Student Learning Abroad Procedure

Section 1 - Overview

(1) These Procedures outline the implementation of the Student Learning Abroad Policy ("the Policy") and must be read in conjunction with that Policy.

Section 2 - Scope

(2) These Procedures apply to:

a. Outbound Students who spend a period of time studying or working overseas which will count towards their course or unit
b. Inbound Students who participate in a UNE Student Learning Abroad Program, and
c. University Representatives.

(3) These Procedures do not apply to:

a. Students wishing to undertake study at another Australian institution
b. Students enrolled in higher degree by research courses, and
c. Students studying offshore who undertake Work Integrated Learning placements in their country of residence. Such placements are managed in accordance with the Work Integrated Learning Policy and associated procedures.

Section 3 - Procedure

General

Outbound Students

(4) Students must be enrolled in an appropriate UNE course to be eligible to participate in a Student Learning Abroad Program.

(5) UNE international students may be eligible to participate in a Student Learning Abroad Program, subject to any restrictions under Commonwealth laws and national guidelines, and any restrictions specified by the Host Institution. For Student Exchange Programs international student fees will remain payable to UNE, not to the Partner Institution. International Students may not participate in a Student Exchange Program to their home country.

(6) UNE international students sponsored by the Australian or a foreign Government (e.g. Australia Awards students) are not eligible to participate.

(7) Students must comply with the Australian Department of Foreign Affairs and Trade (DFAT) travel advisories accessible via the Smartraveller website. Participation to a destination listed as “Reconsider your need to travel” or “Do not travel” is not permitted. All travel and safety determinations must align with UNE’s Travel Procedures.

(8) Applications must be submitted by the advertised deadline for the relevant program cycle.

(9) Applications received after the deadline will not normally be considered, however the Director, International Relationships and Recruitment may consider late applications in exceptional circumstances.

Students with Disabilities and/or Health Conditions – Outbound Students

(10) UNE will maintain and publish accessibility information for Partner Institutions and Learning Abroad programs to enable students with disabilities and/or health conditions to make informed decisions about participation.

(11) Students with disabilities and/or health conditions are encouraged to contact the Student Accessibility and Wellbeing Office and UNE International (for Exchange/Study Abroad) or the relevant School (for Short-Term programs) as early as possible to commence pre-planning discussion regarding accessibility and support needs.

(12) Where a student with a Study Access Plan (SAP) applies for a Learning Abroad program, UNE will:

a. work with the student to identify required reasonable adjustments
b. negotiate with the Partner Institution or Placement Provider to implement adjustments
c. provide additional support or identify alternative programs if the Partner Institution cannot implement adjustments, and
d. only decline to make adjustments where it would cause unjustifiable hardship to UNE, with reasons documented in writing.

(13) UNE acknowledges that disability legislation and support frameworks vary internationally. Where Australian disability legislation does not apply in the host jurisdiction, UNE will work collaboratively with students and Partner Institutions to identify alternative arrangements that enable participation.

(14) Schools developing Short-Term Learning Abroad programs must consult with the Student Accessibility and Wellbeing Office during program design to embed Universal Design for Learning principles.

Inbound Students

(15) Inbound Students will be considered for a Student Learning Abroad Program at UNE providing that:

a. the admission requirements of UNE are met (including English language proficiency requirements)
b. the applicant is not currently a student of UNE
c. the applicant agrees to be responsible for all tuition fee costs (excluding Student Exchange Students) and other costs as appropriate e.g. Overseas Student Health Cover
d. the applicant, when applying for a Student Exchange Program, is nominated and approved by their home institution, and
e. the applicant agrees to abide by the rules and policies of UNE.

(16) Students will be enrolled in the units approved by the student's home institution.

(17) UNE is not responsible for any failure of advanced standing/credit transfer at their home institution if the student departs from the pre-agreed arrangements.

(18) Students will be entitled to all UNE student facilities and support services.

(19) UNE will, on request, provide one Academic Record (Transcript) to the inbound student's home institution for the approval of advanced standing/credit transfers.

(20) UNE may apply quotas on the number of offers to inbound student applicants for any particular Learning Abroad

program. It may also apply quotas on the number of outbound students for particular Student Exchange programs.

Students with Disabilities and/or Health Conditions - Inbound Students

(21) Inbound Students with disabilities and/or health conditions will be provided with information about UNE's accessibility services and support during the application process.

(22) At a student's request, or with their consent following disclosure of disability, UNE will facilitate reasonable adjustments in accordance with the Disability Discrimination Act 1992, the Disability Standards for Education 2005 and UNE's Assessment Policy.

(23) Adjustments will be negotiated in consultation with the student, the Student Accessibility and Wellbeing Office and relevant academic staff prior to the commencement of studies.

Exchange Programs

Eligibility to Participate

(24) Outbound Students must:

a. be currently enrolled in an acceptable course
b. have completed a minimum of eight (8) units in an applicable undergraduate course
c. have achieved a minimum grade point average of 5 (Credit)
d. not have failed a unit in the preceding year, and
e. have completed or be about to complete 24 credit points in the target language and achieved a minimum Credit level in the required units if they are enrolled in a course with a mandatory period of Overseas Language Study (OSLS).

(25) UNE International students, enrolled in a UNE course, are eligible to participate provided that they do not study in their home country and subject to being granted a visa in a third country where required.

(26) Non-Award students are not eligible to participate.

(27) Inbound Students must be enrolled at a UNE Partner Institution.

Application Procedure

(28) Non-language (OSLS) outbound applicants must, by the published due date, submit a UNE Exchange Application Form to UNE International with:

a. a formal statement of approximately 500 words indicating why they wish to participate in a Student Exchange Program, the reasons for choice of country and institution, and the benefits (both academic and personal) expected to be gained from the experience
b. evidence of community involvement and/or leadership skills that qualify them to be a UNE Ambassador overseas;
c. at least two (2) referee reports that comment specifically on the applicant's suitability to participate in an overseas exchange. These must include:
    i. one report from a current UNE academic who knows your academic work and supports the application, and
    ii. one report from another source (e.g. employer, voluntary service organisation, Head of a Residential College) tha speaks to the student's character
d. a completed UNE OS HELP Loan Application Form if applying for Commonwealth Government assistance

e. a copy of the current Department of Foreign Affairs and Trade (DFAT) Travel Advisory for the Student's destination country signed and dated to acknowledge that they have read and understood the advice provided by DFAT, and
f. a signed Statement of Responsibilities for Students Participating in a UNE Approved Learning Abroad Program.

(29) Overseas Landuage Study (OSLS) outbound applicants must by the published due date:

a. consult with their Discipline Convenor/Course Coordinator about their intention to go on language exchange
b. complete the OSLS Application Form and seek approval from the relevant Head of School
c. provide evidence of travel insurance if the OSLS period is longer than six (6) months
d. complete a UNE OS HELP Loan Application Form if applying for Commonwealth Government assistance and provide a copy of Head of School OSLS approval letter, and
e. provide a signed Statement of Responsibilities for Students Participating in a UNE Approved Learning Abroad Program.

(30) Inbound Students must:

a. apply to and be officially nominated by their home institution, and
b. complete the UNE International Application Form and provide all supporting documentation by the advertised deadline.

Advanced Standing for Outbound Non-Language Students

(31) Concurrently with the procedures in clause 28, applicants must complete a Permission to Enrol Elsewhere (PTEE) Form to apply for advanced standing (in accordance with the Admission, Credit and Enrolment Policy) for the units they intend to study at the Partner Institution and ensure that their advanced standing is approved in writing by UNE before they depart Australia.

(32) Students who change their enrolment on arrival at the Partner Institution must complete a new PTEE Form. There is no guarantee that UNE will approve and grant advanced standing following a change in the previously approved enrolment.

(33) Approved advanced standing will be cancelled if students enrol in non-approved units at the Partner Institution and do not submit a new PTEE Form for consideration.

Enrolment Procedure for Outbound Students

(34) Language students must enrol in OSLS 391 according to their Head of School approval letter and are bound by the requirements of those units.

(35) Student Journey will enrol non-language students in Approved Overseas Study (AOS) unit/s for the duration of their period of participation in a Student Exchange Program.

(36) Students must provide UNE International of evidence of their enrolment within seven (7) days of arriving at the Partner Institution.

Enrolment Procedure for Inbound Students

(37) Inbound Students must enrol in the units approved by their home institution.

Fee Paying Study Abroad Programs

Eligibility to Participate

(38) Outbound Students must be currently enrolled in an appropriate UNE course.

(39) UNE Student Visa Holders and Non-Award students are not eligible to participate.

(40) Inbound Students must meet the applicable requirements of clause 15 of these Procedures.

Application Procedure

(41) Outbound Students must:

a. complete a Permission to Enrol Elsewhere (PTEE) Form
b. provide a statement of justification for studying elsewhere, and
c. provide a signed Statement of Responsibilities for Students Participating in a UNE Approved Learning Abroad Program.

(42) Inbound Students must complete the UNE International Application Form and provide all supporting documentation by the advertised deadline.

Advanced Standing and Enrolment Procedure for Outbound Students

(43) Applicants must complete a PTEE Form to apply for advanced standing (in accordance with the Admission, Credit and Enrolment Policy) for the units they intend to study at their Host Institution and ensure that their advanced standing is approved in writing by UNE before they depart Australia.

(44) Students who change their enrolment on arrival at their Host Institution must complete a new PTEE Form. There is no guarantee that UNE will approve and grant advanced standing for a change in enrolment.

(45) Approved advanced standing will be cancelled if students enrol in non-approved units at their Host Institution and do not submit a new PTEE Form for consideration. There is no guarantee that UNE will approve and grant advanced standing following a change in the previously approved enrolment.

Short Term Learning Abroad Programs

(46) To be eligible to participate in a Short Term Learning Abroad Program a student must:

a. be currently enrolled in an applicable UNE course and/or unit, and
b. be approved to particpate by the relevant School.

(47) UNE international students are eligible to participate subject to obtaining a visa for a third country but may be ineligible for Australian Government Learning Abroad funding programs.

(48) Non-Award students are eligible to participate subject to Head of School approval but may be ineligible for Australian Government Learning Abroad funding programs.

(49) Work Integrated Learning Placement applications will be reviewed on a case-by-case basis by the Course Coordinator to ensure parity of experience with domestic placements and compliance with any course accreditation requirements, State or Commonwealth regulations and adherence to the requirements of international jurisdictions.

Application Procedure

(50) Outbound Students must:

a. apply directly to the relevant School for approval
b. complete a UNE OS HELP Loan Application Form if applying for Commonwealth Government assistance, and
c. submit a signed Statement of Responsibilities for Students Participating in a UNE Approved Learning Abroad Program.

(51) The relevant School must provide UNE International with information on participating students including, but not limited to, the Short Term Learning Abroad Program being undertaken, approval date, contact details of student while overseas and confirmation that the School has provided to the student the required information and received from the student and recorded all appropriate documentation.

Enrolment Procedure

(52) Outbound Students who have approval to participate in a Short Term Learning Abroad Program must be enrolled in the correct UNE unit and trimester by the relevant census date before departing Australia.

Pre-Departure Information to be Provided to the Outbound Student

(53) Outbound Students participating in a student Learning Abroad Program must be provided with pre-departure information which must include as a minimum:

a. safety, security and laws of the host country (including Smarttraveller website)
b. travel and medical insurance matters
c. cultural adjustment issues
d. expected behaviour of UNE ambassadors, and
e. sufficient funds while overseas.

Ambassadorship

(54) Outbound Students participating in a student Learning Abroad Program must agree to behave in a manner that would not compromise their own reputation, or that of UNE as outlined in the Statement of Responsibilities for Students Participating in a UNE Learning Abroad Program.

(55) UNE may terminate a Student's participation in a Student Learning Abroad Program if they fail to maintain what UNE considers to be an acceptable standard of conduct.

Costs

(56) The student must pay all expenses of participating in a Learning Abroad Program including, but not limited to:

a. tuition fees (for applicable programs)
b. all travel, visas, accommodation and living costs
c. textbooks and study materials
d. all travel and health insurance costs, medical and pharmaceutical expenses, and
e. all costs resulting from modification or termination of a Student's participation in the Learning Abroad Program, for any reason.

Flights

(57) Students should not purchase flights until they have received an official acceptance offer from the overseas Host/Partner Institution (Outbound Students) or offer of admission from UNE (Inbound Students) AND obtained all relevant visa/s.

Learning Abroad Funding

(58) Eligible Outbound Students may be able to access Australian Government Learning Abroad funding programs (such as OS-HELP Loans). Students should refer to the relevant Government websites and/or contact UNE International for information on available schemes.

(59) Information about the availability and eligibility of other Australian Government funding for Outbound Learning Abroad Programs may be obtained from UNE International.

Passports

(60) Students must obtain a passport or ensure that their current passport is valid prior to their arrival or departure, and valid for the duration of their Learning Abroad Program plus six (6) months after their expected date of return to Australia or their home country.

Visas

(61) Students must obtain all appropriate visa/s for the duration of their Learning Abroad Program from the relevant embassy/consulate/immigration service and adhere to the time frames and administrative requirements to ensure they obtain the relevant visa in a timely manner.

(62) Visa restrictions may apply in some host countries for UNE international students participating in a Learning Abroad Program. Students must investigate these visa requirements.

(63) Students must comply with the conditions of their visa as the conditions relate to their enrolment at UNE or the overseas Host Institution.

Written Agreements

(64) International Work Integrated Learning (WIL) Placements will occur only when an agreement is in place:

a. between UNE and the student, and
b. UNE and the WIL Placement Provider (i.e. industry partners, professional and community organisations or Partner Institutions).

(65) The conditions of a Student Exchange Program Agreement must include, but are not limited to, the following:

a. the reciprocal waiving of student tuition fees except for preliminary language training courses
b. exchange of both Inbound Students and Outbound Students
c. cover an approved in-country academic program at the Partner Institution which is full-time and of at least one (1) teaching period (or equivalent) and no more than two (2) teaching periods (or equivalent) in duration
d. aim to balance Inbound Student and Outbound Student numbers over the term of the Agreement, and
e. ensure that a student will receive the applicable academic advanced standing towards the course for which they are studying at their home institution, subject to satisfactory academic performance.

Roles and Responsibilities

(66) Outbound Students are responsible for:

a. completing and submitting all relevant forms and documentation by the advertised deadline
b. complying with the conditions in the Statement of Responsibilities for Students participating in a UNE Learning Abroad Program

c. ensuring they are enrolled in the applicable UNE unit/s (where required) by the relevant HECS census date
d. enrolling in the appropriate units at the Host/Partner Institution and adhere to the requirements of their student visa for the entirety of the Learning Abroad Program
e. checking their UNE email account weekly during the Student Learning Abroad Program
f. providing UNE with an address and other contact details while overseas
g. providing UNE with evidence of comprehensive travel and health insurance before departing Australia, and
h. complying with all relevant University rules, policies and procedures.

(67) Inbound Students are responsible for:

a. completing and submitting all relevant UNE application forms and documentation by the advertised deadline
b. formally accepting the Offer of Admission and paying the compulsory Overseas Health Cover (OSHC) by the notified date to receive a Confirmation of Enrolment (COE) for their student visa application
c. all tuition fee costs (excluding Student Exchange Program participants) and other costs as appropriate e.g. Overseas Student Health Cover
d. applying for a student visa for the purpose of studying in Australia
e. attending International Orientation, and
f. complying with the relevant rules and policies of UNE.

(68) UNE International is responsible for the administration and management of:

a. Inbound Student Exchange and Study Abroad Program applications
b. Outbound Student Exchange Program applications
c. OS-HELP Loans for Outbound Students
d. Australian Government Learning Abroad applications and funding (such as New Colombo Plan)
e. coordination of orientation and support services for Inbound Students, and
f. maintaining and publishing accessibility information for Partner Institutions and Learning Abroad programs in consultation with the Student Accessibility and Wellbeing Office.

(69) Schools are responsible for the administration and management of Short-Term Learning Abroad Programs organised by the School, including:

a. providing students with information about Short-Term Learning Abroad opportunities
b. ensuring that all appropriate information (including insurance documents) has been provided to students prior to the commencement of their Short-Term Learning Abroad Program
c. entering relevant details in the University Travel Management System for students participating in a Short-Term Learning Abroad Program
d. providing UNE International with information on participating students in accordance with the associated Procedures, and
e. consulting with the Student Accessibility and Wellbeing Office during the design of Short-Term Learning Abroad Programs to ensure accessibility.

Authority and Compliance

(70) The Procedure Administrator, the Deputy Vice-Chancellor, pursuant to the University's Student Learning Abroad Policy makes these Procedures.

(71) University Representatives and students must observe these Procedures in relation to University matters.

(72) These Procedures operate as and from the Effective Date.

(73) Previous Procedures relating to Student International Mobility or Learning Abroad are replaced and have no further operation from the Effective Date of these new Procedures.

Status and Details

Status	Current
Effective Date	27th July 2026
Review Date	27th July 2029
Approval Authority	Executive Principal Student Journey
Approval Date	27th July 2026
Expiry Date	Not applicable
Unit Head	Simon Evans Deputy Vice-Chancellor dvc@une.edu.au
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Glossary Terms and Definitions

"Student" - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

"Inbound Student" - Is an international student participating in a Student Mobility Program at UNE.

"Host Institution" - Is the institution where the Outbound Student will undertake their mobility program if they are not participating in an Exchange Program in which case it is the Partner Institution.

"Partner Institution" - Is a university in a country other than Australia with which UNE has signed a formal document of co-operation. (Student International Mobility Rule)

"Placement" - Is a clinical placement, practicum, internship and any other like form of professional, industrial or vocational experience included in a course or required for a program.

"Work Integrated Learning" - Is an activity that integrates academic learning with its application in the workplace.

"Academic Record (Transcript)" - Is the official record of a student's academic history at the University including enrolment in al courses and units, the academic results, recognition of prior learning and prizes/scholarships awarded.

"Outbound Student" - Is a UNE student participating in an international mobility program.

"Student Visa Holder" - Is an international student studying in Australia on an appropriate visa.

"Advanced Standing" - Credit granted toward a UNE course in recognition of prior learning. Eligible prior learning may include formal study, informal study or experiential learning. Advanced standing may be specified in terms of particular UNE units, or it may be granted as a number of unspecified credit points, or as block advanced standing at an appropriate level.

"Residential College" - Includes any on-campus residential accommodation. This includes separate accommodation facilities associated with a college, such as on-campus houses and/or flats that are used by residents, affiliates and

Students as well as the buildings, blocks, floors, courts, grounds and parking areas associated with these buildings.

"Ambassador" - Is a Student undertaking an outbound Mobility Program who is expected to comply with all relevant University rules, policies and the Statement of Responsibilities for Students Participating in a UNE Overseas Mobility Program (which refer to the Student representing the University appropriately and not bringing it into disrepute with inappropriate behaviour, or ongoing failure to follow reasonable instructions in relation to the overseas study). (Student International Mobility Rule)

"Student Exchange Program" - Consists of: Outbound Students enrolling at, and paying tuition fees to, UNE during the period of an overseas exchange at a Partner Institution for which they will receive advanced standing for those studies towards their UNE course; or Inbound Students studying on a non-award basis at UNE whilst remaining enrolled with, and paying tuition fees to, their home institution for which they will receive advanced standing for those studies towards their course at their home institution.

"Study Abroad Program" - Consists of: Outbound Students studying for a period of time on a fee-paying basis at an overseas institution for which they will receive advanced standing towards their UNE course; or Inbound Students studying on a full-fee paying, non-award basis at UNE for a minimum of one trimester or a maximum of one academic year.

"School" - Is an organisational unit comprising academic staff in related fields of study who are responsible for teaching and research in those academic fields together with support staff.

"Non-Award" - A type of enrolment by students in units that are not part of a program of study leading to an award of the University. It usually requires enrolment as a full-fee student.

"Effective Date" - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

"University Representative" - means a University staff member, contractor, agent, affiliate, residential staff member, UNE Council member, Council committee member, employee of a controlled entity, director of a controlled entity and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations, affiliated organisations and other bodies falling into one or more of these categories.

"Placement Provider" - Is an individual or organisation with which a Student is undertaking a Work Integrated Learning Placement.