

## CQUGLOBAL OUTBOUND PROGRAM

[Policy Statement](#) | [Procedure](#) | [Responsibilities](#) | [Definitions](#) | [Related Legislation and Documents](#)

### 1 PURPOSE

This document outlines the process of administering outbound mobility programs under the CQUGlobal banner for both staff and students, including: program types, student eligibility, risk management, and related information.

### 2 SCOPE

All award students, domestic and international participating in a CQUGlobal Outbound program or project. The **CQUGlobal Outbound** [website](#) outlines available programs for CQUniversity students studying towards a CQUniversity award. They may include:

- 2.1 **Outbound Exchange program** – Individual students enrol and study at a partner (host) institution under an agreement for a period of 1 or 2 terms and study units for academic credit towards their CQUniversity award.
- 2.2 **ISEP<sup>1</sup> Exchange program** – Individual students enrol at another ISEP partner (host) institution for a period of 1 or 2 terms and study units for academic credit towards their CQUniversity award.
- 2.3 **Outbound Short-term and Study Tour program** – Students undertake an international experience of study, work, or a blend for 2-5 weeks (Study Tours are groups led by CQUniversity staff).
- 2.4 **Global Social Innovation project** – Students undertake internships, volunteering, projects or study, for 2 weeks to a term that result in social innovation outcomes for a community overseas.
- 2.5 **International Work, placement & volunteering scheme** – Individual students undertaking an overseas internship, placement or volunteering experience including placements through Omprakash.
- 2.6 **Global Voices Scholars** – Individual students engage with policy and policy makers at international forums and summits through the Global Voices project; <http://www.globalvoices.org.au/>.
- 2.7 **Outbound Study Abroad** – Individual students enrol at an institution overseas where they will pay for their studies and undertake units of study for 1 or 2 terms or through a short course.

With the exception of 2.1, 2.2 and 2.6, programs may be taken for, or not for academic credit. Research Higher Degree students should also look at the [Cotutelle Agreements Policy](#) to determine which model is more appropriate to situation.

**3 EFFECTIVE DATE**      15 August 2016

### 4 LEGISLATIVE AUTHORITY

[Central Queensland University Act 1998](#)

[Education Services for Overseas Students \(ESOS\) Act 2000](#)

[National Code of Practice 2007](#)

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<sup>1</sup> International Student Exchange Program (ISEP) is a third-party organisation [www.isep.org](http://www.isep.org)

## 5 POLICY STATEMENT

Outbound student mobility is an integral part of the Internationalisation of the student experience and is highlighted as a key performance indicator within the University Plan. Participants gain a range of skills and intercultural competencies that make them more employable graduates and often result in transformational personal and academic benefits. The University also benefits from the CQUGlobal Outbound program through closer connections with partner institutions which contribute to improved global rankings, greater internationalisation of the classroom environment, increased marketability domestically and internationally, and improved retention, academic achievement and career outcomes of graduates.

### Eligibility

To participate in a CQUGlobal Outbound program, students must meet the following requirements and complete all elements of the procedure.

- 5.1 VET students must have completed at least 6 months in their current CQUniversity course prior to participating in any outbound program. Students on courses shorter than 6 months will be considered on a case-by-case basis by the International Director and the Dean of School.
- 5.2 Undergraduate students must have completed at least two units in their current CQUniversity course prior to participating in any outbound program with a duration of more than 4 weeks; participation in any outbound program shorter than 4 weeks prior to the successful completion of two units is at the discretion of the International Director and the Dean of School.
  - a) Applications may be made prior to the completion of two units.
  - b) Undergraduate students who have entered the university with credit for previous studies may meet the requirement in 5.2.
  - c) Some programs may require an overall weighted Grade Point Average of 4.5.
- 5.3 Postgraduate coursework students who have completed two units are eligible to participate in outbound programs at any time during their enrolment subject to School approval.
- 5.4 Research Higher Degree students who have done their confirmation are eligible to participate in outbound programs at any time during their enrolment subject to Supervisor approval.
- 5.5 All students must have sufficient flexibility within their course (international students must also hold a current and valid visa with sufficient duration) to accommodate the outbound program as determined by the CQUGlobal team with advice from Program Advisors.
- 5.6 All students must have the program and associated study plan approved by their Course Leader in their home school.
- 5.7 All students must satisfy any entry requirements of the host institution or organisation and the host country. This may include language requirements, grade equivalencies, age requirements, additional selection criteria, etc.
- 5.8 All students can demonstrate through their application that they are likely to be a good ambassador for the University.
- 5.9 All students must meet any other selection criteria prescribed by their home School or CQUGlobal specific to given courses of study or an outbound program.
- 5.10 Students with any Negative Service Indicators (NSI) on their student account will not be eligible for a CQUGlobal Outbound program until the NSI is cleared.

## 6 PROCEDURE

The following procedure outlines the processes that must be completed for a CQUniversity student to participate in a CQUGlobal Outbound Program from enquiry through to completion of a Program, including withdrawal/cancellation from/of a Program and risk management processes relevant to a mobility experience.

## Preparing and Applying

- 6.1 Students who are interested in the CQUGlobal Outbound program should refer to the [website](#) for initial information and then contact a CQUGlobal Advisor in the International Directorate for a consultation. They will be able to provide detailed advice about short and longer-term opportunities and allied requirements. All emails should be submitted through our web form or emailed to [cquglobal-out@cqu.edu.au](mailto:cquglobal-out@cqu.edu.au) and should include the student ID in the subject line. The University will use the CQUniversity student email address for any communications. Students are also encouraged to attend CQUGlobal Information Sessions (in person or via webinar) which run at regular intervals through the year and provide useful information about how to choose the right experience.
- 6.2 Students applying for the **Outbound Exchange** or **ISEP Exchange programs** must use the CQUGlobal Outbound Program Full Term or Full Year application form. Students can use this form to apply for one term/semester or a full year (two terms/semesters) at a [CQUniversity or ISEP exchange partner institution](#).
- a) The application must be completed in full with all required attachments and submitted by:
- Last working day in March for Term 2 departure for the same year;
  - Last working day in June for Term 3 departure for the same year;
  - Last working day of the second week of September for Term 1 departure the following year.
- The University reserves the right to accept an application after the published closing dates on a case-by-case basis and under exceptional circumstances.
- b) All exchange students must be able to study a full-time load equivalent while overseas.
- c) As part of the application form, non-research (coursework and VET) students must prepare a CQUGlobal Outbound Program study plan to show the units they will study at the partner institution that provide equivalent credit and learning outcomes to the relevant CQUniversity units. The student will need to visit the partner institution's website to select units that might be suitable. Where applicable, students are required to research whether units taken overseas will meet the relevant professional accreditation requirements in Australia. Students should note that units that can be mapped to CQUniversity electives are easier to approve. This plan must be approved and signed off by a Program Advisor. Students are encouraged to provide unit outlines of the courses they wish to study at the partner institution.
- VET students must be approved for credit for a minimum of 3 units.
  - Undergraduate and postgraduate coursework students must be approved for a minimum of 18 credits (3 units) per term/semester. Ideally students should take 24 credits (4 units).
  - All students should include twice as many partner units than required in case the Program Advisor is not able to approve all units, or the chosen unit is made unavailable.
- 6.3 Students applying for **Outbound Short term and Study Tour programs**, the **Global Social Innovation program** must use the CQUGlobal Outbound Short-term Program application form.
- a) The application must be completed in full with all required attachments and submitted at least eight (8) weeks prior to the program start date. The University reserves the right to accept an application after the published closing dates on a case-by-case basis and under exceptional circumstances. Where the outbound program attracts CQUniversity credit that has not been pre-approved, the application form must be counter-signed by a Program Advisor approving the credit for the relevant unit.
- 6.4 Students applying for **Outbound Study Abroad** or **Global Voices Scholars** will utilise the host institution / Global Voices application process and forms, but will be required to provide information to the University as requested and if they wish their experiences to be for credit.
- 6.5 All students must be able to demonstrate through a financial plan in their application form that they can support their stay overseas.
- 6.6 All non-research (coursework and VET) students must also provide one letter of reference from a person who is able to comment on their academic/work achievement, personal attributes and suitability to participate in a CQUGlobal Outbound program. This should be submitted on CQUGlobal Outbound Program Reference Pro Forma.

- 6.7 Research students must provide:
- a) A statement of support from their principal supervisor addressing their academic merit, the value of the outbound program to the research project, details of any coursework subjects to be undertaken overseas if any, and whether the thesis can still be completed within the expected time frame;
  - b) The name, contact details and written agreement from an approved temporary supervisor at the host institution. The supervisor must be approved by the principle supervisor at CQUniversity and the Research Office at CQUniversity or as defined in their Confirmation Plan.
- 6.8 International students (those studying in Australia on a student visa or online from a location outside of Australia who do not maintain Australian citizenship or Permanent Residency) are responsible for maintaining their appropriate visa status and must check the conditions of any visa that allows them to participate in a CQUGlobal Outbound program.

## Selection process

- 6.9 Selection for a CQUGlobal Outbound program is based on evaluation of the applicant's suitability to participate in the program and to represent CQUniversity overseas. Factors taken into account in assessing applications will include academic GPA, preparedness for an international experience, cultural sensitivity, language skills, and the ability to represent CQUniversity professionally.
- 6.10 Once eligibility has been assessed by the CQUGlobal Advisor, students may be invited to attend a panel interview, or to participate in a telephone interview, depending on their location and program.
- 6.11 CQUniversity students who are not selected for their first preference program or partner institution, will be nominated for their second and third preferences. If they are still unsuccessful, they will be offered the chance to apply for other partner institutions or projects.
- 6.12 Students selected to join a program will be provided with further information to progress the application either at the host institution (Exchange), facilitating partner or Program Leader. If a place is not available in the preferred program or at the nominated host institution or organisation, students may have the opportunity to apply to another program or institution.
- 6.13 The following timelines will apply after CQUniversity's application submission deadline with the exception of Outbound Study Abroad and Global Voices applicants who will be subject to the third-party's process:
- a) Notification of receipt of application – one to two working days;
  - b) Invitation to interview if necessary – one to two weeks;
  - c) Notification of provisional acceptance or otherwise into CQUGlobal Outbound program (this means the student has been accepted as an eligible applicant by CQUniversity, but may still need to be accepted by the host institution or third-party provider if applicable) – two to four weeks after applications close;
  - d) Preparation and submission of application documentation to host institution. At this stage students may be required to supply additional documentation to be eligible at the host institution (the International Directorate will advise students of requirements). Requirements usually include:
    - Passport copy;
    - Health check/certification;
    - Bank statements to show proof of sufficient funds;
    - Official academic transcripts;
    - CV;
    - Accommodation deposit (credit card authorisation); and
    - Colour picture of applicant (passport size photo).
  - e) Receive acceptance/rejection from host institution / third-party provider as applicable.
  - f) Acceptance of offer (within two weeks of date of offer). This may also include acceptance of any CQUniversity funding offer.
  - g) Issued with pre-departure pack by the International Directorate.

- 6.14 Where the circumstances of an application for a CQUGlobal program are a cause for concern about the effect on the health of a student or the relationship with a partner institution or organisation, the International Partnerships Manager on the recommendation of the Counselling Team may cancel a student's continued participation in the program.
- 6.15 On advice from the CQUGlobal staff, Deans of School or the Director of Student Experience, the International Partnerships Manager may:
- Disqualify a student from applying for an outbound program on the grounds that they would not be a good ambassador for the University; or
  - Cancel a student's approved place at any time prior to or during the program.
- 6.16 A student who has been disqualified from applying for a CQUGlobal Outbound program or who has had an approved place cancelled under section 6.14 or 6.15 may appeal to the International Director in writing in accordance with the Student Feedback [Compliments and Complaints Policy and Procedure](#).

## Preparing to travel

- 6.17 All CQUGlobal Outbound Program participants, including Outbound Study Abroad and Global Voices Scholars, must complete, sign and submit the following documents (as appropriate) to the International Directorate:
- CQUGlobal Outbound Program participation Acceptance Agreement inclusive of a personal assessment of health and travel risks;
  - For CQUniversity led study tours, a safe CQUGlobal Outbound Program safe travel assessment form will be completed on behalf of the group by the program leader – see also [Risk Management Framework and Guidelines](#) – but students will still be required to complete the personal assessment of health and travel risks as part of their Acceptance Agreement;
  - CQUGlobal Outbound Program nominated proxy authority form (if applicable);
  - CQUGlobal Outbound Program Bank details for payment (if applicable e.g. being awarded a scholarship);
  - Application for OS-Help funding in-line with the [OS-Help policy and procedure](#). More information can be found on the [CQUniversity](#) and [Study Assist websites](#). Applications must be made a minimum 12 weeks prior to departure;
  - Application for Letter to Centrelink (if required). Students maintaining a full-time study load while overseas may still be eligible to maintain Centrelink payments.
  - Any documentation required by a facilitating third-party or host institution or organisation.
- 6.18 The student is responsible for applying and paying for the appropriate visa type and should do so as soon as they are able to ensure the visa is granted well in advance of travel. Partner institutions and third-parties are usually able to provide some advice on appropriate visa types. CQUniversity's travel agency, TravelCrew may also provide advice.
- 6.19 Once the visa has been granted, flights must be booked. For health and safety reasons, all travel must be booked through Travel Crew, CQUniversity's Travel Agency based at CQUniversity Rockhampton. Travel booked through another agency will mean students are not eligible to travel unless they have received prior approval from Chief Financial Officer through the International Directorate.
- Participants in CQUniversity led programs will have their international flights and accommodation booked for them by the University through a group booking process. Domestic flights may be booked through this process where a group is coming from a single or small number of locations. Students may be required to make their own domestic bookings to the point of international departure. Students will be advised in advance by the Program Leader.
  - For all other programs, students are responsible for booking their own flights which must be booked through TravelCrew. Students are welcome to take quotes from other travel agencies and request a price-match from TravelCrew. Once the TravelCrew quote is obtained it needs to be sent to the CQUGlobal team.
  - All CQUniversity students going on a CQUGlobal Outbound program must register their travel arrangements with InternationalSOS. This will be done automatically for travel booked through TravelCrew, but where approval has been given by the Chief Financial Officer to book through an alternate provider,

the International Directorate will arrange registration; they may request additional information to do this; this must be provided in a timely fashion.

6.20 Travel insurance and CQUniversity enrolment will be confirmed by the International Directorate.

6.21 Obtain appropriate health insurance as advised by the host institution/third-party facilitator/country and provide a copy to the International Directorate.

## Risk management

6.22 CQUniversity students undertaking overseas travel as part of a CQUGlobal Outbound program must:

- a) Comply with the University's [Travel Policy & Procedure](#);
- b) Participate in a mandatory pre-departure briefing, which may be done in person or virtually depending on where the student is located and the nature of the Outbound Program. Students will be expected to do some personal research, including checking the Government Smart Traveller website; checking InternationalSOS website, checking email, telephone and social media is accessible in the host country and undertaking a personal assessment of health and travel risk using the template provided in the Acceptance Agreement. The pre-departure briefing will cover some of these topics, culture shock and specific issues relating to participation in global mobility programs;
- c) Obey any direction given in the interests of their safety by International Directorate staff, Project Leader, Third-party provider coordinator, or host institution;
- d) Provide their overseas contact details to CQUGlobal for ease of contact in an emergency situation;
- e) Be registered with InternationalSOS and install the InternationalSOS mobile application if travelling with a mobile device.

6.23 CQUGlobal will provide advice to CQUniversity students undertaking student mobility programs about the University's [insurance policy](#) and any exclusions.

## Withdrawal, deferral or cancellation of participation

6.24 CQUniversity students approved to undertake CQUGlobal Outbound Exchange may defer their Exchange place for one term in extenuating circumstances (see sections 6.30 to 6.33), subject to approval by CQUGlobal and the Program Advisor. CQUGlobal may, at its own discretion, approve an additional one-term deferral period with the agreement of a Program Advisor.

6.25 CQUniversity students approved to undertake Outbound Study Abroad must reapply for permission to undertake the program if they are unable to proceed with their program in the planned term.

6.26 CQUniversity students approved to participate in other CQUGlobal Outbound initiatives must reapply for permission if they are unable to proceed with their program at the scheduled time.

6.27 Students withdrawing from a CQUGlobal Outbound program arranged by a third-party, including Global Voices Scholars, are subject to the third-party's policies and are liable for any fees incurred.

6.28 CQUniversity students who withdraw or request to defer their application for reasons other than those accepted as extenuating circumstances (refer to sections 6.30 to 6.33), may not reapply for an outbound program, in the next consecutive application round.

- a) Students withdrawing from the Global Internships less than four weeks before the internship commencement date will not be permitted to reapply to this initiative and are liable for any fees incurred.
- b) Students who withdraw at any point after the start of the outbound program other than those accepted as extenuating circumstances (refer to sections 6.30 to 6.33), may be liable for an administration fee if outlined on the [fee schedule](#), by CQUniversity's International Directorate and may also be liable for fees from the partner institution.

6.29 Students who fail to respond to reasonable and repeated (three or more) attempts by CQUGlobal staff to contact them to request information about their intentions for their Outbound Program, may have their participation in the program cancelled and, if so, cannot apply again in the next consecutive application round.

## Extenuating circumstances

- 6.30 Extenuating circumstances are defined as any event that is:
- Unavoidable and unforeseen. These may include but are not limited to: serious illness or injury (medical certificate is required and must indicate an inability to continue studies), bereavement of close family members (where possible a death certificate should be provided);
  - Outside/beyond the control of the student. These may include but not be limited to: political or social unrest, terrorism alerts, severe weather warnings, etc. for the destination as indicated by InternationalSOS; and
  - Not primarily the fault of a student (i.e. not resulting from the student's discretion or choice).
- 6.31 Students claiming extenuating circumstances must provide appropriate supporting documentation to CQU Global.
- 6.32 CQU Global will determine on a case-by-case basis what type of supporting documentation is required to demonstrate extenuating circumstances. Examples of documentation that may be required are:
- A medical certificate;
  - A death certificate;
  - A notice of visa rejection or delay by the host country authorities.
- 6.33 Students are expected to plan their Outbound Program well in advance. Reasons that will not be considered extenuating circumstances, therefore, are:
- For an Exchange program:
    - Not being nominated for their first, second or third appropriate institutional preference;
    - Changing their course plan *AFTER* an acceptable study plan has been approved by the administering School;
    - Choosing to participate in an alternative Outbound Program that coincides with the Exchange period for which they have applied.
  - For all short-term, study abroad, etc.:
    - Having insufficient funds to support the Outbound Program;
    - Being unable to take leave from a place of employment;
    - A change of mind (i.e. deciding that it would be better to stay in Australia at this time);
    - Any other rationale that could be reasonably planned for in advance of submitting an application to participate in the Exchange program.

## Enrolment / credit transfer

- 6.34 Before going overseas students gaining credit for their CQU Global Outbound program must be enrolled at CQU University in order to exchange credit on return. Enrolments will be actioned by the relevant campus Student Success Team in consultation with the International Directorate or in the case of research students, the Research Higher Degrees Team. Students must remain enrolled at CQU University during CQU Global Outbound programs, although some Research Higher Degree students may be required to take a leave of absence to participate in programs that are of interest rather than aligned to their research. Students should check with the International Directorate before departure and before census date for the given term to ensure that they are enrolled in an appropriate number of units and credit points. Completed enrolment includes payment of the Student Services and Amenities Fee (where applicable). If the Program Advisor has indicated that units studied on the outbound program can be approved in lieu of particular CQU University units, enrolment in those units may be possible. Otherwise students will be enrolled in an Exchange Program. Students should not change their enrolment online without consultation with the International Directorate. Students must continue to observe CQU University dates for enrolments and changes to enrolments, even while overseas.
- 6.35 Students on the ISEP or Outbound Exchange programs where they are situated at a host institution, the host institution will provide an official academic transcript that will show the student's results. It is important that

students request this academic transcript before departing the host institution, as Australian Privacy laws may prevent the CQUniversity requesting the transcript on the student's behalf. The grades granted by the host institution will count towards the student's GPA and will be recorded on the student's CQUniversity academic transcript. Failure of units at the host institution will be treated as failures in the student's CQUniversity grades. Students are liable for fees and if applicable may be required to refund part or all scholarship funds awarded if units have not been successfully completed.

- 6.36 CQUniversity students who have completed units other than those on their approved study plans during an Exchange or Study Abroad program or who have undertaken a Study Tour, may seek to have credit for units retrospectively approved, however, the University is not obliged to award credit in these cases.
- 6.37 Participants in Global Social Innovation and/or related eligible projects or programs may be able to use their credit towards attaining the CQUniversity Graduate Certificate in Social Innovation or relevant undergraduate and vocational courses.

### **During the CQUGlobal Outbound program**

- 6.38 CQUGlobal ISEP, Exchange and Study Abroad outbound program participants must complete the CQUGlobal Outbound Program - On Arrival Form – Confirmation of Participation/Enrolment and email it to the International Directorate at [cquglobal-out@cqu.edu.au](mailto:cquglobal-out@cqu.edu.au). For those who have been granted a scholarship, funds will be transferred to their nominated bank account only after receipt of the Outbound Program - On Arrival Form – Confirmation of Participation/Enrolment at the International Directorate. Funds may take up to two weeks to appear in the student's bank account. Students who are on a short-term outbound program will receive the funds in advance, but this may be in the form of a contribution to travel or accommodation costs paid directly to the supplier on the participant's behalf.
- 6.39 Students are expected to keep in regular contact with their home and the International Directorate, seek help when required, report any issues that arise which may affect their successful completion of the program or welfare while on an outbound program. Refer to the CQUGlobal Outbound Program Handbook for any matters while offshore.
- 6.40 Centrelink recipients usually continue to receive benefits during the outbound program, provided they have enrolled in a full time study load at CQUniversity, and have arranged for a letter from CQUniversity (International Directorate) to Centrelink confirming enrolment during the program.
- 6.41 Students on a CQUGlobal Outbound program are ambassadors of the University and are expected to behave in accordance with the University's policies and procedures and in-line with the student contract. The students are reminded that they are guests in the host country and with the host provider/partners so should endeavour to respect local customs, culture and rules, regulations and laws. Wherever possible they should reflect the University's values of:
- a) Engagement;
  - b) Leadership;
  - c) A 'can do' approach;
  - d) Openness; and
  - e) Inclusiveness.

Students who are deemed to be not meeting this expectation may at any time be excluded from the program/project and could be sent home early. This decision will be made by the Pro Vice-Chancellor (International & Social Innovation) in consultation with the partner or Program Leader. Students will be liable for additional travel costs and may be liable for other additional fees including an administration fee if outlined on the [fee schedule](#), by the International Directorate.

- 6.42 Students are encouraged to submit updates, photographs, and videos to social networking sites whilst on the outbound program, attend Study Abroad fairs or promotional days at the host institution, or negotiate alternative ways to promote the CQUGlobal programs while abroad.

## Program Completion

- 6.43 Students academic results will be recorded in the CQUniversity system. If students receive their transcript from the host institution personally, they should arrange for the original or a certified copy of the original to be sent to the International Directorate to arrange for the grades to be entered against their CQUniversity enrolment. Results may be withheld from the system until obligations to CQUniversity are finalised; these will be made clear for each program at the pre-departure briefing.
- 6.44 Once home, participants agree to represent CQUniversity in promoting CQUGlobal Outbound programs. This may include writing testimonials, providing photos and videos, uploading submissions to blogs or social networking pages, representing the University at fairs and exhibitions, and presenting to current and future CQUniversity students. The student level of participation will be negotiated with the International Directorate and/or School.
- 6.45 Students are encouraged to attend the Welcome Back function (usually held at our Rockhampton campus) and are required to complete an evaluation of their CQUGlobal Outbound experience through an online survey.

## 7 RESPONSIBILITIES

### Compliance, Monitoring and Review

- 7.1 The International Directorate promotes and manages the CQUGlobal inbound and outbound programs and will monitor participating students. The International Directorate is responsible for all processes while the student is off-shore. International Directorate staff are also responsible for the institution to institution/organisation relationships, for promotion to students, and for overall management of the program. The International Director is responsible for compliance with these procedures. Student enrolments will be monitored by system reports, and outbound students may be required to talk to staff and students about their experience on their return.
- 7.2 Student Experience Directorate staff provide program advice and evaluation of appropriate units and activities while on a CQUGlobal Outbound Program.
- 7.3 Teaching and Academic staff have an important role in making students aware of the potential value of undertaking an international experience and will be encouraged to actively promote participation whenever appropriate in the classroom.
- 7.4 Heads of Program and/or Course coordinators should affirm with the Program Advisors that the intended unit(s) meet the required level for the learning outcomes intended to contribute towards the program/course credit and fulfils the requirements of a professional association that has accredited the award for professional practice post-award.
- 7.5 The student is responsible for preparation according to these procedures, gaining all required approvals, keeping their enrolment current, applying for credit for their studies, and for representing CQUniversity as agreed.
- 7.6 Outbound students are required to comply with the University's travel procedure and as such should register with the Australian Government Travel Advisory service provided through DFAT (the Department of Foreign Affairs & Trade), [www.smartraveller.gov.au/](http://www.smartraveller.gov.au/), and monitor the situation in the host country both prior to and during the outbound program. Students participating in an outbound program are subject to the rules and regulations of both CQUniversity and the host institution or organisation. Students are also subject to the laws of the country where the outbound student mobility program is undertaken and must abide by the terms and conditions of the relevant visa while in that country.

### Reporting

- 7.7 The International Director reports numbers to internal and external bodies on an annual basis in-line with sector benchmarking exercises and the University Plan reporting time-frames.

## Records Management

7.8 All records relevant to this document are to be maintained in a recognised University recordkeeping system.

## 8 DEFINITIONS

**CQUGlobal** – The unit within the International Directorate that manages all of the University's inbound and outbound student mobility

**Outbound Exchange program** – Individual students enrol and study at a partner (host) institution under an agreement for a period of 1 or 2 terms and study units.

**ISEP Exchange program** – Individual students enrol at another ISEP partner (host) institution for a period of 1 or 2 terms and study units.

**Outbound Short-term and Study Tour program** – Students undertake an international experience of study, work, or a blend for 2-5 weeks (Study Tours are groups led by CQUniversity staff).

**Global Social Innovation project** – Students undertake internships, volunteering, projects or study, for 2 weeks to a term that result in social innovation outcomes for a community overseas.

**International Work, placement & volunteering scheme** – Individual students undertaking an overseas internship, placement or volunteering experience including placements through Omprakash.

**Global Voices Scholars** – Individual students engage with policy and policy makers at international forums and summits through the Global Voices project; <http://www.globalvoices.org.au/>.

**Outbound Study Abroad** – Individual students enrol at an institution overseas where they will pay for their studies and undertake units of study for 1 or 2 terms or through a short course.

## 9 RELATED LEGISLATION AND DOCUMENTS

### Related Policy Document Suite

CQUGlobal Outbound Short-term Program Application Form

CQUGlobal Outbound Long-term Program Application Form (Term/Year-long)

CQUGlobal Outbound Program Reference Pro Forma

CQUGlobal Outbound Program Study Plan

CQUGlobal Outbound Program Acceptance Agreement (includes individual risk assessment)

CQUGlobal Outbound Program Centrelink Letter Request Form

CQUGlobal Outbound Program Bank Details Form

CQUGlobal Outbound Program Arrival Form: Confirmation of Participation/Enrolment

CQUGlobal Outbound Program Experience Survey

CQUGlobal Outbound Program Handbook Outbound

[Student Feedback - Compliments and Complaints Policy and Procedure](#)

[Travel Policy & Procedure](#)

[OS-Help Policy & Procedure](#)

[Insurance policy](#)

[Cotutelle Agreements Policy](#)

[Risk Management Frameworks & Guidelines](#)

*Note, where possible forms will be migrated to an online platform and may not exist in a hard copy beyond 2016.*

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellors Advisory Committee
Administrator	International Director
Next Review Date	16/03/2019

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 13/03/2012
Amendment Authority and Date	Vice-Chancellor and President 16/03/2016. <i>This document was previously known as the Outbound Student Mobility Procedures.</i>