

CQUGLOBAL OUTBOUND PROGRAMS PROCEDURE



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1 PURPOSE

- 1.1 The CQUGlobal Outbound Programs provide opportunities for CQUniversity students to undertake part of their studies in a different country.
- 1.2 This procedure outlines how the CQUGlobal Outbound Programs will be managed and administered.

2 SCOPE

- 2.1 This procedure applies to CQUniversity employees and students administering or participating in a CQUGlobal Outbound Program.
- 2.2 This procedure 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 PROCEDURE

Eligibility

3.1 To participate in a CQUGlobal Outbound Program, students must meet the following requirements:

- vocational education and training (VET) students must have completed at least six months in their current CQUniversity course. Students on courses shorter than six months will be considered on a case-by-case basis by the CQUGlobal and International Projects Manager and the Dean of School.
- undergraduate students must have successfully completed at least two units (12 credit points) in their current CQUniversity course at least four weeks earlier. Participation in an outbound program, where successful completion of two units was received within the last four weeks, will be at the discretion of the CQUGlobal and International Projects Manager and the Dean of School:
 - applications may be made prior to the completion of two units
 - some programs or host institutions may require additional eligibility criteria at the point of application.
- postgraduate coursework students who have completed two units may participate in outbound programs at any time during their enrolment subject to Head of Course approval.
- 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.
- minimum Grade Point Average (GPA) for CQUGlobal Outbound Programs is a grade of 4.0, equivalent to a Pass. Special approval may be requested for students with a lower GPA subject to the individual program and the student's ability to demonstrate the value, benefit and why they will succeed on an overseas program.
- students must have sufficient flexibility within their course to accommodate the outbound program as determined by CQUGlobal Team, with advice from Course Advisors.
- students must have the program and associated study plan approved by their CQUniversity Head of Course. Following Head of Course approval, students are responsible for contacting the Academic Pathways Team (Credit Team) to confirm academic credit approval and ensuring this has been applied to their course study plan.
- students must satisfy any entry requirements of the host institution or organisation and the host country. This may include language requirements, grade or grade point average equivalencies, age requirements, additional selection criteria, etc.
- students can demonstrate through their application that they are likely to be a good ambassador for the University.
- students must meet any other requirements stipulated by an individual academic element of the University or host institution/provider, which may include evidence of a student's language competence.
- students must have sufficient time left in their program to complete a CQUGlobal Outbound Program.
- students with any Negative Service Indicators (NSI) on their student account will not be eligible to participate in a CQUGlobal Outbound Program until the NSI is cleared.

International students

3.2 In addition to the above requirements, international students must:

- must hold a current and valid Australian visa and the CQUGlobal Outbound destination country visa with sufficient duration or be able to demonstrate they can successfully be granted a visa for that country. CQUniversity is not responsible for the final destination country student visa decision
- not undertake an exchange program in their home country and
- agree to abide by any condition of their Australian student visa or Department of Home Affairs regulation covering international students undertaking an approved exchange.

- 3.3 International students are not eligible for Australian government financial support for outbound exchange programs.

How to apply

- 3.4 Students can contact the CQUGlobal Team at cquglobal-out@cqu.edu.au for application forms for their preferred program.
- 3.5 Completed application forms, including all supporting documentation and approvals, should be submitted to the CQUGlobal Team by the required deadlines. Late applications will not be accepted.
- 3.6 Students wishing to apply for the Study Abroad Outbound Program will need to apply to the institution directly. The CQUGlobal Team can assist with preparing and find sources of information, but does not facilitate the application process for this program.

Selection process

- 3.7 Student selection for a CQUGlobal Outbound Program will be based on evaluation of the applicant's suitability to participate in the Program and to represent CQUniversity overseas. Factors taken into account when assessing applications may include:
- a motivation essay
 - preparedness for an international experience
 - academic GPA
 - cultural sensitivity
 - language skills, and
 - the ability to represent CQUniversity professionally and in the role of a student ambassador for the CQUGlobal Outbound Program on return to Australia.
- 3.8 CQUGlobal Outbound students participating in semester exchange may extend their program up to a maximum of two terms, subject to permission from the CQUGlobal Team, the relevant CQUniversity Head of Course and the host institution. It is the responsibility of the student to seek permission in writing.
- 3.9 In the instances of high subscription for individual CQUGlobal Outbound Programs, once CQUGlobal has assessed eligibility, students may be invited to attend a panel interview, or to participate in a telephone interview, depending on their location and program.
- 3.10 Students who are not selected for their first preference program or host institution, will be nominated for their second and third preferences. If they are still unsuccessful, they will be offered the opportunity to apply for other host institutions or projects.
- 3.11 Students selected to join a program will be provided with further information to progress the application either at the host institution, third party provider or program leader. If a place is not available in the preferred program or at the nominated host institution, students may have the opportunity to apply to another program or institution.
- 3.12 The following timelines will apply after CQUniversity's application submission deadline, with the exception of CQUGlobal Outbound Study Abroad and Global Voices applicants who will be subject to the third-party's process:
- notification of receipt of application – one to two working days
 - invitation to interview subject to program requirements – one to two weeks after application deadline
 - notification of provisional acceptance or otherwise into CQUGlobal Outbound Program including notification of funding eligibility (if applicable). 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

- 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 CQUGlobal Team will advise students of requirements. Requirements usually include:
 - passport copy
 - health check/certification
 - bank statements to show proof of sufficient funds
 - official CQUniversity academic transcripts
 - curriculum vitae (CV)
 - accommodation deposit (credit card authorisation), and
 - colour picture of applicant (passport size photo).
 - receive acceptance/rejection from host institution/third-party provider as applicable – timelines will vary at each individual host institution or provider
 - acceptance of offer - within two weeks of date of offer. This may also include acceptance of any CQUniversity funding offer.
 - issued with pre-departure information by CQUGlobal – 60 days prior to departure.
- 3.13 In the event a host institution is unable to accommodate or manage a student with special needs through the host institution's processes of special consideration/support or extenuating circumstances, the CQUGlobal Team will review the student's program and host institution, ensuring adequate support can be provided to facilitate a successful outbound experience for students. Where an acceptable level of support can not be provided to the student with prior declaration or presentation of a medical certificate, the CQUGlobal Team on advice of the University Counselling Team, may cancel or rearrange the student's placement.
- 3.14 On advice from the CQUGlobal Team, Deans of School, the Director, Student Experience, International Director or CQUGlobal and International Projects Manager may:
- disqualify a student from applying for a CQUGlobal 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.
- 3.15 Appeals can be made in writing to the International Director in writing.

Vetting programs and risk management requirements

- 3.16 The CQUGlobal Team reserves the right to not support student participation in a program offered by another element within the University, an overseas institution, or by a third-party, if it becomes evident that adequate arrangements have not been made to protect a student's health, safety and well-being while overseas.
- 3.17 Where there is a likelihood of consequences arising from an employee or student participating in an overseas program, the CQUGlobal and International Projects Manager must identify the concern as a risk to the International Director so that it can be managed operationally in accordance with the health and safety and risk management policies and processes established by the University.
- 3.18 Under these circumstances, the CQUGlobal Team reserves the right to withhold access to the University's travel insurance and to vet programs, particularly with regard to the planned activities, intended local transport, accommodation, communication networks, fees, refund policies, student support services and procedures for managing emergency situations, and any other relevant safeguards required in accordance with any other risk identification and assessment processes established by the University. Such decisions will be based on instruction from the International Director and will also take into account:
- **Travel warnings:** Students participating in a program offered and/or supported by CQUGlobal, must check the [Department of Foreign Affairs and Trade website](#) for any warnings that apply to their intended destinations. Advice contained in these warnings must also be followed. CQUGlobal will not offer programs and/or support travel by students, and any accompanying employees, to areas under current Department of Foreign Affairs and Trade (DFAT) warnings, 'Do not travel' or 'Reconsider your need to travel', or if

insurance cover is not available. Special approval can be requested from the Senior Deputy Vice-Chancellor (International and Services) who will consult with the Provost.

- **International SOS:** The University subscribes to the services of International SOS (ISOS), a global provider of medical assistance, international health care and security services whilst overseas. Int'l SOS provides specific information about destinations prior to travel, including medical and security risks and how to stay safe and well while travelling and staying overseas. International SOS provides assistance 24 hours a day, 7 days a week. Students and employees participating in an outbound overseas program approved and/or supported by CQUGlobal, must have their travel plans loaded onto the International SOS Travel Tracker system, or registered on the International SOS personal travel locator MyTrips. Students and employees must also carry with them, at all times, an International SOS membership card, or a copy of the membership card which can be downloaded from the University's membership pages on the International SOS website. Identification of the individuals travel details on the International SOS Travel Tracker system (actioned by TravelCrew), or within MyTrips is required by CQUGlobal prior to departure. Where a student's travel details cannot be identified on the International SOS Travel Tracker system or within My Trips, CQUGlobal reserves the right to not support student participation in the program. It is the recommendation of CQUGlobal for all students and employees to install the ISOS mobile application on their advice prior to departure to keep up to date on current in country activities and for immediate assistance in the event of an emergency.
- **Travel suppliers:** The University has established preferred supplier arrangements with selected third party providers for the provision of in-country arrangements (accommodation, ground transport, placements). Employees organising student travel as a part of a CQUGlobal Outbound program must comply with these arrangements. Where an employee does not comply with this obligation the CQUGlobal Team reserves the right to not support student participation in the program.

Deferral

- 3.19 Students may apply to defer their exchange place for one term under extenuating circumstances, including:
- illness
 - accident
 - temporary disability
 - bereavement, or
 - other compassionate circumstances.
- 3.20 An application, along with all appropriate supporting documentation, to defer an exchange place should be submitted in writing to the CQUGlobal Team who will seek advice and permission from the relevant head of course and the host institution. The CQUGlobal Team may approve an additional one trimester deferral period beyond the initial deferral period, with the agreement of the program director and the host institution.
- 3.21 Students who request to defer their application for reasons other than those accepted as extenuating circumstances may not reapply for a CQUGlobal Outbound Program in the next consecutive application round.

Withdrawal or cancellation

- 3.22 Students participating in a CQUGlobal Outbound Program may withdraw or cancel their participation under extenuating circumstances, including:
- illness
 - accident
 - temporary disability
 - bereavement
 - change in the Department of Foreign Affairs and Trade Smart Traveller advice for the host country (advice changed to Do Not Travel or Reconsider your Need to Travel), and
 - other compassionate circumstances.

- 3.23 It is the student's responsibility to provide appropriate supporting documentation to the CQUGlobal International Projects Manager outlining their reasons for seeking to withdraw or cancel from the exchange program.
- 3.24 Students who are accepted into a CQUGlobal Outbound Program, but then later withdraw or cancel, will be subject to the policies and procedures of the University, host institution and/or third-party provider. The CQUGlobal Team will provide assistance to students to navigate these policies and procedures.
- 3.25 Students who accepted a place on a CQUGlobal Outbound Program, but withdrew less than 12 weeks before the commencement date will be subject to the third-party's policies and are liable for any cancellation fees incurred, including full-payment of any program fees outstanding if cancellation was outside of the final commitment date for the program.
- 3.26 Students who withdraw or cancel within four weeks from departure will not be permitted to re-apply to the same CQUGlobal Outbound Program. However, students may re-apply for other CQUGlobal Outbound Programs if they are unable to proceed with their original program at the scheduled time.
- 3.27 Students who withdraw for reasons other than those accepted as extenuating circumstances (section 3.28) may not reapply for an outbound program, in the next consecutive application round.
- 3.28 Students withdrawing from a Global Internship 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.
- 3.29 Students who fail to respond to reasonable and repeated (three or more) attempts by the CQUGlobal Team to request information about their intentions for their Outbound Program, may have their participation in the program cancelled. If this occurs, the student cannot apply again in the next consecutive application round.
- 3.30 When students fail to provide information relevant to the CQUGlobal Outbound Program, as requested by the CQUGlobal Team, during the preparation or process of submitting an application, or while they are participating in an overseas program, they are at risk of their application not being approved or their participation being cancelled. Any future applications to participate in a University supported overseas program may also not be approved. In all cases it is the student's responsibility to provide relevant information as requested by the CQUGlobal Team in a timely fashion. If not, and in such circumstances, the CQUGlobal and International Projects Manager or Director International may:
- disqualify a student from participating in an overseas program on the grounds that they would not be a good ambassador for the University, or
 - cancel a student's participation in a program at any time prior to, or during the placement.

Extenuating circumstances

- 3.31 Extenuating circumstances are defined as any event that is:
- unavoidable and unforeseen. These may include but are not limited to: serious illness or injury, accident or temporary disability (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) and other compassionate circumstances.
 - 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 International SOS, and
 - not primarily the fault of a student (i.e. not resulting from the student's discretion or choice).
- 3.32 Students claiming extenuating circumstances must provide appropriate supporting documentation to the CQUGlobal Team.
- 3.33 The CQUGlobal Team 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, and

- a notice of visa rejection or delay by the host country authorities.
- 3.34 Students are expected to plan their Outbound Program well in advance. Reasons that will not be considered extenuating circumstances include:
- 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, or
 - choosing to participate in an alternative Outbound Program that coincides with the Exchange period for which they have applied.
 - for all CQUGlobal Outbound Programs:
 - 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 Outbound Program.

Enrolment and credit transfer

- 3.35 CQUGlobal Outbound Programs, where the student is enrolled at CQUniversity, and pays fees to CQUniversity, are considered by the University as CQUniversity students. When students are selecting courses for the purpose of seeking pre-approved credit for CQUniversity studies, they must consider the compatibility of the courses offered at the designated host institution to their CQUniversity degree program, and also seek approval to enrol in those courses at the overseas institution from head of course. Credit will not be granted for:
- courses completed but not pre-approved, or
 - courses completed, but not assessed as a pass, in accordance with the [Credit for Prior Learning in Higher Education Policy and Procedure](#).
- 3.36 For other CQUGlobal Outbound Programs, where credit must be pre-approved for non-CQUniversity studies, the maximum amount of studies allowed to be completed outside the student's CQUniversity course must be considered by the student's program director, who is responsible for ensuring that such studies can be credited towards the CQUniversity student's program of study, in accordance with CQUniversity [Credit for Prior Learning in Higher Education Policy and Procedure](#), degree requirements and course learning outcomes.
- 3.37 Students wishing to apply for credit after the completion of an overseas program, without pre-approved credit, are not covered by this policy and procedure and should refer to the [Credit for Prior Learning in Higher Education Policy and Procedure](#) and [Cross-Institutional Study Policy and Procedure](#).
- 3.38 Before going overseas on the Outbound Exchange Program, the CQUGlobal team will manage enrolment requirements for students who will be gaining credit for this program.
- Exchange students must remain enrolled at CQUniversity during their Exchange Program
 - Study Abroad students must take an approved leave of absence from their CQUniversity studies for the duration of their Study Abroad program, and
 - 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.
- 3.39 Students must check with the CQUGlobal team before departure and census date for the given term to ensure 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). Students will be enrolled in Exchange Program units. Students should not change their enrolment online without consultation with the CQUGlobal team. Students must continue to observe CQUniversity dates for enrolments and changes to enrolments, even while overseas.

- 3.40 Where students are on a CQUGlobal Outbound Exchange or Study Abroad 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. Students must 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.
- 3.41 Grades granted by a host institution will be converted into CQUniversity grades by the relevant head of course, and count towards the student's GPA and will be recorded on the student's CQUniversity academic transcript. Failure of units at a host institution will be treated as failures in the student's CQUniversity grades. Students are liable for fees and may be required to refund part or all scholarship funds awarded if units have not been successfully completed.
- 3.42 Students approved to study core units at a host institution, will have their exchange enrolment removed from their CQUniversity transcript and replaced with the approved core units' codes on receipt of their host institution transcript.
- 3.43 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.
- 3.44 A student's course may be extended, or final graduation and conferral dates delayed where a student is participating in a CQUGlobal Outbound Program:
- where it does not count towards credit, or
 - during their final term of study.

Travel

- 3.45 The University considers the safety and well-being of participants undertaking an overseas experience to be of primary concern. While personal safety and risk assessment is ultimately the student's responsibility, all students selected to participate in the student exchange program, or other types of overseas student mobility that are supported by the CQUGlobal Team, are eligible for coverage under the University's [Travel Policy and Procedure \(FMPM\)](#). The conditions and details of the policy and procedure, including insurance provisions, will be provided to students and employee by the CQUGlobal Team.
- 3.46 All CQUGlobal Outbound Program participants must comply with guidelines and requirements for passports, visas and international travel including approval processes, as outlined in the University's [Travel Policy and Procedure \(FMPM\)](#). It is the individual's responsibility to obtain the appropriate visa/s for the duration of their program from the relevant consulate/immigration service.

Travel booking process

- 3.47 Students and employees participating in CQUniversity School 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.
- 3.48 For all other programs including independent program participation and New Colombo Plan scholar awardees, students are responsible for booking their travel and are not restricted to booking through Travel Crew. All itineraries must be sent to the CQUGlobal Team for recording in the University's Financial Management System, FinanceOne.
- 3.49 As part of the travel booking process, students are required to provide their overseas contact details and emergency contact details in Australia.
- 3.50 CQUniversity students and employees participating in a CQUGlobal Outbound Program including New Colombo Plan Scholars must register their travel arrangements with the Department of Foreign Affairs and Trade [Smart Traveller](#) and [International SOS](#). This process will be done automatically for travel booked through Travel Crew. All participating students are required to install the ISOS mobile application prior to departure.

- 3.51 Travel insurance and CQUniversity enrolment will be confirmed by the CQUGlobal Team.
- 3.52 Students and employees must obtain appropriate overseas travel insurance to cover any personal/private travel days prior or post the program commencement and conclusion, and during a pre-approved program including travel to cities or alternate destinations on incidental days such as weekends where nil prearranged activity has been specified. Students must obtain approval for any additional pre and post program travel and provide a copy of the overseas travel policy to the CQUGlobal Team to ensure compliance with the [Travel Policy and Procedure \(FMPM\)](#).

Pre-departure training

- 3.53 All CQUGlobal Outbound Program participants must successfully complete a compulsory online pre-departure training module designed by the CQUGlobal Team. At the discretion of the CQUGlobal Team, pre-departure materials may be provided in lieu of face-to-face or online briefing.
- 3.54 Where an overseas program is being offered and managed by an academic element, the person responsible for organising the group travel must also arrange for the students to attend a pre-departure session online or face to face, or if more suitable their academic school/department/third party provider, and undertake considerable measures to assess and plan for any likely health and safety risks associated with the travel and location. This includes ensuring that the planned activities have been approved by the relevant Dean of School, as well as consider the Smart Traveller, International SOS travel warnings are safe and appropriate to the location.
- 3.55 Employees participating in a CQUGlobal Outbound Program in a leadership or supervisory capacity must successfully complete compulsory School-led pre-departure training provided by the CQUGlobal Team. Further information and support for employees leading or supervising an academic program overseas is available in the [CQUGlobal Staff Toolkit](#).

During the program

- 3.56 Students who have been granted a scholarship or grant for an Outbound Exchange Program, will have the funds transferred to their nominated bank account on receipt of the Outbound Program - On Arrival Form – Confirmation of Participation/Enrolment by the CQUGlobal Team. 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.
- 3.57 Students must keep in regular contact with their home and the CQUGlobal team to report any issues that arise which may affect their successful completion of the program or welfare while on an outbound program.
- 3.58 Centrelink recipients usually continue to receive benefits during an outbound program, provided they have enrolled in a full time study load at CQUniversity, and have requested a letter from CQUniversity (from the CQUGlobal Team) to Centrelink confirming enrolment during the program.
- 3.59 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.
- 3.60 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 Senior Deputy Vice-Chancellor (International and Services), in consultation with the host institution 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](#). The CQUGlobal Team will liaise with the student of any outstanding costs.
- 3.61 As a condition of participation on a CQUGlobal outbound program, students must:
- attend study abroad fairs and promote CQUniversity

- provide testimonials
- contribute to social media posts about their experience via facebook or instagram during their program (adhering to CQUniversity Social Media Submissions Pack) , and
- participate in marketing and promotional activities on their return to the University, upon request.

Program completion

- 3.62 Students' academic results will be recorded in the CQUniversity system upon receipt of an original or certified copy of the official academic transcript from the student's host institution. 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 CQUGlobal team 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.
- 3.63 Returning students are required to complete an evaluation of their CQUGlobal Outbound Program experience through an online survey.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The International Directorate promotes and manages the CQUGlobal Outbound Programs. The International Directorate is responsible for:
- all processes while the student is off-shore
 - the institution to institution/organisation relationships
 - promotion to students
 - ensuring student enrolments are monitored by system reports, and
 - liaising with students and employees about their experience on their return.
- 4.2 The Academic Pathway Team and heads of course provide program advice and evaluation of appropriate units and activities while on a CQUGlobal Outbound Program.
- 4.3 Teaching and academic employees 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.
- 4.4 Heads of course and/or course coordinators must affirm with course advisors that the intended unit/s meet the required level for the learning outcomes intended to contribute towards the course credit and fulfils the requirements of a professional association that has accredited the award for professional practice post-award.
- 4.5 Students are responsible for:
- preparing for a Program according to this policy and procedure and the [Travel Policy and Procedure \(FMPPM\)](#)
 - gaining all required approvals
 - keeping their enrolment current
 - applying for credit for their studies
 - for representing CQUniversity, and
 - abiding by the terms and conditions of the relevant visa while in that country.

Reporting

- 4.6 No additional reporting is required.

Records management

- 4.7 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.
- 4.8 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

Ambassador: students engaged in or undertaking a CQUGlobal Outbound Program are expected to comply with the expectations outlined in the University [Student Charter](#). In this context, this refers to a student being able to represent the University appropriately and not bring it into disrepute by academic misconduct or consistent discourteous, aggressive, racist or otherwise inappropriate behaviour to employees and students, or ongoing failure to follow reasonable instructions in relation to the overseas study.

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 agreement: a formal partnership between CQUniversity and an overseas institution. The agreement is based on principles of equity and reciprocal benefit.

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/>.

Host institution: where a student is accepted for a program of study.

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.

Research practicums: Opportunities for students to advance their research knowledge in an overseas setting as a part of their CQUniversity degree. These opportunities are generally short term in nature and may or may not involve an institutional partner participating in the delivery of research experience.

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

[CQUGlobal Outbound Programs Policy](#)

[CQUGlobal Staff Toolkit](#)

[Credit for Prior Learning in Higher Education Policy and Procedure](#)

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

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

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

[OS-HELP Policy and Procedure](#)

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

[Strategic Plan 2019-2023](#)

[Student Charter](#)

[Travel 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
Next Review Date	2/10/2022

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 2/10/2019
Amendment Authority and Date	
Notes	This document was previously combined with the CQU Global Outbound Programs Policy (16/03/2016).