



Personnel Services

INTERNATIONAL STAFF EXCHANGE FOR GENERAL STAFF POLICY

Date approved:	2 May 1994	Date Policy will take effect:	On approval	Date of Next Review:	
Approved by:	Administrative Committee				
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Responsible Faculty/ Division & Unit:	Professional and Organisational Development Services, Personnel Services				
Supporting documents, procedures & forms of this policy:	Nil				
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Audience:	Public – accessible to anyone				
Expiry Date of Policy:	Not applicable				

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1 Purpose of Policy

1. This document outlines University policy and guidelines on international staff exchange for General Staff. The specific details of any staff exchange will be dependent on individual cases but this document is meant to provide details as to the general processes and conditions of an exchange.
2. The University places an important emphasis on internationalisation. Student and staff exchange programs have been successfully operating for a number of years. Exchanges provide an ideal developmental opportunity for staff, as well as benefiting the University.
3. Exchanges strengthen ties between universities and enable participants to gain an insight into different cultures and societies, as well as an opportunity to experience different attitudes and ideas. Employees can develop a first hand knowledge of the methods and structures of work in a tertiary institution in another country. The knowledge gained may contribute to the enhancement or improvement of the functions of the employee's own section.

2 Definitions

Not Available

3 Application & Scope

Not Available

4 Exchange Agreements

1. The University of Wollongong has exchange agreements with universities in a number of countries. Preferably, an employee would participate in an exchange with a university which has an exchange agreement with the University of Wollongong.
2. An exchange may be undertaken with a university with which the University does not have an agreement. In these circumstances, the International Office will be involved in the negotiations and its agreement sought before the exchange is finalised.
3. Employees considering an exchange in Asia or Europe may be required to have a minimum period of study in the appropriate language. Some intensive language courses are available. The level required will also be dependent on where the employee will be working; if the position involves extensive contact with staff or students it will require more advanced linguistic skills.
4. The universities with which the University has a formal agreement for reciprocal staff exchange are listed in Appendix A.
5. There are a number of universities which have a student exchange agreement with the University of Wollongong, but do not have a formalised staff exchange agreement. A staff exchange agreement may be arranged as an extension of the student agreement. These universities are also listed in Appendix A.

5 Conditions of the Exchange

1. Exchanges would normally be between 3 and 6 months, but longer (or shorter) exchanges may be considered under special circumstances.
2. The exchange agreement must be reciprocal. This ensures that neither university is short-staffed during an exchange.
3. Normally the participants exchange each others duties.
4. Consideration may be given to a request made by a Unit for a staff member to participate in an exchange without a reciprocal party. This request will take the form of a submission outlining the reasons for the one-sided exchange. In this case, the Unit must understand they will be required to cover the cost associated with an absent staff member.



6 Procedures

1. The University does not have a formal regular program for staff exchange similar to the student exchange program. There are no guarantees of exchange and no pre-determined quotas for exchange each year. In all cases, the international exchange shall be a one-off arrangement. This is due to the complexity involved in each case.
2. If an employee is interested in exchange, he/she may obtain a list of the addresses of the institutions with which the University has an agreement. Information about each of the individual institutions is available from the International Office's Study Abroad Office.
3. An exchange will not be considered unless supported by both the Head of the Unit and the Dean of the Faculty (or equivalent).
4. Once the employee has made a decision as to the preferred university, or country for exchange, he/she must write a letter to the institution/s expressing an interest in exchange. The employee should develop this in conjunction with the International Office, who may write and attach a letter of introduction for the employee. In all cases, the employee should include information concerning his/her position at the University; this will normally be a position description and information on the Unit including an organisational chart of the Unit, highlighting the employee's position within the Unit.
5. If one of the institutions indicates an interest in the exchange, Personnel Services will write a formal request; this request will include information on the University, the employee's resume and the position description of the employee. This will allow the overseas institution an opportunity to locate a possible reciprocal participant.
6. If the institution responds to the University's request with a possible exchange participant or if they respond to the employee's original request with a possible reciprocal participant, Personnel Services will request details of this particular employee, his/her position with the institution, and his/her position description and resume.
7. If both universities then agree to proceed, formal arrangements on the exchange can commence.
8. If the exchange is initially approved and a suitable reciprocal participant cannot be located, the Head or Dean (or equivalent) has the right to refuse the continuation of the exchange arrangements. An exchange participant would therefore need to be found before any formal arrangements and bookings have been made.
9. Once the exchange has been formally agreed to by both universities, the Unit/Faculty is obliged to support the exchange.
10. Once the details of the exchange have been finalised, a formal agreement will be signed by representatives of both institutions, the agreement will outline the conditions and obligations of both parties. The employee will also be required to sign an agreement to the conditions of the exchange.
11. Upon return from exchange the participant will be required to submit a detailed report on his/her experiences while on exchange. This will include a report on the methods and structure of the area/unit where the participant worked, and if any procedures or methods of his/her work may be improved by using or modifying techniques used by the overseas institution. The report will also include comments on training provided while on exchange and any other issues which may be of interest.
 - a. Copies of the report will be submitted to the Head of Unit, the Dean (or equivalent), the Director, Personnel Services and the Study Abroad Co-ordinator.
 - b. Copies of this report will be filed on the employee's personal file, and the General Staff - Exchange file.

7 Staff Selection

1. Care should be taken in staff selection. Units are unable to make the same assessment as they would if the person were in Australia. Units must be aware that an exchange is part of a development program, therefore, the level of scrutiny applied in obtaining a permanent employee may not be appropriate in obtaining an exchange participant.



2. When the position description, resume and any other details of the proposed reciprocal participant are forwarded to the university, they will be examined by both Personnel Services and the relevant Unit, to determine his/her suitability as a replacement for the employee.
3. In some cases, it may be necessary to obtain references from the proposed participant's supervisors or to speak with the person on the phone.

8 Overseas Institutions Approaching the University for Exchange

1. If a university with which the University has an agreement contacts the University of Wollongong requesting an exchange, expressions of interest in such an exchange will be invited by placing an advertisement in both Campus News and the Internal Vacancies Circular. Interested persons may submit their resumes and reason for interest. All interested persons must attach a letter of support from their Head and Dean (or equivalent).
2. Where more than one expression of interest is received, the decision on who will be introduced to the overseas institution will be based on merit and be consistent with EEO principles. A committee consisting of representatives from Personnel Services and the International Office will consider each of the expressions and decide on one.
3. If the institution accepts the University's employee and can provide a suitable exchange participant, the final procedures for exchange will be followed. All other conditions of exchange apply.

9 University of Wollongong – Employee Entitlements

1. The employee will remain on the original payroll; participating in the exchange will not affect any salary entitlements. University of Wollongong staff will continue to accrue recreation leave and all service will be counted towards long service leave and incremental progression.
2. Staff will be entitled to sick leave. If the staff member is sick while at work, he/she will submit a sick leave form to the host institution. At the cessation of the exchange, the institution will forward the leave forms to the University of Wollongong in order for the employee's leave records to be adjusted accordingly.
3. An employee may take recreation leave while on exchange. This may be taken before or after the period of the work exchange. It may be possible to take some recreation leave during the period. Leave before or after the exchange requires the approval of the Head of the Unit of the releasing institution, leave during the period requires the approval of the Head of the Unit of the host institution. Leave forms must be submitted and forwarded to the relevant institution.
4. All superannuation payments remain unchanged. The employer and the employee both continue to contribute to the superannuation scheme.
5. As the person remains an employee of the University, he/she will retain full entitlements in terms of workers compensation. If the employee is involved in an accident while at work at the host institution, this must be reported and forwarded directly to the reciprocal university.
6. It may be possible for the employee to take pay in advance before proceeding on an exchange program. If this option is approved, then it is the employee's responsibility to budget costs while on exchange.
7. In all other respects, an employee is bound by the rules and conditions which apply to employees at the host university.
8. Exchange participants from an overseas institution, on exchange to the University of Wollongong are bound by the rules and conditions which apply to General Staff.

10 Arrangements

1. Costs involved may include airfares, accommodation, travel and medical insurance, visas, passport, and work permits (if necessary). The cost of the exchange will be met by the employee. The employee may be able to obtain supplementary funding for the exchange; however, the onus is on the employee to obtain this. Options may include development leave*, securing a scholarship or training grant, or gaining financial support from their own Unit.



2. Employees are responsible for their own travel arrangements.
3. Employees are strongly advised to take out travel insurance.
4. Employees will be required to complete a University travel authority before departure, and will also be required to take out appropriate medical insurance. This insurance covers an employee for any accident or illness which may occur outside work.
5. It is the responsibility of the employee participating in the exchange to make accommodation arrangements. In some cases, a direct swap between participants may be arranged. University campus accommodation may also be available in certain circumstances.
6. Depending on the country to which the employee is travelling, the requirement for visas and work permits will vary. This can be resolved at the time of the formal exchange. The University will only support a visa or work permit for the employee for the work undertaken at the host institution.

11 Training & Development

1. The host Unit must provide the participant with suitable training and opportunities for development. This may include on-the-job training, exposure to other areas of the University and participation in internal or external training courses. The exchange must be viewed as a developmental opportunity, not simply as a means of filling the vacant position.
2. Employees participating in an exchange must agree to and support training provided for them while on exchange.

12 Performance Problems

1. If the exchange participant experiences performance problems, the normal performance management procedures will apply, that is, they will be advised of the problems and given time to rectify them. In this case, the overseas institution will be notified of the problems and given copies of all correspondence to the person.
2. If a Unit is dissatisfied with an employee's performance and all preliminary performance management procedures have been followed, they may end the exchange, with the agreement of the reciprocal institution and Personnel Services. In such a case, the employee is no longer the responsibility of the University of Wollongong and must follow the instructions/directives of his/her own Institution.
3. The exchange of the other participant shall not be jeopardised. The Unit will continue to pay the salary of their employee, until his/her scheduled return.
4. In some cases, the Unit may re-locate the employee, either within the Faculty/Division or to another Unit/Section. Personnel Services must be advised and involved in this decision. The University will not accept the exchange participant as a supernumerary.
5. An employee may have his/her exchange summarily terminated where the participant commits an act of serious or wilful misconduct. In this case, the overseas institution will be notified immediately.

13 Combining Work and Study

1. Employees may be able to study at the host institution at the same time. However, this is not guaranteed and is at the discretion of the Study Abroad Office. As each university has a quota of exchange students, it may not be possible to include an employee who is undertaking only one subject, compared to a normal full-time load undertaken by student exchange participants.
2. It may be possible for the employee to pay full fees and undertake study at the same time. In this case, the International Office should be contacted and arrangements made for appropriate paperwork to be undertaken and visas obtained.
3. If subjects are undertaken, employees should clarify that the subjects studied can, and will, be counted towards their degree.



14 Roles & Responsibilities

1. Roles and responsibilities are as detailed in this policy.

15 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	2 May 1994	Administrative Committee	First Version
2	6 May 2009	Vice Principal (Administration)	Migrated to UOW Policy Template as per Policy Directory Refresh

Appendix A

Universities with exchange agreements*:

1. The universities with which the University has a formal agreement for reciprocal staff exchange, include the following:
 - Assumption University, Thailand
 - California State University, Long Beach, USA
 - Centre of Advanced Study, Banaras Hindu University, India
 - Chulalongkorn University, Thailand
 - Politecnico di Milano, Italy
 - Shenyang University, China
 - Spanish Research Council, Madrid, Spain
 - University d'Orleans, France
 - University of Florence, Italy
2. The following universities have a student exchange agreement with the University of Wollongong, but do not have formalised staff exchange agreements:
 - Indiana University, Bloomington, USA
 - Chiang Mai, University, Thailand
 - Hiroshima Shudo University, Japan
 - Humboldt State University, Arcata, USA
 - Montana State University, USA
 - New Jersey State College system, USA
 - Otaru University, Japan
 - University of California, USA (8 campuses)
 - University of Colorado, USA
 - University of Illinois, Urbana-Campaign, USA
 - University of Kansas, Lawrence, USA
 - University of Massachusetts, USA
 - University of Miami, USA
 - University of Nebraska, Lincoln, USA



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- University of Nevada, Las Vegas, USA
 - University of Exeter, UK
 - University of North Carolina, Chapel Hill, USA
 - University of Warwick, UK
 - Uppsala University, Sweden

*Please note this list was current as at 24th March, 1994. Universities may be added or removed from this list, from time to time.