the applicant's College is responsible for approving any student mobility experience with an institution with which the University does not have an agreement. The

College Associate Pro Vice-Chancellor (Coursework) may consult with the Pro Vice-Chancellor (International) on the suitability of any international study experience.

(11) In assessing such an application, students may be required to provide:

- a. a credit assessment for the planned activity from the Course Coordinator of the student's course;
- b. a detailed itinerary of all activities planned as part of the study experience;
- c. information on the security provided to students at the study location and at any accommodation provided for students undertaking the activity; and
- d. any other information relevant to the specific activities planned.

(12) If the application is not approved the student will be informed that they will not be guaranteed credit for the study experience should they choose to undertake it. The decision of the Associate Pro Vice-Chancellor (Coursework) is final.

## Part B - Formal Student Mobility Agreements

(13) La Trobe may enter into agreements with educational institutions to offer student mobility activities to students from either institution in a partnership arrangement. These arrangements must be governed by a formal, signed contractual agreement for student mobility (hence 'agreement') between the University and the partner institution. The [Educational Partnerships - Agreement Procedure](#) outlines the processes for the development of all educational partnership agreements.

(14) Standard Student Mobility Agreement templates are provided for this purpose. The template is available from the University's [Educational Partnerships and Quality Intranet](#) and must be used for all student mobility arrangements as defined in the scope of this Procedure.

(15) All student mobility agreements must include, at a minimum:

- a. A commencement and expiration date;
- b. The nature of the activity or activities to be undertaken by students participating in the study experience and the services provided to students including any provisions for safety and security;
- c. Information regarding any specific and additional responsibilities of both parties under the agreement, including those for orientation and pastoral support;
- d. Key contact persons from La Trobe and the partner;
- e. Arrangements for reporting of breaches of policy or critical incidents;
- f. A regular review and audit cycle;
- g. Financial arrangements, including taxation and any fees payable by the participating students
- h. Provisions for dispute resolution requiring that the jurisdiction for dispute resolution and other arbitration is Victoria, Australia. Where an alternative location for dispute resolution is required under a third party's own local regulations the Deputy Vice-Chancellor (Academic) may elect to waive this requirement;
- i. Provisions for the termination of the agreement, including the teaching out of students enrolled in any overseas study experience in the event the agreement is terminated
- j. Provisions for ownership and use of intellectual property, confidentiality, indemnity, force majeure and warranties; and
- k. Reference to the responsibilities of the parties under relevant Australian law such as the [Higher Education Support Act 2003](#), [Tertiary Education Quality and Standards Agency Act 2011](#) and the [Education Services for Overseas Students Act 2000](#) and, where relevant, any foreign legislation that may apply to the operation of the agreement;
- l. In instances where the agreement is produced and signed in more than one language, a provision that the

English language version of the agreement takes precedence in any conflicts between the translations. Where an alternative language for precedence in conflicts between translations is required under a third party's own local regulations the Senior Deputy Vice-Chancellor may elect to waive this requirement; and

m. Provision for La Trobe approval of any partner produced marketing materials

(16) Agreements of this kind may only be signed by the Deputy Vice-Chancellor (Academic), taking into account matters reserved for Council in the University's delegation framework. Signing authority cannot be delegated. The following documentation must be provided to the Deputy Vice-Chancellor (Academic) for proposed new agreements:

- a. Documentation provided as part of the Agreement Development Approval process as outlined in the Educational Partnerships – Agreement Procedure; and
- b. A listing of substantive amendments, additions, or deletions from the model standard template and reasons for each amendment, addition or deletion.

(17) For agreement renewals, the Deputy Vice-Chancellor (Academic) must be provided with a brief report on the status of the agreement, including the number of La Trobe students undertaking the activity during the most recent term of the agreement.

(18) The Pro Vice-Chancellor (International) is responsible for the ongoing management of all overseas student mobility arrangements.

(19) The Executive Director, Educational Partnerships and Quality is responsible for oversight of agreements for domestic student mobility.

(20) The Pro Vice Chancellor of the relevant College is responsible for the ongoing management of all domestic student mobility arrangements.

(21) Prior to signature of either new agreements or agreement renewals, these must be reviewed and cleared by the University General Counsel and the Pro Vice-Chancellor (International) (for overseas arrangements) or the Executive Director, Educational Partnerships and Quality (for domestic arrangements).

(22) The executed agreement is formally stored in the University's official records by the University General Counsel.

## **Variations to Agreements**

(23) Where permitted in the original agreement, variations to the agreement or schedules to the agreement may be made by exchange of letters approved by the University General Counsel and the Pro Vice-Chancellor (International) or Executive Director, Educational Partnerships and Quality. Letters from the University for this purpose must be signed by the Deputy Vice-Chancellor (Academic). Signing authority cannot be delegated.

(24) Letters of variation are formally stored in the University's official records by the University General Counsel.

## **Marketing and Promotions**

(25) The agreement must allow for all marketing and promotional material in all formats developed by the partner to be approved by La Trobe. The Pro Vice-Chancellor (International) (for overseas arrangements) or the Executive Director, Educational Partnerships and Quality (for domestic arrangements) is responsible for ensuring compliance with the University's responsibilities under the [Tertiary Education Quality and Standards Agency Act 2011](#) and [Education Services for Overseas Students Act 2000](#) before approving promotional materials.

(26) Where marketing and promotional materials are in a language other than English, the Pro Vice-Chancellor (International) is responsible for ensuring an English language translation is provided for approval purposes.

## Applications

(27) Where a partner's students undertake study as at La Trobe as part of an agreement, the program's availability will be advertised to students and a formal application process will be provided for selection.

(28) The Pro Vice-Chancellor (International) is responsible for the administration of applications for overseas study experiences. The Associate Pro Vice-Chancellor (Coursework) of an applicant's College is responsible for the administration of applications for onshore student mobility experiences.

(29) Individual study experiences may have admissions criteria related to student academic performance or other criteria relevant to the experience. These criteria may be set either by La Trobe or the partner and may be referenced in the agreement. Criteria may include the provision of proof of vaccination or other health information relevant to the overseas study experience.

(30) Students wishing to appeal a decision made as part of the application process for an overseas study experience may seek a review by the Executive Director, Educational Partnerships and Quality in the first instance.

## Student Feedback

(31) All students taking part in mobility experiences as part of a La Trobe agreement with a partner institution must be afforded the opportunity to provide feedback on their study experience at its conclusion. This may be through the Student Feedback of Subjects and Student Feedback on Teaching surveys if appropriate to the activities being undertaken.

(32) Student feedback should be used in determining whether an agreement should be renewed. The Pro Vice-Chancellor (International) (international agreements) or Associate Pro Vice-Chancellor (Coursework) of the relevant College (domestic agreements) is responsible for considering any sustained or serious negative student feedback and whether the mobility experience in question should continue to be offered to students.

## Part C - Credit Arrangements for Overseas Student Mobility Experiences

(33) Credit may be granted for subjects studied at another institution under the following circumstances:

- a. For credit to be granted for a core subject of a course, a study experience must be assessed to be cognate and equivalent in level to the relevant La Trobe subject/s.
- b. Credit can also be granted for elective studies providing that there is an assessment of equivalent level and standard to the relevant elective options in the course.

(34) Credit cannot be granted for subjects that are specified for Professional Accreditation of the course or as a Requirement to Practice by an accrediting body unless expressly allowed by the relevant accrediting body.

(35) In the establishment of a credit arrangement, the Course Coordinator is responsible for:

- a. Assessing whether credit may be granted for any study experience;
- b. Providing students with information regarding the available credit and any impact on their subsequent studies within the course;
- c. Ensuring that students are aware, where applicable, of any implications of credit exchange for graduate entry programs, professional recognition, memberships or accreditation.

## Part D - Student Safety and Security in Overseas Mobility Experiences

(36) The University will not normally approve applications from students under the age of 18 years to undertake overseas experiences except as otherwise approved by the Pro Vice-Chancellor (International).

(37) Students must be informed of whether and to what level the University's travel insurance policy covers their overseas study experience at the time their application to undertake an overseas study experience is approved. The Head of the Division processing applications for the program is responsible for ensuring this occurs.

(38) The University will normally not approve applications for overseas study experiences in countries or regions of countries where the Australian [Department of Foreign Affairs and Trade \(DFAT\)](#) recommends individuals to "Reconsider your need to travel" or "Do not travel" per the [Smart Traveller website](#). Where DFAT do not provide advice for a specific country, travel advice provided by the [Government of United Kingdom Foreign Travel Advice](#) may be alternatively used.

(39) The Pro Vice-Chancellor (International) may, in exceptional circumstances, approve overseas study experience in countries or regions of countries where individuals are recommended to "Reconsider your need to travel" or "Do not travel." The Pro Vice-Chancellor may require a student to provide a comprehensive security plan in considering any such application.

(40) The Deputy Vice-Chancellor (Academic) will not sign any student mobility agreement where the activity is in a country or region of country where individuals are recommended to "Reconsider your need to travel" or "Do not travel."

(41) Where an application to undertake an overseas study experience is not approved due to safety and security reasons, the applicant will be informed of this and will be further informed that the University will not guarantee credit for any unapproved overseas study experience.

(42) In situations where the travel advice for a country or region of a country where La Trobe student/s are undertaking an overseas study experience is reclassified to "Reconsider your need to travel" or "Do not travel" the Pro Vice-Chancellor (International) is responsible for making every effort to contact the students and/or their emergency contact/s in order to:

- a. Provide notification of the change; and
- b. Provide advice and support to affected student/s until such time as travel advice is downgraded or the student/s have departed the affected country or region of a country.

(43) In undertaking the above, the Pro Vice-Chancellor (International) will regularly consult with the student, partner institution and DFAT. The Pro Vice-Chancellor (International) is responsible for ensuring all advice provided to affected student/s is in keeping with the most recent advice published by [DFAT](#).

## Part E - Interruption or Cancellation Due to Changed Conditions

(44) On occasion, a student/s mobility experience may be interrupted or cancelled due to changed security conditions or other factors affecting the student/s' health and wellbeing. In such cases the following processes will be followed to ensure appropriate continuation of the student/s' course:

(45) In cases where the mobility experience is part of a formal agreement between the University and a partner institution, the Course Coordinator is responsible for:

- a. Developing an alternative program of study, and/or
- b. Identifying and implementing alternate assessment for the relevant subject/s, in instances where a subject has

been directly mapped for credit within this arrangement.

- c. Such assessment must be appropriate to the already completed study and consistent with assurance of learning standards.
- d. In cases where the mobility experience has been instigated by the student as part of an individual study plan, the University is not required to deliver an alternate assessment. The student is responsible for consulting with their Course Coordinator on their return regarding reinstatement of their original study plan and any alternative options that may exist.

## Part F - Student Responsibilities

(46) Students participating in outbound mobility experiences are responsible for:

- a. Ensuring they understand the terms of conditions of their study experience, including the rules and regulations that apply to them at the partner institution;
- b. Ensuring that they are aware of the implications of credit exchange for the professional recognition, membership and accreditation related to their course;
- c. Providing the University with a contact address and phone number on which they can be reached during their mobility experience as soon as this is available;
- d. Ensuring their emergency contact details in the University Student Information System are up to date; and
- e. All fees and charges related to their mobility experience including travel expenses and travel insurance where not covered by the University travel insurance policy.

(47) For overseas mobility experiences, students are additionally responsible for:

- a. Registering their travel with the [DFAT Smart Traveller website](#) and monitoring the DFAT travel advice prior to and during their overseas study experience; and
- b. Receiving advice from a medical professional prior to undertaking an overseas study experience as to any vaccinations or other medical interventions recommended for their country of travel.

### Inbound Students

(48) Students of another institution undertaking a course of study at La Trobe as part of a student mobility agreement are covered under all of La Trobe's policies and procedures with the exception of:

- a. [Admissions Policy](#);
- b. For study experiences of one semester or shorter duration:
  - i. Academic Progression Policy and associated procedure; and
  - ii. [Academic Integrity Statute 2015](#) and associated procedures.

(49) Incoming students under mobility agreements are responsible for ensuring that they are aware of, and comply with, La Trobe's policies and procedures.

## Section 5 - Definitions

(50) To be completed.

## Section 6 - Stakeholders

(51) Responsibility for implementation - TBA

(52) Responsibility for monitoring implementation and compliance - TBA

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	To Be Advised
<b>Review Date</b>	To Be Advised
<b>Approval Authority</b>	
<b>Approval Date</b>	To Be Advised
<b>Expired Date</b>	To Be Advised
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