



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

STUDY ABROAD POLICY: Outbound Study Abroad Exchange Program

Responsible Executive:	Pro Vice Chancellor, International
Responsible Office:	Study Abroad Office
Contact Officer:	Executive Officer
Effective Date:	1 January 2013
Modification History:	First created 27 November 2012

RATIONALE

The University of Notre Dame Australia has a number of partnerships with overseas Colleges and Universities enabling current students to experience up to one year of study overseas.

Through the Study Abroad Exchange Program, students have the opportunity to experience other cultures whilst studying overseas and receiving credit towards their degree.

The Program is open to both undergraduate and postgraduate students, providing they continue with a full-time enrolment at The University of Notre Dame Australia, meet the eligibility criteria for the program and are approved by the Dean (or delegate) of their School to obtain academic credit for their overseas studies.

1. PRINCIPLES

- 1.1 All applications for the Outbound Study Abroad Exchange Program must receive final approval from the Pro Vice Chancellor International.
- 1.2 The University's Study Abroad Office is responsible for the management and administration relating to the Outbound Study Abroad Exchange Program.
- 1.3 The Pro Vice Chancellor International, reserves the right to decline any application or withdraw the offer of a place from any applicant who may not appropriately represent the University at the host institution.
- 1.4 The Pro Vice Chancellor International will seek relevant advice regarding risks associated with outbound programs that take place, or are proposed to take place, in countries that are listed as '*reconsider your need to travel*' or '*do not travel*' by the Australian Department of Foreign Affairs and Trade. Cancellation of an exchange program or restrictions on student participation may be considered.
- 1.5 Quotas may apply to units and/or classes at host institutions. As a result, no guarantee can be given that enrolment will be available in the unit(s) that the student is applying for.
- 1.6 Students must maintain a full-time academic load in their Notre Dame Australia degree while studying at the host institution. Students must also meet any additional enrolment requirements imposed by the host institution or those which are related to the visa requirements of the host country, as relevant.

2. ELIGIBILITY

- 2.1 Students applying for the Outbound Study Abroad Exchange Program must normally be enrolled in a University of Notre Dame Australia degree for a minimum of one and a half years equivalent full-time study prior to the commencement of their overseas study.
- 2.2 Approval must be sought from the School that the student is enrolled in, as restrictions may apply to some degrees.
- 2.3 Students will require a minimum grade point average, which will vary depending on the advice from the host institution. However to be considered an eligible applicant for the Program, students will normally be required to have a Credit average in their Notre Dame Australia studies.
- 2.4 Students applying to the Outbound Study Abroad Exchange Program, must be in good academic standing, have no outstanding debts to Notre Dame Australia and not be subject to any disciplinary proceedings.
- 2.5 International students are eligible to apply to the Outbound Study Abroad Exchange program but limitations may be imposed on the availability of the host destinations.

3. PROCEDURES

- 3.1 Students considering the Outbound Study Abroad Exchange Program are strongly encouraged to plan at least one year in advance of the semester they intend to study abroad.
- 3.2 Initial discussion must be conducted between the student and their Course Coordinator so that a suitable suite of units and a discipline match can be considered to complement the student's degree.
- 3.3 All applications must be made on the University's approved forms and be submitted through the Study Abroad Office by the published due dates.
- 3.4 Students applying to the Outbound Study Abroad Exchange Program must not apply directly to the host institution for a place in their exchange program. Communications with the host institution in relation to all aspects of the application process are to be coordinated by the Study Abroad Office at Notre Dame Australia.
- 3.5 If a student is unsuccessful with their application, the Study Abroad Office will make contact with the student and advise accordingly.
- 3.6 If a student is successful in their application to the Program but unsuccessful in securing a place at their preferred host institution, the Study Abroad Office will contact the student directly and work to find an alternative destination.
- 3.7 In conjunction with the Study Abroad Office, the student will prepare any application materials required for study at the host institution. Once the application is accepted by the host, the student will work with the Study Abroad Office to complete further documentation confirming the student's enrolment and departure.
- 3.8 The decision of the Pro Vice Chancellor International will be final in relation to all Outbound Study Abroad Exchange Program applications.

4. STUDENT RESPONSIBILITY

- 4.1 Students must seek and follow the appropriate advice from academic staff at Notre Dame Australia in relation to their study program.
- 4.2 Students must be aware that quotas may apply to some courses and/or units offered at the host institution which means that enrolment in their preferred choice(s) may not be possible.
- 4.3 Whilst on exchange, students must retain a full-time enrolment status at Notre Dame Australia and register for a standard full-time academic load at the host university.
- 4.4 The student will provide, on request, a certified copy of their Notre Dame Australia academic transcript as part of their application to the host institution.
- 4.5 Any change to enrolment at the host institution, which includes withdrawal from a unit or addition of a unit, needs to be formally submitted to Notre Dame Australia's Study Abroad Office, within two calendar weeks of the commencement of classes at the host institution.
- 4.6 Any grades obtained where a student enrolls in units that have not been formally approved as part of the student's study program whilst on exchange, will not be included on the student's Notre Dame Australia transcript.
- 4.7 A copy of the Confirmation of Enrolment or similar proof of enrolment from the host institution must be submitted to Notre Dame Australia's Student Administration Office so it can be recorded as part of their enrolment and appear on the student's official academic record.

- 4.8 The student is to provide the Study Abroad Office at Notre Dame Australia with a copy of the Statement of Results for their enrolment at the host institution so that the result can be recorded on the official academic record, as per the University's General Regulations.
- 4.9 Units which are studied at the host institution and which are not converted to a formal grade by the next published date of the Board of Examiners meeting will be recorded as a "Fail" grade and will appear as such on the student's academic transcript.
- 4.10 Students participating in exchange programs are automatically considered ambassadors for the University and are expected to abide by the rules and regulations of the host institution and its country.
- 4.11 All successful Outbound Study Abroad Exchange students will be required to attend all information sessions, including pre-departure information sessions as scheduled by the Study Abroad Office at Notre Dame Australia.
- 4.12 The student may be invited to participate in any publication, media and events related to the study abroad experience including promotion of the study abroad program once the program is successfully completed.
- 4.13 It is the responsibility of the student to check their University email account on a weekly basis.