

Study Abroad and Student Exchange Policy and Procedures

Commencement Date: 1 July, 2005

Category: Students

1. PURPOSE

A separate entry under the heading PURPOSE was not required when this policy was last reviewed

2. APPLICATION

The Policy and Procedures apply to Inbound and Outbound students involved in, or seeking to be involved in, the Study Abroad and Student Exchange programs, and to those involved in the administration of the programs.

3. EXCEPTIONS

Nil

4. DEFINITIONS

Study Abroad

The program enables a student of a Home Institution to attend a Host Institution in another country for a minimum period of one semester (or the equivalent) and up to a maximum of one academic year (or equivalent). The student does not obtain an award from the Host University but generally receives credit at the Home Institution for the studies successfully completed at the Host Institution. Payment of tuition fees is made to the Host Institution by the student, partner institution or agent.

Student Exchange

The program enables a student of a Home Institution to attend a Host Institution in another country for a minimum period of one semester (or the equivalent) and up to a maximum of one academic year (or equivalent) in accordance with specific SE Agreements. The student does not obtain an award from the Host University but generally receives credit at the Home Institution for the studies successfully completed at the Host Institution. Payment of tuition fees is made by the student to the Home Institution.

SE Agreements

Means student Exchange Agreements entered into between the University and institutions abroad.

SA Agreements

Means Study Abroad Agreements entered into between the University and institutions abroad.

SE & SA Agreements

Means Student Exchange Agreements and Study Abroad Agreements entered into between the University and institutions abroad.

Home Institution

Means the institution where a student has been formally admitted to an award course.

Host Institution

Means the institution where the student participates in a non-award program of study that is credited towards an award course at the Home Institution.

Participating Institution

Means the institution that is a member of the International Student Exchange Program (ISEP) and participates in the ISEP Exchange program.

Inbound Students

Means students from institutions abroad participating in Study Abroad or Student Exchange programs at Curtin.

Outbound Students

Means Curtin students going to institutions abroad on Student Exchange or Study Abroad programs.

International Student Exchange Program (ISEP)

Means the program based in Washington DC (ISEP DC) which places students from the United States of America in institutions abroad and vice versa.

ISEP Exchange

Means the ISEP DC program in which Inbound and Outbound Student Exchange Students participate.

ISEP Direct

Means the ISEP DC program in which Inbound Students attend Curtin as Study Abroad students. Students may be from countries other than the United States of America. This program is not available to Outbound students.

Study Program Enrolment Authority (SPEA)

Means the completed and authorised document confirming negotiation of classes/modules/units to be undertaken abroad, by Curtin students for credit and acknowledging that classes/modules/units successfully completed by Outbound students will be credited towards their degree.

International Student Exchange (ISE) Unit(s)

Means the unit(s) in which Outbound students enrol while participating in a Student Exchange program.

Eligible Curtin Students

Means students meeting the Eligibility Guidelines.

Eligible Overseas Students

Means persons meeting the Eligibility Guidelines.

5. POLICY STATEMENT**5.1 Study Abroad and Student Exchange Opportunities**

The University will offer opportunities for students to participate in Study Abroad and Student Exchange programs to foster internationalisation and build strategic partnerships with overseas institutions and education providers.

Study Abroad and Student Exchange opportunities will be offered to Eligible Overseas Students through Study Abroad agencies and SE & SA Agreements. Appropriate existing teaching and education services provided to Curtin students will be available to Inbound Students. No special teaching and educational services will be provided to Inbound Students.

Student Exchange opportunities will be offered to Eligible Curtin Students through SE Agreements

Independent Study Abroad opportunities sought and organised by Curtin students will be supported in principle by the University.

5.2 Responsibility for Study Abroad and Student Exchange Programs

The International Office will be responsible for coordinating, monitoring and reporting all students' Study Abroad and Student Exchange activities. The International Office will also manage the Student Exchange program.

Faculties will manage Study Abroad Inbound and tailored programs through Faculty Study Abroad Coordinators.

6. OBJECTIVES

6.1 To guide and coordinate Study Abroad and Student Exchange operations.

6.2 To ensure that Study Abroad and Student Exchange programs are of an appropriate standard and consistent with the Curtin Internationalisation Plan.

6.3 To ensure the safety and welfare of students participating in Study Abroad and Student Exchange programs.

6.4 To ensure the University has a complete record of all students participating in Study Abroad and Student Exchange activities.

7. PROCEDURES

7.1 Coordination, Monitoring and Reporting of Study Abroad and Student Exchange

The International Office shall have overall responsibility for reporting of all student activity in respect of Study Abroad and Student Exchange programs.

7.2 Management of Study Abroad and Student Exchange Programs

The Faculties will manage the Study Abroad Inbound and tailored programs through Divisional Study Abroad Coordinators.

The International Office will manage Student Exchange activities.

7.3 Details of Processes

The details of the processes to be taken by each party to the Study Abroad and Student Exchange programs are set out in Schedule 1.

7.4 Review of Procedures

The Exchange Officer, International Office in association with the Study Abroad and Student Exchange Advisory Group will periodically review procedures for the coordination of all Study Abroad and Student Exchange operations conducted by the University and make recommendations to the International Policy Committee.

8. LIST OF SCHEDULES

[Schedule 1 - Processes: Study Abroad Inbound, and Student Exchange Inbound and Outbound](#)

[Schedule 2 - Eligibility Guidelines: Study Abroad Inbound and Student Exchange Inbound](#)

[Schedule 3 - Eligibility Guidelines: Student Exchange Outbound](#)

[Schedule 4 - Eligibility Guidelines: Independent Outbound](#)

[Schedule 5 - Study Program and Enrolment Authority \(SPEA\) Form: Student Exchange Outbound](#)

[Schedule 6 - Enrolment Amendment Instructions: Student Exchange Outbound](#)

[Schedule 7 - Procedures: International Student Exchange Program \(ISEP\)](#)

[Schedule 8 - Finances: ISEP Inbound](#)

[Schedule 9 - Finances: ISEP Outbound](#)

[Schedule 10 - Reporting Participation: Inbound and Outbound](#)

RESPONSIBILITIES	
Policy Manager	Deputy Vice-Chancellor, International

Contact	Dean, International Student Admissions
	Tel: 9266 4464
	Fax: 9266 2505
Approval Authority	Academic Board
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REVISION HISTORY

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