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1 PURPOSE

- 1.1 The CQUGlobal Outbound Programs provide opportunities for CQUniversity students to undertake an overseas experience as part of their studies. Student mobility programs have a key role in developing strategic partnerships with overseas providers and enabling students to develop global capability and employability through participating in overseas study and/or practice-based learning.
- 1.2 This policy explains the requirements and administrative arrangements for CQUGlobal outbound student mobility programs.

2 SCOPE

- 2.1 This policy applies to CQUniversity employees and students administering or participating in a CQUGlobal Outbound Program.
- 2.2 This policy does not apply to:
 - students undertaking a non-award course, or
 - students wishing to undertake study at another Australian institution via cross institution study. Refer to the [Cross-Institutional Policy and Procedure](#).

3 POLICY STATEMENT

- 3.1 Student mobility is an important component of CQUniversity's commitment. Student mobility programs have a key role in developing strategic partnerships with overseas providers and enabling students to develop global capability and employability through participating in overseas study and/or practice-based learning.
- 3.2 The University encourages its students to complete an international study experience as a part of their degree program. The value that the University places on overseas opportunities and the resulting enrichment of the student's experience and knowledge is captured in the CQUniversity [Strategic Plan 2019-2023](#).
- 3.3 Increasing student participation in international mobility through CQUGlobal Outbound Programs are an integral part of the internationalisation of the student experience and is highlighted as a key performance indicator within the University [Strategic 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

industry and partner institutions which contribute to improved global rankings, greater internationalisation of the classroom environment, increased marketability domestically and internationally, improved retention, academic achievement and career outcomes of graduates.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The International Director and CQUGlobal Team are responsible for implementing, monitoring, reviewing and ensuring compliance with this policy.
- 4.2 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.
- 4.3 The International Director, is responsible for compliance with this procedure. 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.
- 4.4 Academic Pathway Team and heads of course provide program advice and evaluation of appropriate units and activities while on a CQUGlobal Outbound Program.
- 4.5 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.
- 4.6 Heads of course and/or course coordinators must affirm with the course 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.
- 4.7 Research higher degree students who have completed their Confirmation of Candidature may participate in outbound programs at any time, subject to maintaining satisfactory research progress and after receiving approval from the Dean, School of Graduate Research.
- 4.8 The Student is responsible for preparation according to this policy and the CQUGlobal Outbound Student Guideline, gaining all required approvals, keeping their enrolment current, applying for credit for their studies, and for representing CQUniversity as agreed.
- 4.9 Students who wish to undertake an experience, where it does not count towards credit, are eligible to apply to CQUGlobal. However, it is important to note, experiences of this nature may extend the duration of the students's course. Similarly, students who elect to undertake a CQUGlobal outbound experience during their final term of study may experience a delay to their final graduation and conferral dates.

Reporting

- 4.10 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

- 4.11 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.12 University records must be retained for the minimum periods specified in the University Sector Retention and Disposal Schedule on the [Queensland State Archives website](#).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Credit: the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning.

Defer: postpone an approved acceptance of place to the next round.

Exchange student: a student who participates in a CQUGlobal Outbound Program that has been formally agreed between CQUniversity and an overseas partner institution.

Global internships: overseas work experience placements that positively expose students, to their discipline in a professional context. Interns are usually expected to 'work' (normally unpaid) on-site on a negotiated project at a selected organisation.

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/>.

International student exchange program: a student mobility program that enables the exchange of students between CQUniversity and an overseas partner institution for one or two trimesters, or during the trimester break, for credit towards the award program in which they are enrolled at their home institution. Exchange can only take place when there is an active exchange agreement in place.

Outbound short-term and study tour program – Students undertake an international experience of study, work, or a blend for two-five weeks (Study tours are groups usually led by CQUniversity employees).

Placements: any form of clinical experience in a health profession that does not form part of an approved program of study and where the person does not hold in-country registration in the health profession in which the clinical training is being undertaken. This might apply, for example, when an overseas student arranges a clinical placement as part of the course requirements set out by the education provider in their home country.

Short courses: An outbound short-term study abroad program where fees are paid by the student to a Host Institution. For the purpose of student mobility a short-term study period is defined as being less than 12 weeks in duration.

Student mobility: Any program coordinated, or otherwise supported, by CQUGlobal that involves students undertaking an overseas experience and, if they are an international student, also outside of their home country.

Study abroad: A study program where a student studies at an overseas institution for a fixed period, for credit towards the award program in which they are enrolled at their home institution. Study abroad is non-award and involves the payment of tuition fees to the overseas Host Institution.

School led programs/study tours: a credit-bearing course that is created, and led, by an academic employee and takes place primarily in another country. These opportunities are generally short term in nature and may or may not involve another institutional partner/s participating in the delivery of the program.

Third-party provider: an organisation that acts to recruit students to participate in overseas student mobility programs. It may be a college, university, not-for-profit organisation, for-profit business or a consortium. These third parties normally make enrolment arrangements and may also arrange travel and accommodation for a fee or commission.

Volunteering: Programs that enable students to offer their skills and expertise on projects or activities with a community organisation on a non-paid basis.

6 RELATED LEGISLATION AND DOCUMENTS

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

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#) (Cwlth)

[Travel Policy and Procedure \(FMPM\)](#)

[OS-HELP Policy and Procedure](#)

[Insurance Policy \(FMPM\)](#)

[Risk Management Policy and Procedure \(FMPM\)](#)

7 FEEDBACK

7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	International Director
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Notes	This document was formerly known as the Outbound Student Mobility Procedure (13/03/2012) and the CQUGlobal Outbound Programs Policy and Procedure (16/03/2016).