

Non-Vetted Overseas Short Program Policy

Section 1 - Background and Purpose

- (1) LTU encourages participation in mobility programs such as 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'.
- (2) This Policy has been developed for students that are planning overseas programmes that have not been vetted by LTU.

Section 2 - Scope

- (3) This Policy and Procedure applies to:
- All campuses and all overseas destinations
 - Any overseas credit-eligible program that has not been organised and vetted by La Trobe University and its staff (including Clinical Placements, Study Tours, approved providers etc.), excluding recognised/accredited overseas Universities.
 - Applies to all students of La Trobe University

Section 3 - Policy Statement

- (4) Students applying for an overseas programme must present the Non-Vetted Programs Checklist to academic staff and La Trobe Abroad if they choose a program provider outside of the approved programs list.
- (5) A placement not organised by the Colleges, or if it is not taught at a recognised/accredited university. These programs may not be pre-approved for credit without this form.
- (6) La Trobe University staff cannot pre-approve the credit for these overseas experiences and transparency for students regarding the reasons.

Section 4 - Procedures

Part A - Application Process

- (7) Students are required to complete the Short Program Application Form and include copy of the description/syllabus of the overseas program.
- (8) Students are required to make an appointment to speak to the Course/Discipline Coordinator about the possibility of receiving credit for the subject overseas.

(9) Students are required to complete the Non-vetted Programs Checklist and provide this to ??? if they are choosing a program provider outside of La Trobe Abroad's approved program list.

(10) The Course/Discipline Coordinator will need to sign the Short Program Application to approve credit and also the Non-vetted checklist.

(11) The student is required to submit the Short Program Application Form and the Non-Vetted Checklist to La Trobe Abroad for review once they have been approved by the Course/Discipline Coordinator.

(12) Students must submit the partially completed Short Program Application Form AND Non Vetted Checklist directly to ASK La Trobe at least 12 weeks before departure. They must keep a copy of this approved form and Non Vetted Checklist to submit with Parts 2-5.

(13) ASK La Trobe will then forward all the forms to the student's College to review. The College will review the course plan, complete the approval process, and then submit this form to La Trobe Abroad for review.

(14) In the interim, students should Complete part 2 of the Short Program Application Form. This must be submitted a minimum of 28 days prior to your departure to La Trobe Abroad and should include the copy of part 1.

(15) During these steps, if La Trobe Abroad see any issues with the answers to the Non Vetted Checklist, they will reply to the student and request additional information and/or research regarding the host organisation.

(16) The student is expected to work with La Trobe Abroad to ensure all information is provided in a timely manner to maintain timeframes of the overall process.

(17) Should there be further concerns raised by La Trobe Abroad regarding the program or organisation, La Trobe Abroad will consult with:

- a. Course Coordinator
- b. College Client Services
- c. Legal
- d. Insurance
- e. Risk

(18) La Trobe Abroad will advise the student if the above-mentioned group conclude that pre-approved credit will not be granted.

(19) Otherwise, La Trobe Abroad will notify a student when a complete application has been received (i.e. part 1 of the application from the College and the remaining parts that student submitted to La Trobe Abroad) and will also inform the student of specific grant amount (if applicable).

Section 5 - Definitions

(20) For the purpose of this Policy and Procedure:

- a. Non-Vetted Overseas Short Program: Overseas Program run by a provider outside our approved programs list, a placement not organised by the Colleges or if it is not taught at a recognised/accredited university.
- b. Short Term Program/Study Tour: Overseas College-led, recognised and LTI approved short program. Duration: 2-8 weeks.
- c. Clinical Placement: Overseas clinical placement that is college recognised and approved.
- d. Internship: Overseas internship that is college recognised and approved.

- e. La Trobe Abroad: Team within La Trobe International that manages the administration of outbound mobility programs and the incoming exchange program.
- f. La Trobe International: La Trobe University's International Office

Section 6 - Stakeholders

(21) Responsibility for implementation - TBA

(22) Responsibility for monitoring implementation and compliance - TBA