



STUDY OVERSEAS PROGRAM GUIDELINES

SCOPE

These guidelines apply to all University of Adelaide coursework students undertaking overseas study programs for credit or recognition towards their University of Adelaide award course. The guidelines have been developed to support decision-making for Study Overseas staff in relation to student mobility matters. 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 these guidelines 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 describing different overseas study program types.
- 1.2. Overseas study programs for University of Adelaide students include:
 - a) 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 exchange agreements with overseas host institutions, and allow students to study at a host institution. Students pay tuition fees to the University of Adelaide but may be liable for other study-related fees at the host institution and may be granted credit towards their courses/program at their home institution.
- 1.4. Study abroad programs occur outside exchange agreements with overseas host institutions. Unlike exchange programs, students undertaking study abroad must pay tuition fees to the host institution and may be granted credit towards their courses/program at their home institution.

2. General arrangements for overseas study programs

- 2.1. University of Adelaide students studying at a host institution are ambassadors for our university and are therefore expected to conduct themselves in an exemplary and professional manner. Students are subject to the policies and regulations of the host institution unless otherwise agreed between the University of Adelaide and the host institution. If a student fails to behave in an appropriate manner, the host institution may take actions under its student conduct framework. Students are also subject to policies, regulations and procedures at the University of Adelaide during their stay at the host institution. The University of Adelaide may also take action under its student conduct framework if a student does not meet student conduct expectations.
- 2.2. Study Overseas maintains a register of all University of Adelaide students participating in overseas study programs through the [Student Mobility Applicant Registration Tool \(SMART\)](#). All students are required to register their overseas study experiences in SMART as per [Student Travel Risk Policy and Student International Travel Risk Procedure](#).
- 2.3. Faculties are responsible for credit approval or recognition in accordance with the [Academic Credit Arrangements Policy](#) and program rules as published in the [University Calendar](#).
- 2.4. For participation in external programs, including study abroad and third-party provider programs, students must 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 Study Overseas and the partner institution.
- 3.2. The Pro Vice-Chancellor (International) will approve exchange agreements on advice and recommendation from Study Overseas, Legal & Risk, and individual faculties in accordance with relevant policies, procedures and delegations.
- 3.3. University-wide exchange agreements are open to all eligible enrolled students in courses 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. Study Overseas maintains a list of all exchange agreements. Not all active exchange agreements will be open for application in any one study period. Study Overseas will determine available exchange opportunities before a round opens for applications.
- 3.6. Study Overseas is responsible for managing balance in student flows in exchange agreements with the aim of maintaining cost neutrality for each agreement. Study Overseas 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.
- 3.7. Study Overseas 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 the Eligibility tab on the [Study Overseas webpage](#).
These eligibility criteria are for entry into the exchange program and allows for nomination to a host institution. Meeting them does not necessarily guarantee an offer for a particular institution or final acceptance from a host institution. The application to a host institution is a separate process which takes place after an initial offer from Study Overseas.
Some host institutions 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 faculties 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 SMART that courses available to exchange students at the host institution can be approved for credit towards their Honours degree.
- 3.9. Students applying for exchange must follow the exchange preference guidelines outlined on the [Study Overseas website](#).
- 3.10. Where the number of eligible applicants for exchange at a particular partner institution exceeds the number of places available, students will be ranked taking into account:
 - 1) Any imbalance that exists in exchange numbers.
 - 2) Level of suitability of the degree for that partner university and suitable alternatives.
 - 3) Level to which specific host university requirements i.e. language skills and units completed are met.
 - 4) Academic merit.
 - 5) Whether the student has previously been on exchange.
- 3.11. Study Overseas 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.
- 3.12. If Study Overseas revokes an offer for reasons outside of the control of the student, Study Overseas will attempt to find a suitable alternative. Students with incomplete exchange applications in SMART by the deadline will not be assessed.

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

- 4.1. Faculty-led study tours comply with the Study Tour Process Checklist(s).
- 4.2. Eligibility requirements for University of Adelaide programs, including study tours and some short 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 into all other programs is determined by the host institution.

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

- 4.3. Before a University of Adelaide study tour can be created, the relevant faculty(ies) study tour leader(s) must consult with Study Overseas to ensure they are aware of risk management requirements and to receive information about best practice, including financial administration and application management.
- 4.4. University of Adelaide study tours may use the services of third-party providers to provide travel assistance and other support to University of Adelaide students travelling overseas. A formal agreement with the provider may need to be in place prior to departure. For details about initiating an agreement, see the [Global Engagement website](#). For advice on agreement matters, contact the [Global Engagement](#) team.
- 4.5. 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 SMART.

5. Length of student overseas study 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 in each semester of exchange. 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 Study Overseas 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, Study Overseas 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 an 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 re-apply if necessary, and notify Study Overseas via email. Students may need to reapply for credit approval.
- 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 host institution.
- 6.4. Once a student has committed to an overseas study program, those wishing to withdraw their application must notify Study Overseas via email as soon as they make this decision.
- 6.5. Students who fail to respond to reasonable attempts by the University of Adelaide staff to contact them to request information about their intentions for their 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. Study Overseas 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. Both the host institution and the University of Adelaide may take actions under their student conduct frameworks if a student does not behave in an appropriate manner. Penalties may include exclusion and suspension from the study program.

7. Extenuating circumstances

- 7.1. Extenuating circumstances may be grounds for exceptions to the requirements in these guidelines.
- 7.2. Extenuating circumstances are defined as any event that is outside of the control of a student.
- 7.3. Students claiming extenuating circumstances must provide appropriate supporting documentation to Study Overseas.
- 7.4. Study Overseas 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).

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 all relevant policies and procedures including but not limited to 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 seek information from and follow the advice of 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 SMART in a timely manner before departing Australia. For exchange students, specific deadlines apply and are advised in SMART.
- 8.5. University of Adelaide students who need to make changes to their approved study plan after it is approved by their faculty(ies) must negotiate amendments with their faculty(ies) by following the [Faculty Approval Amendment Process](#). The student's Faculty advisor will then amend the faculty course approval in SMART as needed.
- 8.6. For exchange students, in the case where the host institution does not provide Study Overseas with an original transcript for an exchange student, the student must submit the original academic transcript from the overseas institution to Study Overseas to ensure credit can be awarded by the Faculty. Exchange transcripts will be submitted to the Faculty(ies) by Study Overseas 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 other subjects at the host institution 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. Student Mobility Applicant Registration Tool (SMART)

- 9.1. 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
- 9.2. All relevant Faculty staff are required to submit credit and other approvals directly into SMART. Study Overseas 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 SMART.
- 10.2. Exchange and study tour programs will offer a pre-departure briefing and all students are required to participate.
- 10.3. Students undertaking an overseas study program must ensure that contact details while overseas (phone number when possible) and emergency contact details in MyAdelaide are accurate.
- 10.4. All students are strongly advised to register with the University's risk management provider and complete the following
- a) Register all trips relating to the overseas study experience including private travel prior to or post departure(s).
 - b) Read the Pre-Trip Advisory(ies) prior to departure.
- 10.5. It is also strongly recommended that Australian citizens and permanent residents subscribe for updates with [Smartraveller](#).
- 10.6. 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 & Risk](#) sites.

11. Third-party providers

- 11.1. Promotion of third-party providers on the Study Overseas website is at the discretion of Study Overseas and is merely for information – it is not a recommendation or endorsement. Students are expected to investigate and explore options prior to making any application.

12. Complaints and grievances

- 12.1. 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](#).

13. Communication

- 13.1. In relation to exchange programs, all student communication with exchange partners must be via Study Overseas 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 Study Overseas.
- 13.2. In other cases, all communications in relation to exchange must be via Study Overseas.

14. SMART applications program type descriptions

Category	Internally managed programs	Independently arranged self-reporting programs
	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 Student Mobility Applicant Registration Tool (SMART). 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.	Registering an overseas experience in SMART, 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 financial commitments in relation to the overseas experience. The registration also enables the University to assess eligibility for any available grants, funding, or scholarships for which the student may be eligible.

Semester or year-length programs	Outbound Exchange Program	Self-Reporting Study Abroad
Overseas study for a semester or a year at one institution, for credit towards a University of Adelaide degree.	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.	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.
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 SMART 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 SMART. 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	TPP: [NAME OF PROGRAM]	Self-Reporting Program
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.	Third-party provider programs which have additional administrative support from The University of Adelaide for the purpose of funding allocations.	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.
Conferences for credit	N/A	Self-Reporting Study Abroad
Conferences for credit or recognition towards a University of Adelaide degree, including Undergraduate (including Honours) and Postgraduate Coursework.		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.
Internships	Internship: [NAME OF INTERNSHIP]	Self-Reporting Internship
Internships with an overseas employer, where an internship is required as a component of a University of Adelaide degree.	Internships which have additional administrative support from the University of Adelaide for the purpose of funding allocations.	Students who have arranged an overseas internship should register their details in the Self-Reporting Internship SMART application.

Placements	Placement: [NAME OF PLACEMENT]	Self-Reporting Placement
An overseas placement which will count towards a University of Adelaide program certification requirement. Placements are only applicable to students in the Faculty of Health and Medical Sciences.	Placements which have additional administrative support from the University of Adelaide for the purpose of funding allocations.	Students who have arranged an overseas placement should register their details in the Self-Reporting Placement SMART application. MBBS students completing Selective or Dean's Elective (DE) placements should select the corresponding term when completing their registration.
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 SMART 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 SMART 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).