



Office of the Deputy Vice-Chancellor (International)

PROCEDURE FOR UOW INTERNATIONAL TRAVEL GRANTS FOR OUTBOUND STUDENTS

Date approved	6 July 2007	Date Procedure will take effect	January 2009	Date of Next Review	October 2012
Approved by	Deputy Vice-Chancellor (International)				
Custodian title and e-mail address	Manager, International Relations trish@uow.edu.au				
Responsible Division	Office of Deputy Vice-Chancellor (International)				
Supporting documents, procedures and forms of this procedure	International Exchange Application Form Application for a Travel Grant for Short-Term International Programs OS-HELP procedures				
References and Legislation					
Audience	Public website Staff Intranet – UOW Staff Only Students-International Exchange website- lists conditions of award				
Expiry date					

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1 Introduction / Background

- 1.1 The University of Wollongong is committed to providing students with the opportunity to include international perspectives and experiences in their courses of study. This goal is incorporated in the UOW [Graduate Qualities](#).
- 1.2 The Office of the Deputy Vice-Chancellor (International) supports this commitment by funding International Travel Grants for eligible students to undertake an international experience to count as part of their studies at the University of Wollongong.

2 Scope / Purpose

- 2.1 This procedure will cover travel grants and external funds for outbound mobility administered by UOW for undergraduate and postgraduate coursework students undertaking an international experience. Postgraduate research students, except any research students participating in the UOW Semester International Student Exchange Program, are not eligible to apply for a UOW International Travel Grant and should instead investigate travel funding options through the UOW Research Student Centre.
- 2.2 The travel grant funding, which is determined on an annual basis, is available for the following programs where they are for credit towards a UOW degree and are approved in advance by the relevant Academic Unit/ Sub-Dean and the Study Abroad & Exchange Office:
 - Priority 1: Semester exchange placements at exchange partner universities;
 - Priority 2: Approved short-term programs, at least two weeks in length, as listed in Section 4. These include, but are not limited to, intensive language/culture programs or other short-course at an approved partner institution, study tours led by UOW academic staff, overseas practice teaching placements or internships to count as either specified or unspecified credit towards UOW degree. Travel grants for short-term programs are subject to overall availability of funds;
 - Priority 3: Semester Study abroad (fee-paying) programs;
 - Priority 4: Short-course Study Abroad (fee-paying) programs.
- 2.3 Scholarships funded from external sources and administered by UOW e.g DEEWR funded International Exchange and Short-term Mobility Scholarships, will generally be subject to the same deadlines, procedures and conditions of award as UOW Targeted Institution Travel Grants in line with the particular external funding guidelines.

3 Definitions

Word/Term/Abbreviation	Definition
Exchange program	A program governed by a formal agreement with a UOW exchange partner enabling UOW students to study on a non-tuition fee basis; in return, UOW waives the tuition fee for an equivalent number of students;
UOW exchange partner	an institution with whom UOW has a current signed student exchange agreement duly approved by the Deputy Vice-Chancellor (International) (in accordance with the Delegations of Authority Policy);
Study tours	Some UOW subjects involve a period of study overseas. The group arrangements for the in-country experience are normally made by the Coordinator from the relevant faculty. Generally the students will travel as a group with their UOW lecturer.
Study Abroad program	An overseas study program where tuition-fees are paid at the host institution.

4. Types of Grants:

SEMESTER PROGRAMS	International Exchange Travel Grant for a semester exchange to UOW partner university, (Includes ACICIS semester program and approved Study Abroad (fee-paying) programs)	\$1,000 total grant per student (for either one or two sessions of study) up to approved maximum number each session*; <i>if the number of applicants exceeds the number of grants available the applicants will be ranked on the basis of academic performance (minimum weighted average mark-WAM- of 65);</i>
	Targeted Institution Travel Grant for specific UOW exchange universities for one or two semesters	\$3,000 per student for study at a designated partner university up to an approved maximum number each session*; List of partner institutions approved each session by DVC(I); allocations based on exchange balances and UOW Strategic Partner list;
	Tuition Grant for Semester Study Abroad (outbound) fee-paying programs	Up to \$2,000 tuition-fees per student, to an approved program, up to a maximum number each session*; <i>Tuition fee payment covered under a separate policy;</i>
SHORT-TERM PROGRAMS (minimum two weeks)	Short-term Travel Grant for short-term in-country language and culture program or Study Tour which forms part of a UOW subject;	\$500 per student up to approved maximum number each session*;
	Short-Term Travel Grant for clinical experience or practicum placements which count for credit towards a UOW degree program; Includes Education and GSM students	\$500 per student; Up to an approved number of awards per faculty*; Faculties will select and recommend grant recipients for DVC (I) funds for processing by the Study Abroad & Exchange Office; Students must be enrolled in a UOW subject for the program or it must count as specified or unspecified credit towards UOW degree;
	Short-term Travel Grant for an approved short course or academic experience at a partner university	\$500 per student; up to approved maximum number each year*;
	Short-term Travel Grant for an approved short course or academic experience at a non-partner university or an approved fee-paying program (<i>Tuition fee payment covered under a separate policy</i>)	\$500 per student; up to approved maximum number each year*;
	Internships for credit at an approved organisation	\$500 per student; up to approved maximum number each year*;
	Uni-Capitol Washington Internship Program (UCWIP) 8 weeks	\$1,000 for the successful UOW nominees;

* as determined by the DVC(I) on an annual basis as part of the budget approval process

5. Conditions of Award for each type of grant:

5.1 International Semester Exchange Program Grants:

- 5.1.1 An International Semester Exchange Travel grant provides a minimum one-off payment for students participating in an exchange program at a UOW partner institution for either one or two sessions. It is designed to assist students meet basic travel or living costs of the exchange program. Where the number of applicants exceeds the number of travel grants available in any one year, the grants will be awarded on the basis of academic merit to students with a WAM above 65 and in accordance with the priority list in Section 2.2.
- 5.1.2. Each session the University will offer a number of Targeted Institution Travel Grants to specific exchange partner universities. A student cannot receive an International Exchange Travel Grant (Ref. 5.1.1.) if they are in receipt of a Targeted Institution Travel Grant (Refer 5.2 below).

Conditions of award

- 5.1.4 Exchange applicants are automatically considered for an International Semester Exchange Travel Grant. No separate application is necessary. To be eligible, students must have submitted a completed *Application for International Exchange Program Form* (including the required supporting documentation) by the appropriate deadline date and received approval by the Sub-Dean(s) of their home Faculty(s) and the Study Abroad & Exchange Office;
- 5.1.5 Award of any travel grant is conditional upon the student participating in the International Exchange Program through the University of Wollongong, at the university approved by the Study Abroad and Exchange Office and during the session specified in the letter of offer. It is also conditional upon the student (i) being enrolled in a relevant degree program at UOW (at the time of travel and for the duration of the exchange), (ii) confirming their enrolment at the partner institution by the due date, (iii) successfully completing the exchange program, (iv) finalising their exchange report and credit transfer and (v) meeting other program obligations in accordance with the International Student Exchange Application Form Authorisation Statement. The recipient is required to repay the travel grant to UOW if he/she withdraws prior to the commencement of the program or before the completion of the program or does not meet other program obligations; Normal UOW rules relating to failure to pay charges will apply. <http://www.uow.edu.au/student/finances/index.html>.
- 5.1.6 All International Semester Exchange Travel Grant recipients are required to attend pre-departure and re-entry meetings and to commit as a volunteer for the Study Abroad and Exchange Office promotions to future exchange students as outlined on the International Student Exchange Application Form Authorisation Statement.
- 5.1.7 Final approval for funding is at the discretion of the Deputy Vice-Chancellor (International).
- 5.1.8 The University of Wollongong reserves the right to not award an International Exchange Travel Grant.

5.2 Targeted Institution Travel Grants for one or two sessions at an exchange partner institution

- 5.2.1 The targeted institutional grants reflect the UOW commitment to have active international linkages especially with UOW Strategic Partners. The list of Targeted Institution Travel Grants may vary from session to session and is approved by the Deputy Vice-Chancellor (International) each session for the next relevant application period. This list will be available from the Study Abroad & Exchange Office before the end of each session.

Conditions of award

- 5.2.3** Exchange applicants are automatically considered for an International Semester Exchange Travel Grant. No separate application is necessary. To be eligible, students must have submitted a completed *Application for International Exchange Program Form* (including the required supporting documentation) by the appropriate deadline date and received approval by the Sub-Dean(s) of their home Faculty(s) and the Study Abroad & Exchange Office;

- 5.2.4 The Targeted Institution Travel Grants are approved by the Deputy Vice-Chancellor (International) on the recommendation of the Exchange Selection Committee including the Manager, Study Abroad and Exchange and Manager, International Relations. Allocation of Travel Grants will take place as soon as possible after exchange placements are finalised. Travel Grants will be paid upon confirmation of enrolment and arrival at the overseas university. Travel grants for international students are paid towards the UOW tuition fees upon receipt of the confirmation of enrolment at the partner institution.
- 5.2.5 Travel Grants will be primarily awarded on the basis of academic merit however financial need and the Exchange Interview, as outlined in the Application Form, may be taken into account. Preference will normally be given to students proceeding on exchange for two sessions or a full year.
- 5.2.6 Award of any travel grant is conditional upon the student participating in the International Exchange Program through the University of Wollongong, at the university approved by the Study Abroad and Exchange Office and during the session specified in the letter of offer. It is also conditional upon the student (i) being enrolled in a relevant degree program at UOW (at the time of travel and for the duration of the exchange), (ii) confirming their enrolment at the partner institution by the due date, (iii) successfully completing the exchange program and (iv) meeting other program obligations in accordance with the international Student Exchange Application form Authorisation Statement. The recipient is required to repay the travel grant to UOW if he/she withdraws prior to or before the completion of the program; Normal UOW rules relating to failure to pay charges will apply. <http://www.uow.edu.au/student/finances/index.html>
- 5.2.7 All Travel Grant recipients are required to attend pre-departure and re-entry meetings and to commit as a volunteer for the Study Abroad and Exchange Office promotions to future exchange students as outlined on the Student Agreement Form.
- 5.2.8 The University reserves the right to change the Travel Grant amount or to not award a Targeted Institution Travel Grant for a particular institution.
- 5.2.9 Final approval for funding is at the discretion of the Deputy Vice-Chancellor (International).

5.3 Short-term Travel Grants

- 5.3.1 Travel grants are also available for other eligible undergraduate and postgraduate coursework students undertaking specific international activities for credit as part of their UOW degree program. Grants are not automatic and will be considered by the Study Abroad and Exchange Office upon receipt of the application form. (Refer 5.3.4 below)
- 5.3.2 A limited number of Short-term Travel grants are provided for the following activities. If overall funding is limited the applications will be ranked in the following priority order:
- Compulsory short-course or study tour, including in-country language and culture programs, as a UOW degree or subject requirement
 - UOW Study tour led by UOW academic staff member
 - Non-compulsory short course for credit at UOW partner institution
 - Overseas teaching practicum or clinical placements
 - Internships, for credit at an approved organisation
 - Courses undertaken for credit at non-partner institutions are the lowest priority and are subject to availability of funds

All programs must be at least two weeks in length unless otherwise approved by the Deputy Vice-Chancellor (International).

Conditions of award

- 5.3.2 Applicants must complete an *Application form for an International Short-Term Program*, available from the Study Abroad & Exchange Office, to provide information about the purpose of travel, reasons for participating, length of program and expected outcomes. The form must be submitted by 15 April for programs commencing June-September and by 15 September for programs commencing November-February; Payments will not be made if the Application Form is incomplete, the student has not submitted the required supplementary documentation or if a student has a debt to UOW which is not cleared prior to departure.

- 5.3.3 Purpose of travel must be relevant to the applicant's UOW degree and the proposed program must count as either specified credit or unspecified credit towards the UOW degree;
- 5.3.4 Applicants seeking unspecified or specified credit for the international experience must have the Travel Grant application form signed by the relevant UOW Head of Academic Unit and approved by the relevant Sub-Dean; If applicants are undertaking the international experience as part of a UOW subject requirement, the application form must be accompanied by a copy of an Enrolment Record to verify enrolment in that subject.
- 5.3.5 Applicants must be enrolled in the relevant UOW degree for the duration of the international program;
- 5.3.6 Applicants must have a satisfactory level of academic achievement at UOW (WAM of 65 or above).
- 5.3.7 The award of a travel grant does not imply approval for enrolment or credit transfer; nor does the approval of credit transfer imply approval for the award of a travel grant;
- 5.3.8 Students are responsible for confirming enrolment and credit transfer arrangements at UOW before the commencement of travel;
- 5.3.9 Travel grant recipients **must** complete a report at the completion of the program and participate in other evaluation activities as required;
- 5.3.10 The recipient will be required to repay the travel grant to UOW if he/she withdraws prior to the program commencing or before the completion of the program; Normal UOW rules relating to failure to pay charges will apply. <http://www.uow.edu.au/student/finances/index.html>
- 5.3.11 All travel grants are issued in Australian Dollars;
- 5.3.12 Applications are approved by the Deputy Vice-Chancellor (International) or nominee. Funding amounts may vary from year to year.

6 Payments to students

- 6.3 In signing the *International Student Exchange Application Form* and/or the *Application Form for an International Short-term Program*, the student agrees to the conditions of award as outlined above.

Short-term grants

- 6.4 Each applicant for a Short-term grant must complete an *Application Form for an International Short-term Program* and have it approved by the head of the Academic Unit and Sub Dean. This form must be submitted along with the required supporting documents to the Study Abroad & Exchange Office by 15 April for programs commencing June-September and by 15 September for programs commencing November-February.
- 6.5 The payments are coordinated by the Study Abroad & Exchange Office and will only be paid in Australian dollars by Electronic Funds Transfer direct to the student's Australian bank account.
- 6.6 Short-term Travel Grants may be paid in advance of the program. It is not always possible to process the travel grants before the intended travel dates and therefore the funds may only be available during or after the program has commenced.
- 6.7 Payments will not be made if the Application Form is incomplete; the student has not submitted the required documentation or if a student has a debt to UOW which is not cleared prior to departure.

International Exchange Travel Grants for Session programs and Targeted Institution Travel Grants

- 6.8 International Exchange Travel Grants for session programs are normally paid when the student confirms their arrival and enrolment at the host university. This system ensures that students notify the

Study Abroad Office of their arrival, enrolment and contact details. Travel grants for international students participating in semester exchange programs will normally be paid into their UOW tuition fee account upon receipt of their arrival, enrolment and contact details. All students must confirm their enrolment at the host university by submitting the *Confirmation of Enrolment* form signed by the appropriate staff member at the host university. Payments to students are normally processed within 10 working days of the receipt of the completed *Confirmation of Enrolment* form.

7 Student obligations upon completion of the program

7.3 All students must submit the following documents within 30 days of returning to UOW. In addition, students participating in the semester International Exchange Program are required to attend a re-entry meeting organized by the Study Abroad and Exchange Office:

An A4 report including the following details or a specific evaluation report upon request:

- Date the program was undertaken
- Location of program
- Details- eg highlights, academic, accommodation, travel experiences
- Outcomes

Evidence of successful completion:

- a. International Exchange Program: transcript from host university
- b. Short-term Language program: transcript or certificate of attendance
- c. Internship: letter of confirmation of successful completion
- d. Short course: transcript

8 Roles and Responsibilities

Study Abroad and Exchange Office

8.3 Provide advice on Exchange destinations and programs

8.4 Manage the application process, enrolment, credit transfer, travel grant payments and insurance.

Manager, International Relations

8.5 Recommend final allocation of funds to DVC (I) and approve individual applications for a travel grant on behalf of DVC(I).

9 Version Control Table

Version Control	Date Released	Approved By	Amendment
1	6 July 2007	DVC (A&I)	Original document
2	4 September 2008	DVC (A&I)	Formatting into UOW Procedure document.
3	28 January 2009	PVC(I)	Update to reflect new role of PVC(I) and updated conditions of award
4	November 2010	DVC(I)	Updated types of grants and conditions of award
5	December 2011	DVC(I)	Update conditions of award and nomenclature