

Study Overseas Program Guidelines

SCOPE

These guidelines apply to all University of Adelaide students undertaking overseas study programs, including exchange, study tour and study abroad, for credit or recognition towards their University of Adelaide award course, with the exception of dual degree programs.

University of Adelaide students wishing to undertake study at another Australian institution for credit towards a University of Adelaide award course are not covered by this policy and should refer to the [Cross Institutional Students procedure](#).

PROCEDURE

1. Types of overseas study programs

- 1.1 Please refer to section 15 for a table differentiating program types.
- 1.2 Overseas study programs for University of Adelaide students include:
 - a) University of Adelaide Short Programs are generally 12 weeks or less in length and can include study tours, placements, internships, study abroad, summer or winter schools for credit or recognition in an award course at the University; and
 - b) Semester-length Exchange and Study Abroad programs.
- 1.3 Exchange programs are managed under partnership agreements with overseas institutions. They allow students to study at overseas institutions on the same fee basis as at their home institutions.
- 1.4 Study abroad programs occur outside partnership agreements with overseas institutions; regardless of if an exchange agreement exists with the host university. Students undertaking study abroad must pay fees to study at overseas institutions and may be granted credit (pre-approved) towards their courses at their home institution.

2. General arrangements for overseas study programs

- 2.1 University of Adelaide students studying at an overseas institution are subject to the policies and regulations of the host institution unless otherwise agreed between the University of Adelaide and the host institution.
- 2.2 Global Engagement maintains a register of all University of Adelaide students participating in student mobility programs through the [GLAS Application System](#). All overseas study experiences are to be reported by students, in order to meet risk management obligations.
- 2.3 University of Adelaide students may use the services of third party providers to identify and/or access overseas study programs. Recommended third party providers can be found on the [Study Overseas website](#).
- 2.4 Faculty-led study tours comply with the [Study Tour Process Checklist\(s\)](#).
- 2.5 Faculties are responsible for credit approval or recognition in accordance with the program rules as published in the [University Calendar](#).
- 2.6 Participation in external programs, including study abroad and Third Party Provider programs, students can apply in accordance with the eligibility and selection criteria set and published by the external provider.

3. Exchange

- 3.1. Arrangements for exchange programs will involve a formal, documented institution-to-institution agreement, developed and approved in consultation with Global Engagement and the partner institution.
- 3.2. The Pro Vice Chancellor (International) will approve exchange agreements on advice and recommendation from Global Engagement, Legal & Risk, Professional & Continuing Education and individual faculties.
- 3.3. University-wide (“uni-wide”) exchange agreements are open to all eligible enrolled students in courses in participating faculties at either institution other than where exclusions, limitations and restrictions occur (see the [Study Overseas website](#) for further information).
- 3.4. Faculty or discipline-specific exchange agreements are open only to students enrolled in the specified faculties or disciplines at either institution other than where exclusions, limitations and restrictions occur (see the [Study Overseas website](#) for further information).
- 3.5. Global Engagement maintains a list of all exchange partnership agreements. Not all active exchange agreements will be open for application in any one study period. Global Engagement will determine universities available before a round opens.
- 3.6. Global Engagement is responsible for maintaining balance in student flows in exchange agreements with the aim of maintaining cost neutrality for each agreement.
- 3.7. Global Engagement will consider University of Adelaide students enrolled in undergraduate or postgraduate coursework for participation in semester-length exchange if they meet the criteria outlined under Eligibility Requirements page on the [Study Overseas website](#).
- These eligibility criteria are for entry into the exchange program and allows for nomination to a host university. Meeting them does not necessarily guarantee an offer for a particular university or final acceptance from a host university. The application to a host university is a separate process which takes place after an initial offer from Global Engagement.
- Some host universities have additional requirements for students such as requiring additional study to have been completed, a higher level of grades, prior language study, and there may be discipline-specific restrictions or requirements. This information is provided in the Partner Pages on the Study Overseas website. University of Adelaide Faculty may also have specific requirements,
- 3.8. University of Adelaide students who wish to participate in exchange during an Honours year must have confirmation from their home faculty via GLAS that courses available to exchange students at the host institution can be approved for credit towards their Honours degree.
- 3.9. Global Engagement will determine the number of exchange places available for University of Adelaide students each semester at partner institutions in consultation with those institutions and in accordance with the relevant partnership agreements and addendums.
- 3.10. Students applying for exchange must follow the exchange preference guidelines outlined on the [Study Overseas website](#).
- 3.11. Where the number of eligible applicants for exchange at a particular partner institution exceeds the number of places available, students will be ranked according to:
- 1) Level of suitability of the degree for the partner university and suitable alternatives.
 - 2) Level to which specific host university requirements i.e. language skills and units completed are met.
 - 3) Academic merit.
 - 4) Responses to GLAS application questionnaires.
 - 5) Whether the student has previously been on exchange.
- 3.12. Global Engagement will consider University of Adelaide students who are not selected for exchange at their first preference partner institution for their second and third preferences, and offer the chance to apply for exchange with other partner institutions where necessary.

3.13. Where a student is made an initial offer by Global Engagement for an exchange place and Global Engagement need to revoke this offer after a student has committed, not based on any action or inaction of the student, Global Engagement will attempt to find a suitable alternative, assuming time permits.

3.14. Students with incomplete exchange applications in GLAS at the deadline will be withdrawn.

4. Study Tours, Short Programs, and Self-Reporting

4.1. Eligibility requirements for University of Adelaide programs, including study tours and short exchange programs, are determined by the University of Adelaide and will be listed in the Program Brochure.

Final admission to a Study Tour is determined by the University of Adelaide. Admission in to all other programs is determined by the host organisation.

Students must meet eligibility and admission requirements of both the University of Adelaide and any applicable host organisation.

4.2 Before a University of Adelaide Study Tour can be created, the relevant faculty(ies) Study Tour Leader(s) must consult with Global Engagement to ensure compliance with risk management and to seek advice on best practice, including financial administration and application management.

4.3. University of Adelaide Study Tours may use the services of approved third-party providers (see section 11) to provide travel assistance and other support to University of Adelaide students travelling overseas. A formal agreement with the provider must be in place prior to departure.

4.4. Faculties will consider University of Adelaide students for credit or recognition in study abroad programs. All study abroad applications will be completed independently and registered as Self-Reporting Study Abroad via GLAS.

5. Length of student mobility programs

5.1. University of Adelaide undergraduate and postgraduate students undertaking exchange must enrol in and be approved for credit for a minimum load of 9 units for a one semester program and 18 units for a two semester program. See [disability information](#) for exceptions to this full-time study requirement. Students undertaking a program shorter than one semester must undertake individual prescribed minimum loads determined by Global Engagement in conjunction with the student's home faculty and/or program of study. If the host institution requires a larger minimum unit load, the student must adhere to that requirement. International Students are required to confirm visa and other requirements with International Student Support (ISS).

5.2. University of Adelaide students undertaking an exchange of one semester may extend their time overseas by up to one semester with the permission of their faculty, Global Engagement and the overseas institution, and subject to an approved study plan.

5.3. Students are responsible for negotiating appropriate credit or recognition, in relation to the length of their program, with their relevant Faculty(ies) and for ensuring that their program dates do not conflict with their University of Adelaide study commitments.

6. Withdrawal, deferral or cancellation of participation in student mobility programs

6.1. University of Adelaide students approved to undertake exchange or a Study Tour may not defer their place, but can re-apply as a new applicant.

6.2. University of Adelaide students approved to undertake a self-reporting program must request deferment directly to the host organisation and reapply if necessary, and notify Global Engagement via email.

6.3. University of Adelaide students who are enrolled via Access Adelaide for their overseas study experience and wish to withdraw are subject to the provisions of the [Conditions of Enrolment](#). They may also be subject to relevant policies and procedures of the overseas institution.

6.4. Once a student has committed to an overseas study program, those wishing to withdraw their application must notify Global Engagement via email as soon as they make this decision.

6.5. Students who fail to respond to reasonable and repeated (three or more) attempts by University of Adelaide staff to contact them to request information about their intentions for their overseas study experience may be presumed to have withdrawn. This may have an impact on admission, insurance, funding, and credit, including the requirement to return funds.

6.6. Global Engagement is not liable for the refunding of fees by external parties, including but not limited to:

- Third Party Providers
- Study Abroad
- Partner Universities

6.7. The Director: Internationalisation Support may disqualify a student from applying or cancel a student's approved or commenced participation in a program where the circumstances are cause for concern about the effect on:

- The student
- Other students
- Staff
- The relationship with the host organisation
- The reputation of the University of Adelaide

6.8. A student who has been disqualified from applying for an overseas study experience or who has had an approved program cancelled under section 6.7 may appeal to the Pro Vice Chancellor (International) via email within 14 days from the date of the disqualification/cancellation.

6.9. A student whose appeal under section 6.8 is unsuccessful may appeal to Student Administrative Services in accordance with the [Student Grievance Resolution Process](#).

7. Extenuating circumstances

7.1. Extenuating circumstances may be grounds for exceptions to the requirements in these guidelines, at the discretion of the relevant party.

7.2. Extenuating circumstances are defined as any event that is:

- unavoidable;
- unforeseen;
- outside the control of the student; and
- not primarily the fault of a student (i.e. not resulting from the student's discretion or choice).

7.3. Students claiming extenuating circumstances must provide appropriate supporting documentation to Global Engagement.

7.4. Global Engagement will determine on a case-by-case basis what type of supporting documentation is required to demonstrate extenuating circumstances. Examples of official documentation that may be required are:

- a medical certificate
- a notice of visa rejection or delay by the host country authorities.

7.5. Students are expected to plan their overseas program in advance. Reasons that will not be considered extenuating circumstances, include but aren't limited to:

- not being nominated for their first, second or third appropriate institutional preference (for exchange)
- having insufficient funds to support the overseas program
- being unable to take leave from a place of employment
- choosing to participate in an alternative international study or travel experience that coincides with the overseas program for which they have applied
- changing their course plan after an acceptable study plan has been approved by the administering faculty
- a change of mind (i.e. deciding that it would be better to stay in Adelaide at this time)
- any other rationale that could be reasonably planned for in advance of submitting an application to participate in the overseas program.

8. Enrolment and credit for participation in student mobility programs - University of Adelaide students

8.1. All University of Adelaide students undertaking student mobility programs must comply with the provisions of the [Conditions of Enrolment](#), [Fees for Award Programs and Courses Policy](#), [Academic Credit Arrangements Policy](#), [Student Misconduct Rules](#), [Student Charter](#) and academic program rules.

8.2. The student undertaking exchange at an overseas institution will enrol in exchange subjects (found under EXCHANGE in the [University Course Planner](#)) to the minimum credit load required (outlined in section 5) at the University of Adelaide for the period of the exchange.

8.3. University of Adelaide students receiving course credit for any other overseas experience must negotiate with their Faculty regarding their required enrolment, if any, and credit load.

8.4. University of Adelaide students undertaking an overseas study experience, with the exception of Study Tours and selected programs, must submit the Faculty Course Approval via GLAS in a timely manner before departing Australia. For exchange students, specific deadlines apply and are advised in GLAS.

8.5. University of Adelaide students who need to make changes to their approved study plan after leaving Australia must negotiate amendments with their Faculty(ies) by emailing their faculty advisor, who will amend the Faculty Course Approval in GLAS as needed.

8.6. For exchange students, in the case where the host institution does not provide Global Engagement with an original transcript for an exchange student, the student must submit the original academic transcript from the overseas institution to Global Engagement to ensure credit can be awarded by the Faculty.

Exchange transcripts will be submitted to the Faculty(ies) by Global Engagement when the student has the status 'Experience Complete.' 'Experience Complete' is determined by

- a) Completion of Exchange Program Evaluation Survey
- b) Verification of the transcript if not provided directly from the partner

8.7 Self-reporting students must submit transcripts or completion documents directly to the Faculty.

8.8. University of Adelaide students who have completed subjects other than those on their approved study plans during an exchange or study abroad program may seek approval from their Faculty to have credit for these subjects retrospectively approved, but the University is not obliged to award credit or recognition in these cases.

8.9. The participation in an overseas study program will be recorded by the student's home faculty on the University of Adelaide academic transcript, if credit or a program requirement has been completed.

8.10. The individual courses which are taken on exchange, and the results which are received for them, will not appear on a University of Adelaide transcript, however credit transfer will be reflected. Exchange study does not impact a student's GPA. All matters regarding credit transfer and GPA are at the discretion of the Faculty.

8.11. Students enrolled in a course for a Study Tour will have the results from the course reflected on their transcript and will affect their GPA as per any other University of Adelaide course.

9. Global Learning Application System (GLAS)

9.1 All students requesting credit approval or recognition for any overseas study experience are required to be registered in the GLAS Application System prior to departure as per the [Academic Credit Arrangements Policy](#).

9.2. Students must complete all required components of their application/registration checklist. Incomplete applications will impact the following (but not limited to):

- Scholarship and grant eligibility and disbursement
- Insurance and risk management coverage
- Transcript and credit processing
- OS-HELP processing

9.3 Changes to exchange programs, including the addition of new programs or deactivating of current programs, cannot occur during an active application cycle (round). All changes must be made in effect for the following application round.

9.4 All relevant Faculty staff are required to submit credit and other approvals directly into the GLAS Application System. Global Engagement will not accept any other form of approval.

10. Risk management - outbound

10.1. University of Adelaide students undertaking overseas travel as part of a student mobility program must comply with all relevant student-related policies, including those listed in the 'Adherence to University Policies' section in GLAS.

10.2. Exchange and study tour programs will offer a pre-departure briefing and all students are required to participate.

10.3. University of Adelaide students intending to undertake an overseas study program, or currently undertaking such a program, must obey any direction given in the interests of their safety by the University and host organisation.

10.4. Students undertaking an overseas study program must ensure that contact details while overseas (phone number when possible) and emergency contact details in Access Adelaide are accurate.

10.5 All students are required to create a My Trips profile through International SOS and comply with the following

- a) Register all trips relating to the overseas study experience including private travel prior to departure(s).
- b) Read the Pre-Trip Advisory(ies) prior to departure

10.6. Australian citizens and permanent residents must also register with [Smartraveller](#).

10.7. The Legal & Risk Branch will provide advice to University of Adelaide students undertaking student mobility programs about the University insurance policy and any exclusions pertaining to the mobility programs. Comprehensive information is located on both the [Study Overseas](#) and [Legal and Risk](#) sites.

10.8. By submitting a semester exchange application in GLAS and subject to the University's Privacy Policy, applicants agree to the University of Adelaide providing their application information to Global Society for the purpose of subscribing them to a free full student membership with Global Society. Subscribers are able to cancel their membership by emailing info@globalsociety.com.au and can unsubscribe from email communications using the "unsubscribe" link provided in the Global Society emails.

11. Third-party providers

11.1 For a third-party provider to be recommended by the University of Adelaide, an [agreement approval form](#) must be completed and signed by the Director: Internationalisation Support, with final approval resting with the Pro Vice Chancellor – International (PVCI).

11.2. Promotion of third-party providers on the Study Overseas website is at the discretion of Global Engagement.

11.3 Only approved third-party providers will be permitted to participate in on-campus student mobility promotional events.

12. Scholarships and Grants

12.1. Scholarships and grants which are managed by Global Engagement will be allocated according (but not limited) to:

- Individual scholarship eligibility criteria and if applicable, the completion of the Scholarship Expression of Interest questionnaire in GLAS.
- Academic merit
- Selection criteria for the corresponding mobility program
- Priority given to students who have not received a scholarship or grant previously

12.2. Global Engagement will promote and disburse scholarships and grants on direction by the Pro Vice Chancellor (International) in consultation with the Director: Internationalisation Support.

12.3. Excluding eligibility, Study Overseas will not discuss internal processes regarding funding distribution with students.

13. Complaints and grievances

13.1. University of Adelaide students may submit a complaint or grievance in relation to the application of this procedure in accordance with the [Student Grievance Resolution Process](#).

14. Communication

14.1. In relation to exchange programs, all student communication with exchange partners must be via Global Engagement until the point at which:

- The student is accepted and registered with the host institution
- Has received direct communication from the host, or
- Has been directed by Global Engagement

14.2. In other cases, all communications in relation to exchange must be via Global Engagement.

15. GLAS applications program type descriptions

Category	Internally managed programs	Independently arranged self-reporting programs
	<p>Internally managed overseas experiences receive a higher level of administration, guidance, and support from the University. All internally managed programs must be applied for through the Global Learning Application System (GLAS). This application will also allow the student to arrange credit approval with their Faculty, obtain information about the University's travel insurance, and receive Study Overseas updates. Additionally, the registration enables the University to assess eligibility for any available grants, funding, or scholarships for which the student may be eligible.</p>	<p>Registering an overseas experience in GLAS, even if it has been arranged independently, will allow the student to arrange credit approval with their faculty, obtain information about the University's travel insurance and receive Study Overseas updates. Credit approval should be finalised before making other arrangements. The registration also enables the University to assess eligibility for any available grants, funding, or scholarships for which the student may be eligible.</p>
Semester or year-length programs	Outbound Exchange Program	Self-Reporting Study Abroad
<p>Overseas study for a semester or year at one institution, for credit towards a University of Adelaide degree.</p>	<p>Semester or year length study with one of The University of Adelaide's exchange partners. Partners will only accept exchange applications through this internally administered program.</p>	<p>Students who have arranged their own study abroad program (studying at an overseas university not through an exchange program with Study Overseas) should register through this program.</p>
	Aarhus University (MBBS)	
	<p>A Clinical Placement at Aarhus University, for fourth year MBBS students only. Partner will only accept exchange applications through this internally administered program.</p>	

Trimester MBA programs	MBA Exchange Program	Self-Reporting Study Abroad
Overseas study for a trimester at one institution, for credit towards an MBA.	A trimester of study at one of The University of Adelaide's exchange partners. These programs fit with University of Adelaide trimester study dates and are exclusively for MBA students.	Students who have arranged their own study abroad program (studying at an overseas university not through an exchange program with Study Overseas) should register their details through this program.
International Summer or Winter School programs	ISS: [NAME OF PARTNER]	Self-Reporting Study Abroad
International Summer and Winter Schools are short study sessions offered by overseas institutions, which are usually intensive courses for credit across a variety of disciplines in Summer or Winter School.	International Summer or Winter School Programs which have tuition fee waivers available as part of an exchange agreement. If you wish to receive a tuition fee waiver for your program, you will need to apply first through GLAS to secure an exchange place. Study Overseas will then nominate students under the exchange agreement, and participants will be subject to the clauses of that exchange agreement.	International Summer and Winter Schools offered by non-exchange partners, or exchange partners where the program is not subject to the exchange agreement. Students need to apply directly to the host institution, and self-report their experience in GLAS. Participants in these programs apply at their own risk and will not be enrolled at the University of Adelaide when completing these study abroad opportunities (which may affect payments from Centrelink).
Study Tours	Study Tour: [STUDY TOUR NAME]	N/A
	Study Tours are short-term academic programs that allow students to complete a University of Adelaide intensive course overseas. They may include multiple stops at multiple destinations, or be more immersive experiences in just one location. Study Tours are usually 2-4 weeks in length and take place within semester breaks.	

Third-Party Provider programs	<u>TPP: [NAME OF PROGRAM]</u>	<u>Self-Reporting Program</u>
<p>Third party providers are companies that specialise in overseas study programs around the world. Providers may offer internships, placements, volunteer opportunities, and study abroad programs.</p>	<p>Third-party provider programs which have additional administrative support from The University of Adelaide for the purpose of funding allocations.</p>	<p>Students who wish to arrange an overseas experience with any third-party provider which is not available internally should register their experience as a Self-Reporting Program according to the experience type, using this linked webpage.</p>
Conferences for credit	N/A	<u>Self-Reporting Study Abroad</u>
<p>Conferences for credit or recognition towards a University of Adelaide degree, including Undergraduate (including Honours) and Postgraduate Coursework.</p>		<p>Students who are not doing a Research degree but are receiving credit or recognition for their attendance at an overseas conference should register their experience as Self-Reporting Study Abroad.</p>
Internships	<u>Internship: [NAME OF INTERNSHIP]</u>	<u>Self-Reporting Internship</u>
<p>Internships with an overseas employer, where an internship is required as a component of a University of Adelaide degree.</p>	<p>Internships which have additional administrative support from The University of Adelaide for the purpose of funding allocations.</p>	<p>Students who have arranged an overseas internship should register their details in the Self-Reporting Internship GLAS application.</p>
Placements		<u>Self-Reporting Placement</u>
<p>An overseas placement which will count towards a University of Adelaide program certification requirement.</p>		<p>Students who have arranged an overseas placement should register their details in the Self-Reporting Placement GLAS application. MBBS students completing Selective or SSE placements should select the corresponding term when completing their registration.</p>

Research degrees	N/A	Self-Reporting Overseas Research
Overseas travel in relation to a University of Adelaide research degree (including conferences).		Students enrolled in a Research degree should register their overseas experience in a Self-Reporting Overseas Research GLAS application. This includes all types of overseas experiences which have received Study Leave approval from the Adelaide Graduate Centre.
Non-credit programs	N/A	Self-Reporting Program: Not for Credit
Overseas experiences endorsed by the Head of School but not for credit or recognition.		Students who have arranged an overseas experience for which they will not receive credit or recognition towards their degree may register their details in a Self-Reporting Program: Not for Credit GLAS application. Registering here and completing the Application for University Insurance Cover for Voluntary Placement (PDF) will qualify the student for travel insurance (subject to any other insurance eligibility requirements).