School-led overseas
Short-term Program

- Checklist for Schools

Contact:
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International Engagement - Student Mobility
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Murdoch
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1. Introduction

1.1 International Engagement - Student Mobility Team

The Student Mobility Team (Athira Adly for inbound, Jeannette Geesmann for outbound) is located in the Student Centre. We work with over 50 Exchange partners and other institutions and providers, and currently Murdoch University offers around 15 short-term programs, most of them within a particular School. You can find a list of all of our partners and programs here: [http://studyabroad.murdoch.edu.au](http://studyabroad.murdoch.edu.au)

Student Mobility (Inbound) refers to students that are coming to Murdoch University for one or two semesters as part of their overseas degree, but also on short-term programs that we offer, mainly during the semester break.

Student Mobility (Outbound) refers to students that are spending part of their Murdoch University degree overseas. Programs include formal semester/year Exchanges but also short-term programs, clinical and teaching placements and internships.

1.2 What is a short-term program?

A short-term program is usually 2 - 8 weeks long, generally offered during the semester break and can be conducted in form of a study tour, internship, clinical or teaching placement. Short-term programs become more and more popular as an alternative to semester-long Exchanges as many of our students are mature-aged and have commitments that only allows them to be abroad for a few weeks at a time.

The desired outcome of a short-term program is a mix of cultural and academic activities in country, in line with the student welfare, student experience and available recourses.

1.3 About this checklist

You have received this checklist as you are interested in developing a short-term program for your students. This checklist aims to ensure all stakeholders involved in planning and administering a new short-term program follow the same guidelines and to create a streamlined process. It is directed to the program coordinator. Please remember the work involved in creating a program and make sure you are prepared.

2. Planning a new program

2.1 12 to 9 month before departure

- Proposal and objectives: Identify the need and demand of a program and if it meets Murdoch University’s strategic goals.

- Content: Think about the student learning outcomes and academic goals. The program should be a mixture of cultural activities and an appropriate academic outcome that meet the credit requirements of a Murdoch University unit (or similar).

- Finding a program partner: Do you have partnerships or agreements with universities you can approach? They might already offer a program for students from other (Australian) universities.
Existing Exchange partners: As we work with over 50 partner universities, you might be able to use an existing program at one of our partner universities. Please contact Jeannette Geesmann if you are interested.

Third-party providers: They can help you to create a customized School-led study program and will take care of most of the planning as described on the following pages. Using a provider can take pressure off the program coordinator, especially in regards to risk management and emergency procedures. No additional costs are involved; the students will simply pay a program fee instead of tuition at a host location. Please contact Jeannette Geesmann if you are interested.

Location: Ensure the destination is in line with the DFAT Travel advice and understand the different advice colours on http://smartraveller.gov.au/countries/Pages/default.aspx:
- **Green**: Exercise normal safety precautions
- **Yellow**: High degree of caution
- **Orange**: Reconsider your need to travel
- **Red**: Do not travel

Risk Management: Please undertake an assessment of key risks. The University’s Risk Management Framework provides guidance on how to go through this process. Please contact Dan Byles, Manager University Resilience, if you need further information about this Framework. You can also find useful Travel Tips here: http://bit.ly/2dJmci7

Resources at host location: These should provide Student support, communication (internet, telephone, IT), learning support, Social (Sport facilities, social events, shopping).

Dates: Make sure you set rough dates for the program, usually during the semester breaks.

Enrolment and Academic credit: The program contact hours should be equivalent to the full-time teaching period (usually 3 credit points during summer or winter). The program should be for credit for two reasons: 1. for students to be eligible for an OS-Help loan and 2. If you plan to apply for financial support for your students (see 5. Finances and grants).

Tuition: If you have an appropriate unit within you School that the students can enrol in, Murdoch University can keep the tuition. Students who pay a provider program fee or are required to pay tuition at the host institution will however usually enrol in a non-fee liable unit at Murdoch University and receive advanced standing upon successful completion of the program.

Costs: Program costs have to be confirmed when promoting the program. Especially if you use a provider it could be mandatory for the students to pay a non-refundable deposit, also to increase the students’ commitment to a program.

Depending on the structure of the program and how you would like to organise payments (separately, as a group), these could be typical expenditures:

<table>
<thead>
<tr>
<th>Usually included in program cost</th>
<th>Usually excluded in program cost</th>
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<tbody>
<tr>
<td>Program tuition (HECS) or International student fee</td>
<td>Flights</td>
</tr>
<tr>
<td>Accommodation</td>
<td>Telephone</td>
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<tr>
<td>Murdoch corporate health insurance</td>
<td>Shopping and additional social activities</td>
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<tr>
<td>Course material</td>
<td>Souvenirs</td>
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</table>
Finances and grants: As long as a program is for credit, your students can seek financial support via different channels (Centrelink Youth Allowance, grants, OS-Help loan). As the program coordinator you can contact Jeannette Geesmann for assistance or refer to 5. Finances and grants.

Seek approval from School Dean and School Manager: The School Dean and School Manager both have to approve your program in writing. Please ask them to forward your proposal and their approval to Jeannette Geesmann j.geesmann@murdoch.edu.au. Please also make sure you keep in regular contact with her to ensure you are following the correct process.

Apply for Government funding: (5. Finances and grants) before the deadline.

2.2 9 to 6 months before departure

Promotion within your School: How are you planning to promote the program to your students? Will you send an email, or do you have a newsletter for students and staff? We are happy to assist however you are the best point of contact for the students in your School so the main promotion needs to be done within the School. Although we require a minimum GPA for students going on Exchange (2.0) we don’t ask you to follow the same criteria, however you should make sure that the students you recruit are good Murdoch University ambassadors and academically stable enough to cope on an overseas conducted program.

Social Media: Jeannette Geesmann can circulate any promotion on via Facebook, Website, Twitter and a bulk email to eligible students.

Recruitment of students: This is essential. In case your program will be funded by Government grants: You need to ensure to name the Government funding and use it as a recruitment tool at your best ability. Unused money has to be returned to the Government and cannot be used elsewhere.

Self-assessment of students: Ask your students why they have chosen to apply, if they understand a possible language barrier, different culture and food, poverty and risk, their own mental health.

2.3 6 to 3 months before departure

Payment of Grants: If you are successful with a Government funding application (5. Finances and grants), Jeannette Geesmann will administer the money, including payment of the students.

OS-Help: Your students might be eligible for a Government loan of up to $7,765, to help funding the program costs. You should promote this option when promoting the program as it should increase the number of interested students who will realise they can afford the program. Please refer to 5. Finances and grants.

Accompanying staff member: As you are offering this program as a School-led opportunity, a staff member should travels with the students at any time. If you have received Government funding,
you can get 10% of the students’ grants or $1,500 (depending on the grant scheme) for project facilitation costs, which can includes travel arrangements for staff.

- **Accommodation:** The option you choose has to be safe, clean and culturally appropriate. On-campus accommodation or similar sources are desired. Please contact the host location to make arrangements. Please consider safety, cost and cultural engagement. On-campus, hostel or homestay opportunities could be more appropriate than hotels.

- **Immunisations:** Depending on the program location, mandatory immunisation might be required. Please check with the doctor or nurse on the Murdoch University campus for further information.

- **Passport:** The students’ passport needs to be valid during the travel period. Many countries additionally require that the passport is valid for 3 or 6 months beyond the end of the trip. Please make sure you discuss this with your students.

- **Visa:** Please check with the host institution/location which visa is required for your students. You can also get useful information at the host location’s embassy in Canberra or an equivalent consulate elsewhere in Australia.

### 2.4 2 months before departure

- **Travel/Flights:** It is your decision to make a group booking or for students to arrange their own flights. Group bookings can reduce costs; STA Travel on campus might be able to assist. Group booking will also reduce issues like students arriving at different times, missed flights or losing a student. In case you prefer that students make their own travel arrangements, you may suggest that they all book the same flight.

- **Pre-departures session:** Please arrange a compulsory session for all students, which covers all necessary information (including cultural awareness, insurance, safety/emergency, flights, accommodation, itinerary, visa consular/embassy contact details). Please invite to your pre-departure session Jenny Cameron, Insurance Administrator. Please make sure you are aware of any international students on the program, as some requirements might be different for them. All domestic students also have to register on [www.smartraveller.gov.au](http://www.smartraveller.gov.au). Other suggestions: Contact Dan Byles, Manager University resilience (find the details at the end of this document) and the Nurse Ms Lisa Cranfield L.Cranfield@murdoch.edu.au as they can provide save travel information and health packs from the Health and Counselling Service. We get these for our outgoing Exchange students. Please contact Dan and Lisa well in advance. We have a draft presentation that we will provide to you and that you can tailor to your needs. You are able to receive the Government’s staff subsidy once you have planned and scheduled this pre-departure session.

- **Insurance:** Students travelling on university business will be insurance free of charge by Murdoch University’s corporate travel insurance. All students have to register through the Travel Registry on the Murdoch University website Murdoch University Travel Registry [https://goto.murdoch.edu.au/TravellInsuranceRegistry](https://goto.murdoch.edu.au/TravellInsuranceRegistry)
Students’ and program details: Please report final student numbers and details to Jeannette Geesmann: Student ID, F/M, First name, Last name, Email, Phone, Emergency contact in Australia and number, Program start date, Program end date, In-country contact name, In-country contact phone and name and contact of the person accompanying the students

Payment of students: Please note that students can only receive Government funding if they have attended your School-specific compulsory pre-departure session and if they have entered all travel details in the Travel Registry.

2.5 1 months before departure

Program and student cancellations: In order to minimise the risk of students withdrawing from the program or programs being cancelled, it is mandatory to consider all aspects of this checklist carefully. Especially students withdrawing late can have a negative effect on the total program cost. You might want to set a cut-off date close to departure, when students are not eligible for any refunds.

3. While on the program

On-site Orientation: Please ensure your contact at the host location organises an orientation program upon arrival of the students and before the program commences. It should include, but is not limited to: Health and safety and emergency procedure, rules and regulations, campus tour, meeting support staff, expectation and other. If you choose to use a provider, this will be covered.

Risk Management and Emergencies: It is essential that program coordinators are prepared for a variety of potential emergencies and are aware of the support available overseas and in Australia.

Possible types of emergencies, that can effect students but also accompanying staff, can include:
- Missing a program member
- Psychiatric/mental health issues of program member
- Crime/assault against a program member
- Serious injury /illness of a program member
- Death of a program member

The program coordinator is responsible for immediate response, coordination of local assistance and basic troubleshooting for all emergencies. Advice and assistance is available through Murdoch University’s Critical Incident Policy and is attached to this document. If there is an emergency:

- Follow local emergency response procedures and directions from Police & Emergency Services
- Let your travel companions, family and the University know you are ok
- If emergency is large-scale, monitor media reports of the incident and DFAT smarttraveller advice updates
- If necessary, seek help from the University’s travel emergency assistance provider (Dynamiq) or the Australian DFAT consulate in that location.
4. Upon return

Returned students should be debriefed and encouraged to reflect on their overseas experience through a testimonial, video or photos. These should also be forwarded to Jeannette Geesmann, to promote Murdoch University’s outbound opportunities. Program Coordinators should also seek feedback from students on the success of the program to make improvements for future tours.

5. Finances and grants

- **OS-Help:** OS-HELP is an Australian Government loan to assist students to study abroad. The loan will be added to a student’s HECS debt and is organised and administered. To be eligible for the loan students need to meet the following criteria:
  - being a domestic undergraduate and postgraduate students enrolled as a Commonwealth Supported student
  - participating in an overseas program for academic credit
  - have completed 1 year of full-time study at Murdoch University (or another Australian institution, if given advanced standing) by program commencement
  - have a minimum of 3 credit points left of their degree upon return from the overseas program
  - have a **GPA of 2.0** (if the student’s GPA is below 2.0, the Student Records Team will seek approval from the Academic Chair)
  - International students are not eligible to apply for OS-HELP loan

Students can receive the application in the Student Centre. Please advise your students that each application will be assessed individually and not all of your students might meet the requirements.

- **Government grants:** The Australian Government offers different grant schemes that universities can apply for, to financially assist students with their overseas program. Please contact Jeannette Geesmann if you are interested, deadlines vary but are usually around May. Relevant for you are:

  **NCP (New Colombo Plan)**
  - Asian and Pacific countries only
  - Undergraduate students only
  - Australian citizens only
  - Students need to be 18 - 28 years at the time of program commencement, 30% allowed to be older (3 of 10 students)
  - $3,000 per student
  - 10% of total amount as staff subsidy/project facilitation (e.g. to cover staff travel costs)

  **STMP (Short-term Mobility Program)**
  - Global Regions only, Pacific Region (non-Asian) for Postgraduate students only
  - Undergraduate and Postgraduate students
  - Australian citizens and permanent residents only
  - $2,000 per student
  - max. number of students: 10
  - $1,500 staff subsidy/project facilitation (e.g. to cover staff travel costs)
Asia Postgraduate
- Asian countries only
- Postgraduate students only
- Australian citizens and permanent residents only
- $2,000 per student
- max. number of students: 10
- A language component ($1,000) can be supported and delivered in-country (off-shore)
- $1,500 staff subsidy/project facilitation (e.g. to cover staff travel costs)

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<tr>
<th>Undergraduate students</th>
<th>Postgraduate students</th>
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<td>Global</td>
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<td>STMP</td>
<td>✓</td>
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<tr>
<td>AsiaPG</td>
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6. Murdoch University key contacts (Important contacts in red)

<table>
<thead>
<tr>
<th>Student Mobility Officer (Outbound) - International Engagement</th>
<th>Jeannette Geesmann</th>
<th><a href="mailto:J.Geesmann@murdoch.edu.au">J.Geesmann@murdoch.edu.au</a></th>
<th>+61 8 9360 7836</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chancellery, Student Centre</td>
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<tr>
<td>Acting Manager International Engagement</td>
<td>Vicky Dunford</td>
<td><a href="mailto:V.Dunford@murdoch.edu.au">V.Dunford@murdoch.edu.au</a></td>
<td>+61 8 9360 6516</td>
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<td></td>
<td></td>
<td></td>
<td>Chancellery, Room 2.011</td>
</tr>
<tr>
<td>Insurance Administrator</td>
<td>Jenny Cameron</td>
<td><a href="mailto:insurance@murdoch.edu.au">insurance@murdoch.edu.au</a></td>
<td>+61 8 9360 7280</td>
</tr>
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<td></td>
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<td>Chancellery, Room 3.011</td>
</tr>
<tr>
<td>Partnerships and Contract Support Team</td>
<td><a href="mailto:Partnerships.support@murdoch.edu.au">Partnerships.support@murdoch.edu.au</a></td>
<td></td>
<td>Chancellery Room 2.013</td>
</tr>
<tr>
<td>Manager University Resilience, Internal Audit &amp; Risk Management</td>
<td>Dan Byles</td>
<td><a href="mailto:D.Byles@murdoch.edu.au">D.Byles@murdoch.edu.au</a></td>
<td>+61 8 9360 6286</td>
</tr>
<tr>
<td>Travel System and Procurement Officer</td>
<td>Victoria Stein</td>
<td><a href="mailto:V.Stein@murdoch.edu.au">V.Stein@murdoch.edu.au</a></td>
<td>+61 8 9360 6165</td>
</tr>
<tr>
<td>Emergency after-hours number</td>
<td>+61 8 9360 7333 or</td>
<td></td>
<td>+61 8 9360 6262</td>
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<tr>
<td>Health Service</td>
<td><a href="http://www.murdoch.edu.au/Medical">http://www.murdoch.edu.au/Medical</a></td>
<td></td>
<td>Tavern Room 1.005L</td>
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### 7. Murdoch University important documents and websites

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<th>Document/Link</th>
<th>Description</th>
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| Attached to this document and should be provided to students during pre-departure session (see 2.4) | 1. Dynamiq PROACT Membership Card  
2. Managing Travel Incidents abroad  
3. Responsibilities checklist (please sign and return) |

Last updated: 15/12/2016
Empowering you to protect your people, operations and reputation, anywhere in the world 24/7.

Should you require a claim form or additional insurance information, please contact the insurance administrator:

P: +61 8 9360 7280  E: insurance@murdoch.edu.au

Murdoch University Insurance Policy Number: #0027472
If a traveller is in an incident abroad and needs help:

1. Traveller calls Dynamiq on (02) 9978 6666 for emergency assistance and lets their supervisor know.

2. Dynamiq informs Manager University Resilience (Dan Byles) of the incident.

3. Manager University Resilience informs travellers’ supervisors and key University staff.

4. Manager University Resilience coordinates incident support with the traveller, Dynamiq, travel agency, Murdoch staff & other external agencies as required.

5. Manager University Resilience updates key University staff on incident management actions.

6. If incident is deemed ‘major’ or ‘critical’, Manager University Resilience recommends to the Executive that the University’s Critical Incident Management Team (CIMT) be activated.

If an incident happens abroad that may affect our travellers:

1. Dynamiq sends Email and SMS incident alerts to Murdoch’s registered travellers in that location, as well as key staff.

2. Manager University Resilience consults with Dynamiq and Murdoch’s travel management systems to find out which travellers may be impacted.

3. Manager University Resilience contacts those travellers to check their wellbeing and location.

4. Manager University Resilience informs key University staff of traveller status.

5. If travellers need help, Manager University Resilience coordinates incident management actions as described above.

More information:

Further detail on Murdoch’s Travel Incident Management Protocols are provided in the University’s Critical Incident Management Plan here.

Further information on the travel risk advisory service, as well as general travel safety tips, are provided here.
The program you deliver has been planned in accordance with the criteria outlined in the Checklist for Schools?  

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You or another staff member has delivered a pre-departure session?  

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<th>Yes</th>
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All those travelling on the program have been invited to disclose to the person chaperoning the program any medical conditions (e.g. allergies) which may affect their safety in country?  

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All participating students have been reminded to pack any necessary prescription medications?  

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Your students have been made familiar with the insurance policy and the insurance administrator has provided information to your students?  

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Students have been reminded to enter their details in the Travel Registry?  

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All details of the chaperoning staff member have been entered in Trobexis?  

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The person chaperoning the program will be carrying copies of the Murdoch Travel Emergency Card and the travel provider contact details?  

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Necessary arrangements have been made for the effective management of emergencies that may arise in the course of the program?  

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You have read and understood the document *Managing Travel Incidents abroad*?  

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<th>Yes</th>
<th>No</th>
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The School Manager and School Dean know the details of the program including travel dates and chaperoning staff member?  

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<tr>
<th>Yes</th>
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</table>

Please sign and return this form to the Student Mobility Officer (Jeannette Geesmann) at j.geesmann@murdoch.edu.au prior to your departure.

Full name: ______________________________________

Signature: _____________________________________ Date: _____________________