

# Overseas Study Procedures

<b>Responsible Officer</b>	Registrar
<b>Approval Authority</b>	Institute Board
<b>Date Approved</b>	15 April 2014
<b>Review Date</b>	April 2017
<b>History/Versions</b>	-
<b>Related Documents</b>	Student Rules

## 1. RATIONALE

Campion College has a number of partnerships with overseas Colleges and Universities enabling current students to experience study overseas. Through the Exchange Program, students have the opportunity to experience other cultures whilst studying overseas and receiving credit towards their degree. The Program is open to Bachelor of Arts students, providing they continue with a full-time enrolment at Campion, meet the eligibility criteria for the program and are approved by the Academic Dean to obtain academic credit for their overseas studies.

## 2. DIFFERENCES BETWEEN EXCHANGE AND STUDY ABROAD

**An exchange** refers to overseas study undertaken at an institution where Campion has an exchange agreement. These are reciprocal agreements where students from both institutions participate in studying overseas. Campion students enrol in the standard Campion subjects and pay tuition fees to Campion, and study subjects with similar content at the host institution. Subjects are chosen through consultation with the Academic Dean prior to going on exchange. Results for these subjects are recorded against the comparable Campion subjects as either "EXCH", meaning a subject successfully completed while on exchange, or "F", where the subject has been failed.

**Study Abroad** refers to overseas study undertaken at any institution, which may include an institution with which Campion has an agreement. Study Abroad is a one-way arrangement where there is no expectation of a reciprocal period of study by a student from the host institution at Campion. Study Abroad students take Leave of Absence from Campion and pay tuition fees to the host institution. As these students are on Leave of Absence, any scholarships held are relinquished (upon return students are eligible to apply and compete for a new scholarship). Studies completed during Study Abroad may be recognised at Campion through Recognition of Prior Learning on the academic transcript (RPL) if the content is substantially the same as Campion subjects. Students taking study abroad are strongly advised to discuss subject choices with the Academic Dean prior to leaving as RPL cannot be guaranteed. Note that RPL cannot be granted for the final semester of study at Campion prior to graduation. The student has responsibility for all Study Abroad arrangements, including liaison with the host institution; payments; enrolment; administrative arrangements; and RPL.

The remainder of this document refers to the Exchange Program only.

## 3. EXCHANGE PROGRAM PRINCIPLES

- 3.1. Student exchange programs are designed to be cost neutral to each of the institutions involved. For this reciprocal arrangement to be effective, the College will take measures to ensure a balance in the number of incoming and outgoing students over the life of the agreement. If there is an imbalance, there is no guarantee that an exchange place may be available at a host institution in any given semester or year.
- 3.2. The Student Administration Office is responsible for the management and administration relating to the Exchange Program.
- 3.3. All applications for the Exchange Program must receive final approval from the Academic Dean.

- 3.4. The Academic Dean reserves the right to decline any application or withdraw the offer of a place from any applicant who may not appropriately represent the College at the host institution.
- 3.5. Where an exchange involves travel to a country where the Department of Foreign Affairs and Trade (DFAT) travel warning is *'Reconsider your need to travel'* or higher, the College reserves the right to cancel an exchange program or place restrictions on student participation.
- 3.6. Students in receipt of a Campion scholarship or bursary are eligible to continue receiving these funds where the exchange is being undertaken with a partner institution listed in the Newman Guide to Choosing a Catholic College. Receipt of scholarship or bursary funds is limited to one semester of overseas study and may be provided in advance to assist with travel expenses, upon request.

#### **4. ELIGIBILITY**

- 4.1. Students applying for the Exchange Program must normally be enrolled in a Campion College degree for a minimum of one years' equivalent full-time study prior to the commencement of their overseas study.
- 4.2. Students cannot study overseas in their final semester prior to graduation.
- 4.3. The host institution may require students to have a minimum grade point average before approval.
- 4.4. Students applying to the Exchange Program must be in good academic standing, be of good character, have no outstanding debts to Campion and not be subject to any disciplinary proceedings.

#### **5. PROCEDURES**

- 5.1. Initial discussion must be conducted between the student and the Academic Dean or Vice-Dean so that subjects can be considered to complement the student's degree.
- 5.2. Students applying to the Exchange Program must not apply directly to the host institution. Liaison with the host institution is to be coordinated by the Campion Student Administration Office.
- 5.3. If a student is unsuccessful with their application, the Student Administration Office will make contact with the student and advise accordingly.
- 5.4. In conjunction with the Student Administration Office, the student will prepare any application materials required for study at the host institution.
- 5.5. Once the application is accepted by the host, the student will work with the Student Administration Office to complete any further documentation confirming the student's enrolment.
- 5.6. The decision of the Academic Dean will be final in relation to all Exchange Program applications.

#### **6. STUDENT RESPONSIBILITIES**

- 6.1. Students must seek and follow advice from the Academic Dean at Campion in relation to their proposed study program.
- 6.2. Students must be aware that quotas may apply to some subjects and/or classes offered at the host institution which means that enrolment in their preferred choice(s) may not be possible.
- 6.3. All travel arrangements are the responsibility of the student, including passports, visas, airfares, transfers and insurance.
- 6.4. All accommodation and living arrangements are the responsibility of the student; however may be facilitated by the host institution if residential accommodation is available
- 6.5. Whilst on exchange students must retain a full-time enrolment status at Campion and register for a standard full-time academic load at the host College.
- 6.6. Students must meet any enrolment requirements imposed by the host institution or those which are related to the visa requirements of the host country, as relevant.
- 6.7. Any change withdrawal from or addition of a subject included in the proposed study program at the host institution must be approved by the Academic Dean at Campion.
- 6.8. Any grades obtained where a student enrolls in units that have not been formally approved as part of the student's study program will not be included on the Campion academic transcript.
- 6.9. The student must provide the Campion Student Administration Office with a copy of their results from the host institution so that final grades can be entered at Campion.
- 6.10. Students participating in exchange programs are automatically considered ambassadors for the College and are expected to abide by the rules and regulations of the host institution and its country.
- 6.11. The student agrees to participate in any College publication, media and events related to the exchange experience once the program is successfully completed.