



Exchange and Study Abroad Policy

Policy Category		Policy/guideline/procedure/rules	
Review		3 years from date of Approval	
Policy Code		AP029	
Contacts		policy@top.edu.au	
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2018.06	Academic Board	18 June 2018	18 June 2018

1. PURPOSE

The purpose of this policy is to provide a framework for encouraging student mobility and opportunities for students to engage in Study Abroad and Overseas Exchange Programs.

2. SCOPE

This policy applies to all students of Top Education Institute (TOP) and students from another Institution engaging in a Study Abroad or Overseas Exchange Program at TOP.

3. GUIDING PRINCIPLES

- Encourage and facilitate students to gain overseas study experience and enhance career opportunities;
- Help students attain cultural and global competencies, social awareness and a strong sense of global citizenship;
- Facilitate cross cultural experiences and interaction;
- Promote partnerships with likeminded overseas Institutions; and
- Ensure the safety and welfare of students participating in exchange and study abroad programs.
- Students on a Study Abroad or Overseas Exchange Program are considered to be representatives of the Home Institution and must respect the cultures and customs of the Host Institution and its country.

4. DEFINITIONS

Home Institution: The Institution where the student has been formally admitted to a course.

Host Institution: The Institution where the student engages in formal study while on a Student Exchange or Study Abroad Program that is then credited towards an award course at the Home Institution.

Inbound Students: Students from an Overseas Exchange Partner Institution participating in an Overseas Exchange Program at TOP.

Memorandums of Understanding (MOU): A binding agreement between TOP and another Institution outlining the terms and conditions of the Overseas Exchange or Study Abroad Program, including each parties' requirements and responsibilities.

Outbound Students: TOP students participating in an Overseas Exchange Program at a Host Institution.

Overseas Exchange Partner: An overseas Institution with which TOP holds a Student Exchange Program.

Student Exchange Program: A formal exchange program arranged between TOP and an Overseas Exchange Partner. Students will receive credit for studies successfully completed at the Host Institution however students will pay their Home Institution's fees.

Study Abroad Program: An approved program of study undertaken at a Host Institution. Credit may/may not be granted towards the degree at the Home Institution. Students will pay the Host Institution's fees.

5. STUDENT EXCHANGE AND STUDY ABROAD APPROACH

Students may undertake a Student Exchange Program with an Overseas Exchange Partner as agreed through overarching agreements and Memorandums of Understanding (MOU). Student Exchange Programs are normally short term, ranging in duration from one semester to one year. Students are expected to have achieved a credit average or above and completed two semesters of study at TOP prior to undertaking the exchange program. The Student Exchange or Study Abroad Program must relate to the program of study, and enhance the opportunities available at the Home Institution. TOP and its host partners will ensure students participating will have the best opportunity to benefit through academic credit, or work and life experiences that will potentially enhance the student's career prospects and professional development.

6. APPLICATIONS FOR STUDY ABOARD OR STUDENT EXCHANGE PROGRAMS

TOP Students who wish to be considered for a Study Abroad or Student Exchange Program need to make a formal application to the Senior Academic Manager at least one semester prior to the intended start of the Program. The application must contain a "Study Abroad and Student Exchange Application Form". Students will be notified within 14 days of the application whether the application has been approved.

Where students are dissatisfied with the outcome of the application they may appeal the decision to the Dean of the Business School or the Dean of the Law School (as appropriate) within 14 days of receiving notification of the decision of the Senior Academic Manager. The Dean will then make the final determination within 14 days of receiving the appeal. The Dean's decision will be final and no further avenue for appeal will be available.

7. EXPENSES

Students will be responsible for all expenses involved in the exchange or study abroad program including, but not limited to, airfares, accommodation, visas, cultural activities, and study materials. Students undertaking study abroad may be required to pay tuition fees directly to the host institution.

TOP students undertaking an exchange program will only have tuition fees refunded in the following circumstances:

- Cancellation of the exchange program;
- Where the student cannot proceed due to family responsibilities or illness (supporting documentation such as a medical certificate will need to be provided);
- Student withdrawals prior to the Census date.
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8. RELATED DOCUMENTS

- i. Study Abroad and Overseas Exchange Application Form
- ii. Memorandums of Understanding

9. VERSION CONTROL

Historical Version	Approved by	Approval Date
2018.04	Academic Board	18 April 2018