

Griffith Global Mobility Policy

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Description	This policy defines outbound and inbound global student mobility at Griffith University. It outlines eligibility and selection criteria and the application, assessment and risk management processes that apply to students undertaking a University-supported global mobility program.

Related documents

[Student Administration Policy](#)

[Griffith Graduate Attributes Statement](#)

[Student Charter](#)

[Short Term Program and Study Abroad Registration Form](#)

[Credit for Prior Learning Policy](#)

[Credit for Prior Learning Application](#)

[Role Statement Program Director](#)

[Role Statement Honours Program Director](#)

[Higher Degree Research Policy](#)

[Code of Practice for the Supervision of Higher Degree Research Candidates](#)

[Structure and Requirements of Qualifications Awarded by Griffith University](#)

[Student Complaints Policy](#)

[Student Review and Appeals Policy](#)

[Student Review and Appeals Procedures](#)

[Student Misconduct Policy](#)

[Review of Decision Form](#)

[Fees and Charges Policy](#)

[Financial Management Practice Manual - Travel Procedures](#)

[Financial Management Practice Manual - Insurance Procedures](#)

[International SOS Employee Travel Assistance Program](#)

[OS-HELP Policy](#)

[OS-HELP Procedures](#)

[OS-HELP Application](#)

[International Experience Incentive Scheme \(IEIS\) Policy](#)

[International Experience Incentive Scheme Travel Grant Operational Guidelines](#)

[Gifts and Benefits Policy](#)

[Travel Policy](#)

[Health and Safety Policy](#)

[Reporting and Recording Procedures for Incidents, Injuries, Dangerous Incidents Reporting, Hazards and Near Misses](#)

[GSafe Incident Reporting](#)

[Emergency Management Plan](#)

[Risk Management Policy](#)

[Risk Management Framework](#)

[Department of Foreign Affairs and Trade \(travel warnings\)](#)

[Smart Traveller Website](#)

[Direction No 53 - Assessing the Genuine Temporary Entrant Criterion for Student Visa Applications](#)

[Work Health and Safety Act 2011](#)

[Work Health and Safety Regulation 2011](#)

[\[Introduction\]](#) [\[Purpose and Objectives\]](#) [\[Scope\]](#) [\[General Arrangements for Student Mobility Programs\]](#) [\[Selection Criteria and Conditions\]](#) [\[Review and/or Appeal of a Decision\]](#) [\[Passports and Visas for all Global Mobility Programs\]](#) [\[Ambassadorship\]](#) [\[Credit for Prior Learning\]](#) [\[Withdrawal, Deferral or Cancellations\]](#) [\[Risk Management\]](#) [\[Definitions\]](#)

1. INTRODUCTION

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 University's strategic plans, including, the Griffith Graduate Statement, the Strategic Plan (2013–2017), the Academic Plan (2013-2017), and the Internationalisation Strategy (2013-2017).

The University's international student mobility program commenced with its student exchange program in the early 1980's. Since then, the program has evolved into an extensive global partner network involving over 200 universities in almost every continent. In addition, there has been a significant shift in the types of experiences that are being sought by students, and offered by institutions and organisations. These include volunteering, global internships, short courses, study tours, placements and research practicums. International experiences such as these are referred to as outbound student mobility.

Global mobility at the University also includes the exchange and study abroad programs for non-award international students. International experiences such as these are referred to as inbound student mobility.

2. PURPOSE AND OBJECTIVES

This policy defines global student mobility at the University with a principal focus on student exchange and inbound study abroad. It also defines the conditions under which Griffith Global Mobility will support student participation in other types of overseas experiences offered by an element within the University, an overseas institution, and/or by a third party provider.

This policy defines the conditions of the University's Corporate Travel Policy as they apply to the management of risk to students undertaking outbound mobility experiences. Under these conditions, Griffith International has the right to vet outbound mobility programs and to prevent or cancel student participation, or to withhold access to the University's corporate travel insurance, if it becomes evident to Griffith International that adequate arrangements have not been made to protect a student's health, safety and well-being while undertaking the mobility program.

This policy defines the permissions that third party providers are required to obtain from Griffith Global Mobility when they seek to undertake promotional activities on the University's campuses.

3. SCOPE

This policy applies to

- the University's undergraduate, postgraduate and higher degree research (HDR) students wishing to participate in an outbound student exchange program, or receive support from Griffith Global

Mobility to participate in any other type of overseas program that is offered by another element within the University, an overseas institution or by a third-party provider.

- non-award international students coming to study at Griffith as a part of the University's inbound exchange or study abroad program, with the exception of research study abroad which is managed by the Griffith Graduate Research School. Non-award students coming to Griffith to participate in research should refer to the University's *Higher Degree Research Policy*.

Griffith Global Mobility is responsible for supporting students undertaking a mobility program through the provision of access to pre-departure materials and briefings, the University's corporate travel insurance, travel and medical assistance services provided through International SOS, and to the International Experience Incentive Scheme (IEIS) Travel Grants and/or other scholarships, travel grants and loans that are facilitated by Griffith Global Mobility.

Griffith Global Mobility 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 is evident that adequate arrangements have not been made to protect a student's health, safety and well-being while overseas. In such instances, Griffith Global Mobility will withhold access to the University's corporate travel insurance and vet programs in accordance with the risk management framework stipulated within this policy ([section 11.0](#)). Failure to comply with providing information requested by Griffith Global Mobility in this vetting process will result in the immediate cessation of all program promotion within the University community, including the Global Mobility website, by Griffith Global Mobility.

This policy does not apply to students wishing to undertake study at another Australian institution. Students seeking to undertake study at another Australian institution should refer to the *Credit for Prior Learning Policy* and *Cross-institutional Study Procedure*.

4. GENERAL ARRANGEMENTS FOR STUDENT MOBILITY PROGRAMS

4.1 *Outbound student mobility*

4.1.1 **Student exchange**

The student exchange program enables students to study at an overseas partner institution for one or two trimesters, or during the trimester break, for credit towards a Griffith degree. Students study at the partner institution on the same fee basis as Griffith (refer *Fees and Charges Policy*). This program is managed by Griffith Global Mobility; with the exception of matters relating to credit approvals which are the responsibility of the relevant Program Director (see section 9 – Credit for Prior Learning).

The student exchange program is predicated on exchange agreements between the University and overseas institutions. Griffith International is responsible for managing the exchange agreements. Agreements are developed in consultation with Griffith International, Griffith Global Mobility, the relevant academic elements, and with the participating partner institution(s). [The Guide to International Institutional Agreements – Griffith University](#) provides help to members of the University in determining when a formal agreement is required with international institutional partners and to outline the processes involved in their formal development.

4.1.2 **Other types of student mobility**

Griffith Global Mobility may provide support to students participating in other types of outbound student mobility programs. Such programs include, but are not limited to, volunteering, global internships, short courses, study tours, placements, and research practicums. These programs are separate from the student exchange program and are offered by other elements of the University, overseas institutions or third-party providers.

The offering of gifts, gratuities, discounts, rebates and/or compensation to the University, or its staff, by a third-party provider must be consistent with, or not contravene, the University's *Gifts and Benefits Policy*. Admission of such matters must also be provided to Griffith Global Mobility for disclosure to the Vice President (Global). Third-party providers are not permitted to participate in on-campus promotional events unless approved by Griffith Global Mobility.

The collection, or refunding, of any associated program fees is the responsibility of the University element offering the program, and/or overseas institution or third-party provider, and the agreement of such arrangements is between student and the element or provider offering the program.

4.2 Inbound student mobility

4.2.1 Student exchange

The student exchange program also enables non-award international students from a partner institution to study at Griffith for one or two trimesters, for credit towards the degree program in which they are enrolled at their home institution. It allows students to study at Griffith on the same fee basis as at their home institution. Inbound exchange students, once admitted to the University, are subject to the policies of the University and have the same access to services as all students. Non-award international students who are not given a place under the exchange program at the University may use the study abroad program on a fee paying basis. Admission will be based on the standard admissions criteria (see section 5.2.2 Inbound Student Mobility - Selection Criteria).

4.2.2 Study abroad

The study abroad program enables non-award international students to study at the University for one or two trimesters, for credit towards the degree program in which they are enrolled at their home institution, and involves the payment of tuition fees to the University, in accordance with the University's *Fees and Charges Policy* (Schedule C: Fees for International Study Abroad Students). International students may apply directly to Griffith Global Mobility, through a study abroad partner university, or use the services of a Griffith University approved third-party provider to access the study abroad program. The Vice President (Global) is responsible for approving study abroad partner institution agreements and third-party provider agreements. Inbound study abroad students, once admitted to the University, are subject to the policies of the University and have the same access to services as all students.

5. SELECTION CRITERIA AND CONDITIONS

5.1 Outbound student mobility

5.1.1 Student exchange

To be eligible to apply to participate in the University's student exchange program, students must:

- Be enrolled in an award program at the University in the trimester of application;
- Have a minimum cumulative Program Grade Point Average (GPA) of 4.5 at the time of application;
- Have completed a minimum of 60 credit points of study towards a degree at the University by the time of departure, or 30 credit points in the case of postgraduate students, or 10 credit points for a short-term exchange (excluding credit transfer from an external institution);
- Have a study plan developed and approved by their Program Director;
- Meet any other requirements stipulated by an individual academic element of the University or the host institution/provider, which may include evidence of a student's language competence;
- Meet the additional criteria for selection for all outbound mobility programs (refer to [section 5.1.3](#)).

Students who have been awarded credit for studies outside their Griffith degree program for the equivalent of the full-time study periods indicated above will be required to wait until they have completed the same amount of study at the University before being admitted into the student exchange program. Students must normally be enrolled as a full time student at the time of application and remain enrolled at the University as a full time student for the duration of the overseas program. Students enrolled on a part-time basis will be considered, provided they meet the standard criteria as above.

Higher Degree Research (HDR) students are required to meet the criteria listed in 5.1.1, with the exception of the Program GPA requirement. HDR students are also required to seek the approval of their Principal Supervisor at the University, who will take into account the availability of suitable supervision and research facilities at the host institution to which the candidate is lodging an application. It is the responsibility of the HDR student to seek this information and secure the approval of his or her supervisor.

Where the number of eligible applicants for exchange at a partner institution exceeds the number of places available, students will be selected based on further selection criteria, comprising:

- Academic merit based on cumulative Program GPA over at least two consecutive trimesters;
- Whether the student has sufficient time left in their program to defer the exchange;
- Whether the student has previously accessed an exchange place;
- The degree to which Griffith Global Mobility considers the student likely to be a good ambassador for Griffith University;
- Other criteria of relevance to particular host institutions (such as language proficiency where the language of instruction is not English).

Griffith Global Mobility Advisors will consider students for their second or third preference institutions, when not selected for exchange at their first preference institution, and offer the chance to apply for exchange with other partner institutions where necessary and possible.

Outbound students participating in the student exchange program may extend their program up to a maximum of two trimesters, subject to permission from the Griffith Global Mobility Advisors, the relevant Program Director and the host institution. It is the responsibility of the student to seek permission in writing.

5.1.2 Other types of student mobility

Students seeking support from Griffith Global Mobility to participate in other types of overseas student mobility ([see section 4.1.2](#)) must:

- Be enrolled in an award program at Griffith in the trimester of application;
- Have a minimum cumulative Program GPA of 4.5 at the time of application;
- Have completed a minimum of 30 credit points of study towards a degree at Griffith University by the time of departure (excluding credit transferred from an external institution);
- Meet the additional criteria for selection for all outbound mobility programs (refer to section 5.1.3).

Students who have been awarded credit for studies outside their Griffith degree program for the equivalent of the study periods indicated above will be required to wait until they have completed the same amount of study at Griffith University before being approved to receive support from Griffith Global Mobility.

5.1.3 Additional criteria for selection

All Griffith students applying for an exchange program or for support to participate in other types of overseas student mobility will also be selected based on a statement of motivation which should indicate their seriousness of purpose, ability to take initiative, communication skills, social maturity and adaptability.

Students will also be selected on their ability to represent Griffith University while overseas as a good ambassador. This will be determined based on the strength of the student's academic references, disclosure of criminal history and in accordance with the Griffith University Student Charter.

Provision can be made for individual persons who may not meet the standard selection criteria and conditions but, on the basis of other considerations, may be selected as persons who have a high probability of success in university study and whose participation in the overseas program is considered to bring benefits to both the University and the applicant. In these cases

selection may be based on special criteria in addition to, in combination with, or in place of, standard criteria and conditions. Special criteria may include:

- Responses during an interview.
- Fitness for purpose.
- A character reference.
- Feedback from Course or Program Directors(s), and/or Student Success Advisors.

The details of the special criteria, whether the criteria is used in combination with, or in place of, standard criteria, and the way in which the criteria are used to select students, are decided by the Vice President (Global), who is responsible for the selection of applicants applying under the special criteria and conditions.

5.1.4 International students

International students are generally not approved to undertake an overseas experience in their home country. Special approval may be given on a case by case basis by the Vice President (Global). Special approval may be based on other considerations, such as participation in mobility programs that may provide increased access to employment opportunities in a student's country of origin.

Sponsored international students should also seek permission from the Financial Aid and Sponsorships office within Griffith International to confirm eligibility before applying to the exchange program, or for support to participate in other types of overseas student mobility. They should also investigate if a period of study overseas will impact their eligibility to apply for post-study work rights.

International students participating in the exchange program must continue to pay their trimester fees and any other associated costs to Griffith University (refer to the *Fees and Charges Policy*).

5.2 Inbound student mobility

5.2.1 Student exchange

Inbound exchange students must be nominated to Griffith Global Mobility by the home institution. It is the responsibility of the home institution to ensure that only eligible students are nominated and in accordance with the number of exchange places available at Griffith University. Griffith Global Mobility determines the number of exchange places available at Griffith University for inbound exchange students each trimester in consultation with partner institutions and in accordance with the relevant partnership agreement. Nomination by the home institution does not guarantee students' admission to the University.

Griffith Global Mobility Advisors are responsible for the assessment of an exchange student's application for admission and for making offers of admission on the basis of the Griffith International's English language entry requirements for exchange students and the following related standard admission criteria:

- Having an academic record equivalent to 4.5 on the University's 7 point scale;
- Students applying for postgraduate courses (levels 7000 and 8000) must have completed a course of study equivalent to an Australian Bachelor's degree in relevant disciplines;
- Be considered to be a genuine student (GS) based on Genuine Temporary Entrance (GTE) criteria as required by the Australian Department of Immigration and Border Protection (DIBP).

5.2.2 Study Abroad

Griffith Global Mobility Advisors are responsible for the assessment of a student's application for admission and for making offers of admission on the basis of the University's English language entry requirements and the following standard admission criteria:

- Have an academic record equivalent to 4.5 on the University's 7 point scale.
- Students applying for post-graduate courses (levels 7000 and 8000) must have completed a course of study equivalent to an Australian Bachelor's degree in relevant disciplines.
- Have a current valid passport.

- Meet the minimum age requirement of 18 years.
 - Be considered to be a genuine student (GS) based on Genuine Temporary Entrance (GTE) criteria, as required by the Australian Department of Immigration and Border Protection (DIBP).
 - Secondary school certificates (applicable if applying direct from a high school).
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6. REVIEW AND/OR APPEAL OF A DECISION

The student has a right to apply for a review of a decision made by a Griffith Global Mobility Advisor concerning their application to participate in an outbound studies exchange program to the Manager, Griffith Global Mobility within 10 working days of notification of the decision. The application for review is to be made using the *Review of Decision Form* in accordance with the University's *Student Review and Appeals Policy* and the *Student Review and Appeals Procedures*. The Manager, Griffith Global Mobility will consider the review and provide the student with written advice on the outcome of the review within 20 working days of lodgement of the *Review of Decision form*.

If a student is dissatisfied with the outcome of the review, he or she may lodge an appeal within 10 working days of notification of the review outcome. This appeal must be in writing using a new *Review of Decision Form* requesting an appeal and be lodged with the Vice President (Global).

7. PASSPORTS AND VISAS FOR ALL GLOBAL MOBILITY PROGRAMS

It is the student's responsibility to obtain a passport or ensure that their current passport is valid prior to their departure for an overseas program. These arrangements should be for the duration of the program plus six months after their expected date of return to Australia or their home country. It is also the student's responsibility to obtain the appropriate visa/s for the duration of their program from the relevant consulate/immigration service. The University does not provide advice on visa and/or entry requirements for any country, including Australia.

Visa restrictions may apply in some host countries for international students participating in an outbound mobility program. It is the student's responsibility to investigate the visa requirements.

It is the responsibility of International students to comply with the conditions of their visa as the conditions relate to their studies at the University

8. AMBASSADORSHIP

Students participating in an exchange program, or receiving support to participate in other types of overseas student mobility, must act in accordance with the laws and cultural norms of the host country and comply with the policies, requirements and regulations of the host institution/provider.

Students must agree to behave in a manner that would not compromise their own reputation, or that of the University as outlined in the Student Charter. The University may terminate a student's participation in an exchange program if they fail to maintain what the University considers to be an acceptable standard of conduct.

The University expects that students who have been supported by Griffith Global Mobility to undertake an exchange program, make themselves available to participate in activities that promote the University's global mobility program offerings.

9. CREDIT FOR PRIOR LEARNING

9.1 *Outbound student mobility*

Global mobility programs, in which a student is enrolled at the University, and pays fees to the University are considered by the University as Griffith University studies. When students are selecting courses for the purpose of seeking pre-approved credit for Griffith University studies, they must consider the compatibility of the courses offered at the designated host institution to

their Griffith degree program, and also seek approval to enrol in those courses at the overseas institution from their Program Director. Credit will not be granted for:

- Courses completed but not pre-approved; or
- Courses completed but graded equivalent to less than a pass in accordance with the *Credit for Prior Learning Policy*.

For the purposes of seeking pre-approved credit for non-Griffith studies, that is for other types of student mobility programs, the maximum amount of studies allowed to be completed outside the student's Griffith program must be considered by the student's Program Director, who is responsible for ensuring that such studies can be credited towards the Griffith University student's program of study, in accordance with Griffith University *Credit for Prior Learning policy*, degree requirements and course/program learning outcomes.

Students wishing to apply for credit after the completion of an overseas program, without pre-approved credit, are not covered by this policy and should refer to the *Credit for Prior Learning Policy* and *Cross-institutional Study Procedure*.

The credit awarded for an overseas experience is listed on a Griffith academic record via a standard credit noting which displays the name of the host institution and the Griffith courses for which credit has been granted.

9.2 Inbound student mobility

Students who complete an inbound exchange or study abroad program at the University are responsible for seeking credit for their studies from their home institution.

10. WITHDRAWAL, DEFERRAL OR CANCELLATIONS

10.1 Outbound student mobility

10.1.1 Deferral - student exchange

Students may apply to defer their exchange place for one trimester on the grounds of:

- Illness.
- Accident.
- Temporary disability.
- Bereavement, or
- Other compassionate circumstances.

The application to defer an exchange place should be submitted in writing to the Manager, Griffith Global Mobility, who will seek advice and permission from the relevant Program Director and the host institution. It is the student's responsibility to provide appropriate supporting documentation to the Manager, Griffith Global Mobility. The Manager, Griffith Global Mobility, may approve an additional one trimester deferral period beyond the initial deferral period, with the agreement of the Program Director and the host institution.

10.1.2 Withdrawal or cancellation by the student (for student exchange and other types of mobility programs)

Students participating in the University's exchange program, or any other type of overseas student mobility program that is supported by Griffith Global Mobility, may withdraw or cancel their participation in their overseas program under extenuating circumstances, including:

- Illness.
- Accident.
- Temporary disability.
- Bereavement, or
- Other compassionate circumstances.

It is the student's responsibility to provide appropriate supporting documentation to the Manager, Griffith Global Mobility outlining their reasons for seeking to withdraw from the exchange program.

Students who commence an outbound mobility program and then withdraw or cancel will be subject to the policies of the University. Griffith Global Mobility will endeavour to ensure that assistance is provided to students in navigating these policies. The students will also be subject to the policies of the University and to the relevant policies and procedures of the host institution, or third-party provider.

10.1.3 Withdrawal or cancellation by the University (for student exchange and other types of mobility programs)

When students fail to provide information relevant to the student exchange or mobility program as requested by Griffith Global Mobility 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 being not 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 staff from Griffith Global Mobility in a timely fashion. If not, and in such circumstances, the Vice President (Global) 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.

The Vice President (Global) also reserves the right to cancel a student's participation in the exchange program, or in other types of overseas student mobility that is supported by Griffith Global Mobility, that includes activities or travel to areas that are considered unsafe, or require students evacuate from a location.

10.1.4 Student Misconduct

Students whose behaviour is alleged to have breached Section 2 of the University's *Student Misconduct Policy* will be dealt with according to the provisions included in the *Student Misconduct Policy*.

10.2 Inbound student mobility

10.2.1 Deferral

Prior to arrival at the University, students may defer their offer for one trimester, subject to approval by the Manager, Griffith Global Mobility on request from their home institution, or a third party provider. Students may also request to defer their place by directly contacting Griffith Global Mobility. For deferrals longer than one trimester, students must cancel their original application and reapply for the appropriate trimester. Students who defer their place after accepting their offer are subject to the policies of the University, including the payment of all relevant fees and charges.

10.2.2 Withdrawal or cancellation by the student

Students may withdraw their application at any point prior to accepting their offer. Students who withdraw or cancel due to extenuating circumstances must provide appropriate supporting documentation to Griffith Global Mobility for consideration on a case-by-case basis. The students will also be subject to the policies of the University. Students will also be subject to the relevant policies and procedures of the home institution or third-party provider.

10.2.3 Student Misconduct

Students whose behaviour is alleged to have breached Section 2 of the University's *Student Misconduct Policy* will be dealt with according to the provisions included in the *Student Misconduct Policy*.

11. RISK MANAGEMENT

11.1 Outbound student mobility

11.1.1 Griffith University Corporate Travel Policy

The University considers the safety and well-being of students 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 Griffith Global Mobility, are eligible for coverage under the *University's Corporate Travel Policy*. The conditions and details of the policy, including insurance provisions, will be provided to students by Griffith Global Mobility.

11.1.2 Vetting programs and risk management requirements

Griffith Global Mobility 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. Where there is a likelihood of consequences arising from a student participating in an overseas program, the Manager, Griffith Global Mobility, must identify the concern as a risk to the Vice President (Global) so that it can be managed operationally in accordance with the health and safety and risk management policies and processes established by the University. Under these circumstances Griffith Global Mobility reserves the right to withhold access to the University's corporate 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 Vice President (Global) and will also take into account:

- *Travel Warnings:* Students participating in a program offered and/or supported by Griffith Global Mobility, 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. Griffith Global Mobility will not offer programs and/or support travel by students, and any accompanying staff members, 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 Vice President (Global) who will consult with the Deputy Vice Chancellor (Academic).
- *International SOS:* The University subscribes to the services of International SOS (Int'l SOS), 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. Int'l SOS provides assistance 24 hours a day, 7 days a week. Students participating in an outbound overseas program approved and/or supported by Griffith Global Mobility, must have their travel plans loaded onto the Int'l SOS Travel Tracker system, or registered on the Int'l SOS personal travel locator *MyTrips*. Students must also carry with them, at all times, an Int'l SOS membership card, or a copy of the membership card which can be downloaded from the University's membership pages on the Int'l SOS website. Identification of a student's travel details on the Int'l SOS Travel Tracker system, or within *MyTrips* is required by Griffith Global Mobility prior to departure. Where a student's travel details can't be identified on the Int'l SOS Travel Tracker system or within *MyTrips*, Griffith Global Mobility reserves the right to not support student participation in the program.
- *Travel Suppliers:* The University has established preferred supplier arrangements with selected travel providers, as outlined in the *University Travel Policy*, for the provision of international (and domestic) travel services, including airfares, accommodation services and car hire. Staff organising student travel as a part of a global mobility program must comply with these arrangements because these suppliers, when used for travel bookings for students, have access to Int'l SOS and provide further assistance with ensuring students travel itineraries have been registered with Int'l SOS. Where a staff member does not comply with this obligation Griffith Global Mobility reserves the right to not support student participation in the program.

11.1.3 Pre-departure briefings for staff and students

Students participating in an exchange program, or receiving support from Griffith Global Mobility to participate in other types of overseas student mobility, must participate in a compulsory pre-departure briefing provided by Griffith Global Mobility. At the discretion of Griffith Global Mobility pre-departure materials may be provided in lieu of a face to face briefing.

In these cases students are responsible for ensuring they are familiar with, and follow, the advice provided within those materials.

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 briefing offered by Griffith Global Mobility, or if more suitable their academic department, 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 head of element and the Group Pro Vice Chancellor, as well as consider the DFAT travel warnings are safe and appropriate to the location.

11.1.4 Register of students and planned activities

Griffith Global Mobility maintains a register of all students participating in an exchange program, or receiving support from Griffith Global Mobility to participate in other types of overseas student mobility, in addition to all non-award international students participating in an inbound exchange and study abroad program at Griffith. Where an overseas program is being offered and managed by an academic element, the person responsible for organising the group must maintain an updated list of all participants on the program. This list must be shared with Griffith Global Mobility. The planned activities, intended local transport, accommodation, communication networks and procedures for managing emergency situations and any other relevant planning and risk identification and assessment documentation, as required by the University, must also be disclosed to Griffith Global Mobility prior to departure. Where a staff member does not comply with this obligation Griffith Global Mobility reserves the right to not support student participation in the program.

11.2 Inbound student mobility

Upon commencement of studies at the University all overseas students undertaking an inbound exchange or study abroad program at the University must attend a dedicated, compulsory orientation session that includes important information on health, safety and cultural issues.

Griffith Global Mobility offers overseas students undertaking an inbound exchange or study abroad program at the University, reasonable assistance on matters related to health, safety, housing and transition, and refers students to other University services where appropriate.

Griffith Global Mobility will forward relevant information to an overseas student's home institution if the student is involved in a critical incident while enrolled at Griffith University on an inbound exchange or study abroad program, subject to the provisions of the relevant privacy legislation.

12. DEFINITIONS

Student: A student is a person who has an active enrolment status in a program of Griffith University (*Student Administration Policy*).

Non-award student: Non-award students undertake individual courses for reasons of general or specific interest, knowledge and skills update, career development, preparation for university study or upgrade of entry qualifications not proceeding towards a degree. Non-award students receive an official transcript of their grades.

Exchange student: A student who participates in a student exchange program that has been formally agreed between Griffith University and an overseas partner institution.

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

Home institution: The institution where a student is formally admitted to a program of study. This is where the student undertakes the major portion of their studies, and from where the student will graduate.

Extenuating circumstances: Any event that is unavoidable, unforeseen, outside the control of the student or not primarily the fault of a student.

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

Study Abroad Partner Institution: Overseas institutions which have a formal and current study abroad agreement with Griffith University.

International student exchange program: A student mobility program that enables the exchange of students between Griffith University 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.

Student mobility: Any program coordinated, or otherwise supported, by Griffith Global Mobility 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.

Ambassador: Students engaged in or undertaking an outbound mobility program are expected to comply with the expectations outlined in the Griffith 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 staff and students, or ongoing failure to follow reasonable instructions in relation to the overseas study.

Academic load: A standard annual academic load for outbound student mobility is the total credit points required for the award, as specified in the program requirements, divided by the program standard length. The annual academic load for all programs is 80CP. (refer to *Structure and Requirements of Qualifications Awarded by Griffith University*). A full-time student is one who is enrolled in courses totalling at least 75% of a standard full-time academic load in any standard trimester or equivalent teaching periods; therefore the standard academic load for inbound study abroad and exchange students is a minimum of 30 CP (refer to *Student Administration Policy*).

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

Critical incident: A traumatic event or the threat of such (within or outside Australia), which causes extreme stress, fear or injury.

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

Study tours: A credit-bearing course that is created, and led, by an academic staff member 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.

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.

Griffith Global Mobility: The unit responsible for the University's exchange and inbound study abroad programs. It also provides recruitment, selection, risk management and funding support to other elements within the University in the facilitation of additional outbound student mobility programs such as volunteering, global internships, short courses, study tours, placements and research practicums.

International student: Student who has citizenship and/or visa status other than as an Australian or New Zealand citizen, or holder of an Australian permanent resident visa (including humanitarian visas).

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 Griffith University 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.

Support: The provision of access to Griffith Global Mobility's pre-departure materials and briefings; the University's corporate travel insurance; travel and medical assistance services (International SOS); and the International Experience Incentive Scheme (IEIS) Travel Grants and/or other scholarships, travel grants and loans facilitated by Griffith Global Mobility. For overseas students undertaking an inbound exchange or study abroad program at Griffith University support is defined as reasonable assistance on matters related to health, safety, housing and transition, and the referral students to other University services where appropriate.

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.

International experience incentive scheme (IEIS) Travel Grant: The IEIS Travel Grant is a financial award paid to eligible Griffith students participating in an outbound mobility program. IEIS Travel Grants are awarded in accordance with the IEIS Travel Grant Operational Guidelines.