



STUDY OVERSEAS PROGRAM GUIDELINES

SCOPE

These guidelines apply to all University of Adelaide coursework students undertaking overseas study programs towards their University of Adelaide degree program. 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 degree program are not covered by these guidelines and should refer to the [Cross Institutional Students procedure](#). Students interested in overseas dual degrees and Collaborative Online International Learning (COIL) courses should also refer to their Faculty's program-specific guidelines.

PROCEDURE

1. Types of overseas study programs

1.1. Overseas study programs for University of Adelaide students include:

- a) Short programs. These are generally 12 weeks or less in duration and can include study tours, placements, internships, study abroad, summer or winter exchange for credit or recognition in a degree program at the University of Adelaide; and
- b) Semester-length programs:
 - a. Exchange programs. These are managed under exchange agreements with overseas host institutions and allow students to study at these host institutions. Students pay tuition fees to their home institution but may be liable for other study-related fees at the host institution and may be granted credit towards their program/s at their home institution.
 - b. Study abroad programs. These occur outside exchange agreements with overseas host institutions. Unlike in exchange programs, students undertaking study abroad must pay tuition fees to the host institution and may be granted credit towards their program at their home institution.

1.2. Please refer to section 13 for a table with further details about overseas study program types.

2. General arrangements

- 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 [during their stay at 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 action under its student conduct framework. Students are also subject to the policies, regulations and procedures of 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 required by the [Student Travel Risk Policy and Student International Travel Risk Procedure](#).
- 2.3. Student Success teams are responsible for arranging credit approval or recognition in accordance with the [Academic Credit Arrangements Policy](#) and program rules as published in the [University Calendar](#). Academic staff are responsible for determining credit equivalency where necessary. Course credit approvals are completed by the relevant Student Success Teams in SMART.
- 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 programs

- 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 host institution. Study Overseas maintains a list of all active exchange agreements.

- 3.2. The Deputy Vice-Chancellor & Vice-President (External Engagement) will approve exchange agreements on advice and recommendation from Study Overseas, Legal Services, and individual Schools and Faculties in accordance with relevant policies, procedures and delegations.
- 3.3. University-wide exchange agreements are open to all eligible students in programs at either institution other than where exclusions, limitations and restrictions apply (see the [Study Overseas website](#) for further information).
- 3.4. Faculty or discipline-specific exchange agreements are open only to students in the specified Faculties or disciplines at either institution (see the [Study Overseas website](#) for further information).
- 3.5. Not all active exchange agreements will be open for applications 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 monitoring and adjusting the 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 host institutions in consultation with those institutions and in accordance with the relevant exchange agreements.
- 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 host 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 entry requirements for students such as additional study to have been completed, a higher GPA, prior language study or discipline-specific restrictions or requirements. This information is provided in the host institution 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 the exchange program 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. Due to the difficulties of finding appropriate courses and limitations Faculties have on students undertaking all or part of their Honours year overseas, exchanges during an Honours year are extremely rare and are decided on a case-by-case basis.
- 3.9. Students applying to participate in the exchange program 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 host institution exceeds the number of places available, students will be ranked taking into account:
 - a) Whether the student is a recipient of a New Colombo Plan scholarship
 - b) Academic merit (GPA)
 - c) Whether the student has previously been on exchange
 - d) Suitability of available course choices at host institution.
- 3.11. If a student is not selected for exchange at their first host institution preference, Study Overseas will:
 - a) Consider a student's second and third host institution preferences. If a student is also not be selected for these,
 - b) Offer the student the opportunity to apply for exchange at other host institutions where appropriate.
- 3.12. If Study Overseas revokes an offer to participate in the exchange program for reasons outside of the control of the student, Study Overseas will attempt to find a suitable alternative.
- 3.13. Students with incomplete exchange applications in SMART by the deadline will not be assessed.
- 3.14. All student communication with exchange host institutions must be via Study Overseas until the point at which:
 - a) The student is accepted and registered with the host institution
 - b) Has received direct communication from the host institution, or
 - c) Has been directed by Study Overseas to contact the host institution.

4. Study tours, short programs, and self-reporting programs

- 4.1. Academics and/or Student Success Teams are responsible for determining whether students are eligible for credit or recognition for successfully completed study abroad programs. All study abroad applications will be completed independently and registered as Self-Reporting Study Abroad via SMART.
- 4.2. Students must meet the eligibility and admission requirements of both the University of Adelaide and the host institution (where applicable) for University of Adelaide study tours and some short programs. Eligibility requirements will be listed in the Program Brochure.
- 4.3. Final admission to a study tour is determined by the University of Adelaide. Admission into all other programs is determined by the host institution.
- 4.4. Faculty-led study tours must comply with the Study Tour Process Checklist(s), which is maintained by Study Overseas.
- 4.5. Before a University of Adelaide study tour can be created, the relevant 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.
- 4.6. If a proposed program involves working with a University overseas, the tour leader must investigate whether an agreement between the University and the University of Adelaide is necessary by liaising with International Agreements in the Division of External Engagement.

- 4.7. 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. The tour leader will need to contact Legal Services for legal advice prior to the execution of any third-party provider agreements by the University of Adelaide.

5. Length of programs

- 5.1. 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 host institution, and subject to an approved study plan. If students want to undertake two exchange semesters at different institutions, they need to return to the University of Adelaide for at least one semester (or trimester if applicable) between the exchange semesters/trimesters.
- 5.2. 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

- 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 to study.overseas@adelaide.edu.au. 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 to study.overseas@adelaide.edu.au 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 if applicable.
- 6.6. Study Overseas is not responsible for ensuring that any fees paid by students to any external parties (including but not limited to third party providers, study abroad providers and host institutions) are refunded to students.

7. Extenuating circumstances

- 7.1. Extenuating circumstances may be grounds for exceptions to the requirements for students in these guidelines.
- 7.2. Extenuating circumstances are defined as any circumstance that is outside of the control of a student and materially affects the student's ability to undertake the study overseas program.
- 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. Not being nominated for their first, second or third appropriate institutional preference (for exchange) will not be considered an extenuating circumstance.

8. Enrolment and credit

- 8.1. University of Adelaide 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. If the host institution requires a larger minimum unit load, the student must adhere to that 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 with reference to their program of study.
- 8.2. Students must be matriculated in an active degree program to be able to apply for an overseas study program.
- 8.3. International Students are required to confirm visa and other requirements with International Student Support (ISS).
- 8.4. All University of Adelaide students undertaking study overseas 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](#), and academic program rules.
- 8.5. Students 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.
- 8.6. 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.
- 8.7. University of Adelaide students undertaking an exchange and self-reporting internship, placement and study abroad experiences must submit the Faculty course approval request via SMART in a timely manner before departing Australia. For exchange students, specific deadlines apply and are advised in SMART.
- 8.8. University of Adelaide students who need to make changes to their approved study plan for exchange 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 Student Success Advisor will then amend the Faculty course approval in SMART as needed.

- 8.9. 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:
- Completion of Exchange Program Evaluation Survey
 - Verification of the transcript if not provided directly from the host institution
- 8.10. Self-reporting students must submit transcripts or completion documents directly to the Faculty via the relevant Student Success team/s.
- 8.11. University of Adelaide students who have successfully 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.
- 8.12. The participation in an overseas study program will be recorded by the relevant Student Success team/s on the University of Adelaide academic transcript, if credit or a program requirement has been completed.
- 8.13. 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 have an impact on a student's GPA. All matters regarding credit transfer and GPA are at the discretion of the Faculty.
- 8.14. Students enrolled in a course for a study tour will have the results from the course reflected on their transcript and it will contribute to their GPA as 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 have an impact on 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 Student Success team 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 Study Overseas 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 expected to participate. Briefing slides will be shared with students.
- 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 download and register with the University's risk management app, AlertTraveler, available through their SMART program application and complete the following:
- Subscribe to information and alerts from any locations they intend to visit outside their program itinerary, i.e. personal travel.
 - Read the "Country Intelligence" reports from all locations they will visit.
- 10.5. It is also strongly recommended that Australian citizens and permanent residents subscribe to [Smartraveller](#) updates.
- 10.6. The [Insurance Office](#) will provide advice to University of Adelaide students undertaking overseas study programs about the University insurance policy and any exclusions pertaining to the overseas study programs. Comprehensive information is located on both the [Study Overseas](#) and [Insurance](#) websites.

11. Third-party providers

- 11.1. The inclusion 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 these Guidelines in accordance with the [Student Grievance Resolution Process](#).

13. SMART applications program type descriptions

Category	Internally managed programs	Independently arranged self-reporting programs
	Internally managed overseas programs 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 through the relevant Student Success team/s, 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 program in SMART, even if it has been arranged independently, will allow the student to arrange credit approval with their Faculty through the relevant Student Success team/s, 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. Host institutions 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	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 host institutions, or exchange host institutions 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	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	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	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	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. Bachelor of Medicine and Bachelor of Surgery / Bachelor of Medical Studies / Doctor of Medicine 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 Away approval from the Adelaide Graduate Research School.
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 will qualify the student for travel insurance (subject to any other insurance eligibility requirements).