



University of  
South Australia



# study tours

[unisa.edu.au/exchange](http://unisa.edu.au/exchange)

CRICOS provider number 00121B





## Contents

Introduction	1
What is a study tour?	2
How do I arrange a study tour?	3
Staff to student ratio	4
Insurance	5
Providing general advice and information for students	6
Finance	7
Australian Government scholarships	8
Safe travel	9
Study tour models	10
Successful UniSA study tours	11
Useful references and forms	12
Attachments	13
Contacts	13

## Introduction

Student mobility is an important indicator of the university's commitment to internationalisation. Mobility has a key role in the building of international partnerships and development of an international outlook in our students.

### **Crossing the Horizon Strategic action plan 2013-2018**

#### ***Action set 6: A globally visible university with global reach and leverage***

*UniSA will have enduring and mutually beneficial relationships with its global alumni and international partners. We will:*

#### ***Educate students to be globally capable***

*We will provide an innovative and varied suite of study abroad and industry placement opportunities for our students in the Asia-Pacific, South Asia, Europe, South America and the United States – underpinned by research partnerships and staff exchanges.*

<http://www.unisa.edu.au/About-UniSA/Strategic-action-plan-2013-2018/Action-Set-6/>

Current student mobility programs are making a significant contribution toward these aspirations.

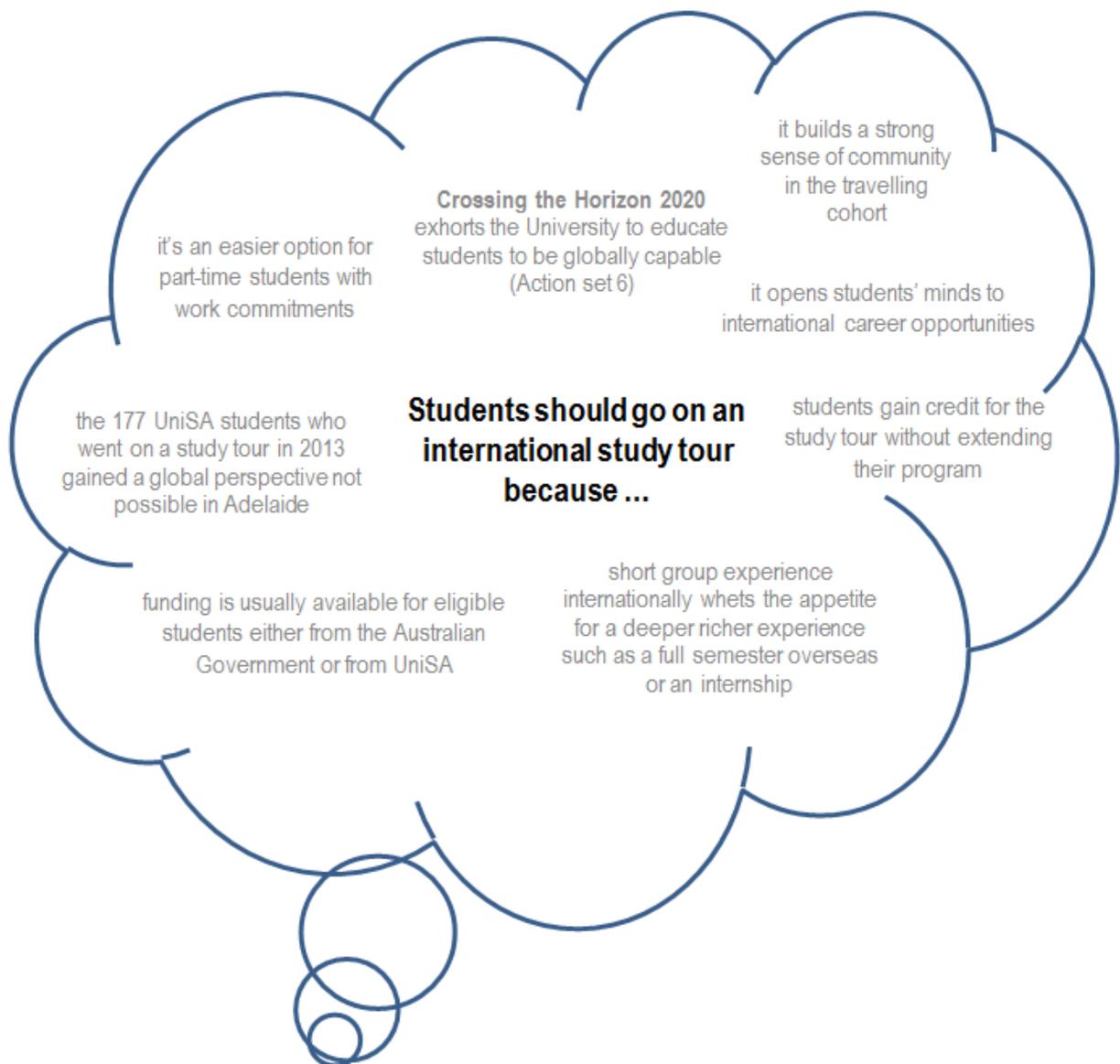
Since 2006 the demand for short term programs (including study tours) has increased significantly. In 2006 approximately 77 students participated in a short term program overseas. In 2013 approximately 272 students received funding for a short term program, **177 of these were part of an organised UniSA study tour.**

## What is a study tour?

A University of South Australia international study tour provides a group of students with the opportunity to travel overseas and study in a new environment for credit. Students usually travel with their lecturer.

A study tour is usually run over the period of a few weeks and suits a variety of students, from those working full or part time to those who have never travelled before.

A study tour is arranged by the School and is an excellent way for students and staff to gain an international perspective within their field of study.



---

## How do I arrange a study tour?

- Identify a study tour opportunity. Examples include exhibitions, conferences, projects, language courses, intensive course in country
- Investigate timing, cost and availability of staff
- Develop a study plan outline
- Call for expressions of interest, cap numbers, have a reserve list
- Test the eligibility of students
- Ask students to make a deposit
- Enrol students in course (usually a 4.5 unit course)
- Compile a final list of students and send the list to the Student Mobility Team
  - *Student Mobility Team assess eligibility for a Travel Grant*
  - *Student Mobility Team forwards name of tour and number of students to DVC I for approval to offer Travel Grants*
  - *Once DVC I approval received, students advised outcome of Travel Grant application*
- Finalise study plan and itinerary
- Determine final cost and ask students to make final payment (study plan and itinerary provided)
- Finalise travel details (including flights, visas, DFAT notification, insurance)
- Hold a briefing session prior to departure

See the [Study Tours process maps](#)

---

## Staff to student ratio

Currently there are no guidelines on the number of staff required to travel. Most study tour organisers base the number of staff around the specific requirements of the tour – destination country, internal travel, whether students are attending classes at an institution or being supervised at a hospital. Staff who either have language or cultural skills for the destination can make a very positive difference.

Examples of staff to student ratios:

### **Business School, University of Adelaide**

No specified ratio but have found the following works:

- Ideal 2-3 week study tour group size is 12-20 students
- One academic and one professional staff member. Usually staff would have other business in the area
- Number of staff depends on structure of tour, destination, language and if students are attending a host institution

### **Australian School of Business, University of New South Wales**

*International Business Strategy in Asia*

<http://www.asb.unsw.edu.au/currentstudents/agsmmba/academicinformation/courseinformation/Pages/internationalbusinessinasia.aspx>

- No more than 20 students to 1 staff member

### **School of Law, Deakin University**

*China Study Tour*

<http://www.deakin.edu.au/buslaw/law/chinastudytour/index.php>

- Maximum of 46 students with 3 staff (1 academic and 2 professional)

Also see [Successful UniSA study tours](#)

---

## Insurance

Students on a University approved study tour are covered by the University's insurance policies.

### Conditions for Insurance Cover:

- The Study Tour is relevant to the students current Program of study
- The Study Tour is University approved by way of a completed [FS23 form](#)
- No payment for services is being received by the student
- The Study Tour does not exceed 20 weeks. (Study Tours are not insured past 20 weeks unless approved in advance by the Insurance Office)
- The Study Tour does not extend past the students study end date (specifically once the student has qualified to graduate)

### The School must:

- Complete [FS23 form](#) with dates and destination/s. Host organisation signature not required
- Send a list of students on tour to [insurance@unisa.edu.au](mailto:insurance@unisa.edu.au)
- Advise students that if they are undertaking any additional personal travel they must email [insurance@unisa.edu.au](mailto:insurance@unisa.edu.au) with dates

### Summary of Covers: (refer to the [Insurance website](#) for detailed explanations)

- Public Liability
- Professional Indemnity
- Medical Malpractice
- Student Personal Accident
- Travel Insurance

[http://w3.unisa.edu.au/fin/Commercial\\_Support/Insurance/Insurance\\_Home/Insurance\\_default.asp](http://w3.unisa.edu.au/fin/Commercial_Support/Insurance/Insurance_Home/Insurance_default.asp)



---

## Providing general advice and information for students

The following information has been provided by Legal Services

Students participating in a study tour need to be given all relevant information about the tour, insurance position, country-specific information and their obligations and responsibilities whilst on the tour along the following lines:

1. An information sheet about the tour and the country they will be visiting including: visa information, climate, culture, food, water, time difference, language, currency, clothing, accommodation, meals, vaccinations etc.
2. In relation to medical advice, the information sheet needs to include a paragraph along these lines:  
  
*“Usually visitors to [insert country] are required to have vaccinations in order to protect them from [list diseases] however the student needs to consult with their own doctor to confirm what vaccinations are necessary and it is the student’s responsibility to seek medical advice from their own medical practitioner. The University is not responsible for prescription medication required by students on the tour and students must ensure that they take their own supply of required prescription medications together with a letter from their doctor stating that it is for personal use. It is also recommended that students take their own supply of medication for: headache pain, diarrhoea, cold and flu, nausea, constipation”.*
3. Information about insurance cover provided by the University for students including:
  - a. the scope and limitations of this insurance;
  - b. amount of any excess payable as advised by the University’s Consultant: Insurance Risk Compliance; and
  - c. any other relevant information such as notification that if students wish to add personal travel to the study tour, they need to inform the Insurance office of these details so that separate advice can be provided in relation to cover;
4. If a participating student is under 18 years old, the University must ensure that written parental/guardian consent is obtained.

### Student Acknowledgement

To ensure that the University discharges its duty of care to students, it is essential to arrange for all students participating in the tour to sign an **acknowledgement** which confirms their understanding that they are bound by UniSA policies whilst on the tour and agree to abide by the Code of Good Practice.

It is important to provide students with a hard copy of all relevant policies, including the [Code of Conduct for Students](#) and [Statute No. 7 General Misconduct](#) to ensure that the University has discharged its obligation to provide students with all of the relevant information.

**Code of Conduct for students** <http://w3.unisa.edu.au/policies/codes/students/default.asp>

**Statute No. 7 - Student misconduct** <http://w3.unisa.edu.au/policies/act/statutes.asp#7>



---

## Finance

### Study Tour Travel Grants

UniSA International offers (following DVC I approval) eligible students a \$1000 Travel Grant toward the cost of their trip.

#### Criteria for travel grant:

- Grade Point Average (GPA) of 4.0 or above
- Completion of at least a minimum of 36\* units for undergraduate students or 9 units for postgraduate students in the program in which they are currently enrolled  
(\* 36 units can consist of maximum 18 units credit + 18 units in current program)
- Demonstrated empathy and understanding of cultural differences
- Good health or a manageable condition
- Approval from the Program Director that the student will receive minimum credit of 4.5 units toward their current program on return to UniSA

On receipt of the list of participating students from the School, The Student Mobility Team will assess students' eligibility and advise the School and students of the outcome. The award of Travel Grants is at the discretion of the Deputy Vice Chancellor International and Advancement. The Travel Grant will be deposited in the student's nominated bank account approximately 8 weeks before the tour departs.

### OS-HELP

OS-HELP is an Australian Government loan scheme to assist eligible students to undertake some of their study overseas.

If students on a study tour are enrolled in full time study they may be eligible for an OS-HELP loan. See the [OS-HELP website](#) for full eligibility criteria.

[http://studyassist.gov.au/sites/studyassist/helppayingmyfees/os-help\\_overseas\\_study/pages/os-help-loans-and-study-overseas](http://studyassist.gov.au/sites/studyassist/helppayingmyfees/os-help_overseas_study/pages/os-help-loans-and-study-overseas)

In 2014, the maximum a student can borrow for a six-month study period is:

- \$6,250 if not studying in Asia
- \$7,500 if studying in Asia; and
- an additional \$1,000 if undertaking Asian language study in preparation for study in Asia.

Applications for the OS-HELP loan must be made through Student Finance and Enrolment, [studentfinance.enrolment@unisa.edu.au](mailto:studentfinance.enrolment@unisa.edu.au)

## Australian Government scholarships

Each year the University applies for funding support from the Australian Government to assist students undertaking both short term and semester based international opportunities. The Student Mobility Team manages the application process for this funding each year.

Study Tours may be eligible for funding under one of the following schemes.

### Study Overseas Short-term Mobility Program

This program provides support to subsidise the costs to staff and students participating in a short term experience of up to six months.

Program	Eligible Countries	Student Eligibility (outbound)	Study Options	Grant value per Student	Estimated student # supported across Australia (2015 round)
<b>Short-Term Mobility (STMP)</b>	Global	Undergraduate & Postgraduate (coursework)  Australian citizen or Australian permanent resident	Short-term (up to 6 months) – may include practicum or clinical placements; internships; research experiences; volunteer projects etc	\$2000	680

### New Colombo Plan

The New Colombo Plan is an initiative of the Australian Government that aims to lift knowledge of the Indo-Pacific region and strengthen institutional relationships through study and Internships/Mentorships.

Program	Eligible Countries	Student Eligibility (outbound)	Study Options	Grant value per Student	Estimated \$ value across Australia (2015 round)
<b>New Colombo Plan (NCP)</b>	Host locations span South Asia, South East Asia, North Asia and a number of locations in the Pacific	Undergraduate  Australian citizen or Australian permanent resident  At least 90% of students participating in any given Project must be aged 18-28 inclusive at the commencement of the Project	Short-term (up to 6 months) - includes study tours, practicums, clinical placements, internships/mentorships or short-term research	No less than \$1000 and no more than \$3000 for short-term	In 2015 approximately \$8 million is available for full semester/short term mobility

## AsiaBound Grants Program

AsiaBound provides \$2000 or \$5000 grants for around 3600 Australian students each year to participate in a study experience in Asia. Students can take short term mobility or semester long experiences. In addition, students can receive \$1000 for Asian language study prior to or at the same time as their program overseas.

Program	Eligible Countries	Student Eligibility (outbound)	Study Options	Grant value per Student	Estimated student # supported across Australia (2015 round)
AsiaBound	Asian countries	Undergraduate & Postgraduate (coursework)  Australian citizen or Australian permanent resident	Short-term (up to 6 months)  OR  1-2 full semester exchange	\$2000 short-term  \$5000 semester  + \$1,000 language support (if applicable)	3,330  made up of 2500 short-term; 500 semester; 330 language

For detailed information, refer to the,

Australian Education International, International Student Mobility Programs webpage. <https://aei.gov.au/International-network/Australia/studentmobility/Pages/International%20Student%20Mobility%20Programs.aspx>

Australian Government Department of Foreign Affairs and Trade, New Colombo Plan webpage. <http://www.dfat.gov.au/new-colombo-plan/mobility-program-guidelines-2015.html#selection>

## Safe travel

Once the group of students is confirmed, the School must keep a record of their details including passport number, next of kin, health details, contact numbers, and emergency contacts etc. The study tour group should also be registered with the Australian Government.

To register a group of unrelated travellers on a common itinerary, email the department on [RegistrationHelp@dfat.gov.au](mailto:RegistrationHelp@dfat.gov.au) providing your email address. You will be sent a spreadsheet to complete with all group members' details.

Any travel outside the group itinerary or travellers on a slightly varied itinerary should be individually registered online or forwarded as a separate group. <http://www.smartraveller.gov.au/orao-faq.html>

## DFAT warnings

The University restricts travel by staff and students to countries which are the subject of a DFAT travel advisory indicating that non essential travel should be deferred. Staff and students should make immediate plans to return to Australia should this be advised by DFAT and the University.

For more information on travel safety, <http://www-p.unisa.edu.au/intstaff/travel/safety.asp> (staff access only).

### Study tour models

<b>Name of Tour:</b>	<b>AAD Vanuatu Study Tour</b>		
Length:	2 – 4 weeks		
Timing:	12-27 April and 5-20 July 2014		
Open to:	UG/PG DBAE DMAE		
Enrolment:	ARCH 2045 4.5 units		
Assessment:	Seminar presentation	1125 words equivalent	25%
	Travel guide	1575 words equivalent	35%
	Curated graphic exhibition	1800 words equivalent	40%
No. of students:	20 – 30 students		
No. of staff:	1 to every 10 students		
<p>UniSA News (June 2014)</p> <p><b>Students design and build for Vanuatu</b></p> <p><a href="http://w3.unisa.edu.au/unisanews/2014/June/story4.asp">http://w3.unisa.edu.au/unisanews/2014/June/story4.asp</a></p>			

<b>Name of Tour:</b>	<b>Beijing Jiaotong University (BJTU) Mechanical Engineering Study Tour</b>		
Length:	1 week (intensive)		
Timing:	April 2013		
Open to:	1 <sup>st</sup> and 2 <sup>nd</sup> year UniSA Engineering students and BJTU Mechanical Engineering students		
Enrolment:	MENG 3012 4.5 units Delivered by Dr Yousef Amer, School of Engineering, UniSA		
Assessment:	Continuous assessment		20%
	Group assignment	2500 words	30%
	Examination	3 hours	50%
No. of students:	8 UniSA students, 10 BJTU students		
No. of staff:	1		
<p>International Update (May 2013)</p> <p><b>Beijing Jiaotong University Mechanical Engineering Study Tour 2013</b></p> <p><a href="http://www.unisa.edu.au/about-unisa/global-engagement/international-update/beijing-jiaotong-university-mechanical-engineering-study-tour-2013/">http://www.unisa.edu.au/about-unisa/global-engagement/international-update/beijing-jiaotong-university-mechanical-engineering-study-tour-2013/</a></p>			



---

## Successful UniSA study tours

### Planning Study Tour (ARCH 4037)

Study visit to Malaysia as a Year 4 planning elective

*Students: Approximately 20-25*

*Staff: 2*

### Art, Architecture and Design Study Tour (ARCH2045)

Destinations vary and have included China and Milan, Italy, Vanuatu

*Students: Approximately 20-30 depending on destination/activities*

*Staff: usually 1 staff member to 10 students*

### Languages in country (LANG2030)

Offered in Study Period 7. Italy, France, Japan

*Students: numbers vary*

### Nursing Malaysia Study Tour

IBNU students enrolled in NURS3034 and NURS3033 and IBMW students enrolled in NURS3036. Placement opportunities in Sarawak.

*Students: Maximum 15*

*Staff: 1*

### BICIS (BUSS5329)

The Business in China Intensive School has been designed to provide participants with skills, knowledge and experiences to be able to interact with the China market.

*Students: Maximum 40 students*

*Staff: At least 2 staff. One staff member stays with group in China. Casual staff also hired in country*

[BICIS program details and testimonials](#)

<http://www.unisa.edu.au/business/school/degrees/mba/study-abroad/business-in-china-intensive-school/>

---

## Useful references and forms

University of South Australia Global Engagement <http://www.unisa.edu.au/about-unisa/global-engagement/>

### University of South Australia Student Exchange Program

Student exchange website <http://www.unisa.edu.au/exchange/>

Short term opportunities <http://www.unisa.edu.au/Student-Life/Global-opportunities/Overseas-opportunities/Short-term-opportunities/>

Short term travel grant criteria <http://www.unisa.edu.au/Student-Life/Global-opportunities/Overseas-opportunities/How-to-apply/Short-term-application/>

Application for International Short Term Study or Placement (Travel Grant) <http://www.unisa.edu.au/Student-Life/Global-opportunities/Overseas-opportunities/How-to-apply/Short-term-application/>

### Insurance

University insurance [http://w3.unisa.edu.au/fin/Commercial\\_Support/Insurance/Insurance\\_Home/Insurance\\_default.asp](http://w3.unisa.edu.au/fin/Commercial_Support/Insurance/Insurance_Home/Insurance_default.asp)

FS23 Student Placement – Insurance Details form <https://www-p.unisa.edu.au/fin/forms/Fs23.pdf>

### Travel

UniSA travel safety <http://www-p.unisa.edu.au/intstaff/travel/safety.asp> (staff access only)

DFAT travel advisories <http://www.smartraveller.gov.au/zw-cgi/view/Advice/>

DFAT smartraveller <http://www.smartraveller.gov.au/>

### Funding

University of South Australia Study Tour Travel Grants <http://www.unisa.edu.au/Student-Life/Global-opportunities/Travel-grants/>

OS-HELP [http://studyassist.gov.au/sites/studyassist/help-paying-my-fees/os-help\\_overseas\\_study/pages/os-help-loans-and-study-overseas](http://studyassist.gov.au/sites/studyassist/help-paying-my-fees/os-help_overseas_study/pages/os-help-loans-and-study-overseas)

Australian Government International Student Mobility Programs <https://aei.gov.au/International-network/Australia/studentmobility/Pages/International%20Student%20Mobility%20Programs.aspx>

Australian Government Department of Foreign Affairs and Trade, New Colombo Plan <http://www.dfat.gov.au/new-colombo-plan/mobility-program-guidelines-2015.html#selection>

### VET Sector Outbound Mobility Portal and Toolkit

<http://www.studyoverseas.gov.au/resource/outboundmobility/Documents/vetmobility/index.html>

Section 6 Establishing a Project <http://www.studyoverseas.gov.au/resource/outboundmobility/Documents/vetmobility/6-Establishing-a-Project.html>

Section 6.6 Risk Management <http://www.studyoverseas.gov.au/resource/outboundmobility/Documents/vetmobility/6-Establishing-a-Project.html#x6-6-risk-management> **Document - Key questions for a Student Emergency Contact Details form**

Section 6.9 Planning an Itinerary <http://www.studyoverseas.gov.au/resource/outboundmobility/Documents/vetmobility/6-Establishing-a-Project.html#x6-9-planning-an-itinerary> **Document – Key factors to consider when planning overseas study tour itineraries**

Section 8 Managing a Program <http://www.studyoverseas.gov.au/resource/outboundmobility/Documents/vetmobility/8-Managing-a-Program.html>

Section 8.2 Preparing Participants <http://www.studyoverseas.gov.au/resource/outboundmobility/Documents/vetmobility/8-Managing-a-Program.html#x8-2-preparing-participants>

Section 8.3 On Program Support and Critical Incidents  
<http://www.studyoverseas.gov.au/resource/outboundmobility/Documents/vetmobility/8-Managing-a-Program.html#x8-3-on-program-support-and-critical-incidents>

Section 8.4 Teaching Guidelines <http://www.studyoverseas.gov.au/resource/outboundmobility/Documents/vetmobility/8-Managing-a-Program.html#x8-4-teaching-guidelines> **Document - Sample Study Tour Leader Guidelines**

## Attachments

Short Term Study Tour – Student Acknowledgement (developed by Legal Services)

Study Tour Process Maps

- Student Mobility Process
- School Process

## Contacts



Study Overseas

UniSA International | University of South Australia

**email** | [student.exchange@unisa.edu.au](mailto:student.exchange@unisa.edu.au)

**facebook** | 'UniSA Student Exchange and Study Abroad'

TO: School of \_\_\_\_\_  
University of South Australia

\*I, \_\_\_\_\_ (full name)

of \_\_\_\_\_ (residential address)

have applied to participate in the short term study tour within \_\_\_\_\_ program with the University of South Australia, (UniSA), in relation to study at  
\_\_\_\_\_ (Host Institution)

in \_\_\_\_\_ (Host Country) from \_\_\_\_\_ to \_\_\_\_\_

Should my application be approved, I acknowledge that:

- (a) Whilst I may be covered by UniSA's travel insurance arrangements, I must contact the Insurance Office ([insurance@unisa.edu.au](mailto:insurance@unisa.edu.au)) in the event that I add any personal travel to the study tour.
- (b) Whilst UniSA has taken reasonable care in selecting the Host Institution in accordance with the University's own requirements, my decision to participate in the study tour is made, being at all times aware that such participation is at my own risk.

As a student of UniSA, I understand:

- (a) that class attendance is compulsory whilst on the study tour;
- (b) the importance of my being a good representative of UniSA and agree to conduct myself overseas in a manner that reflects credit to UniSA;
- (c) the importance of observing the laws of my Host Country whilst on the study tour;
- (d) the importance of observing the student conduct code, policies and disciplinary procedures of my Host Institution;
- (e) I will remain subject to the **UniSA Code of Conduct for Students** <http://www.unisa.edu.au/policies/codes/students/Code-of-Conduct-for-Students.pdf> as well as all other UniSA rules and policies, disciplinary procedures applicable to student behaviour during the period of the study tour, particularly **Statute No. 7 – Student Misconduct** <http://www.unisa.edu.au/policies/act/statutes.asp#7>.
- (f) that General Misconduct includes:
  - a. Behaving in a manner which is disorderly or detrimental to the interests and good repute of UniSA;
  - b. Disobeying any reasonable order or direction given to me by a member of UniSA staff in the course of their duties and responsibilities to ensure my safety or the safety of another person and/or for the maintenance of good order;
  - c. Engaging in conduct which causes or may cause injury to any person or damage or loss of property;
- (g) In addition, should I contravene the **UniSA Code of Good Practice – Student Behaviour** or other UniSA policies applicable to student behaviour while overseas, I understand that UniSA may seek to review my conduct in accordance with UniSA policies and procedures prior to my departure from, or upon my return to, campus.

**I have read and agree to the above:**

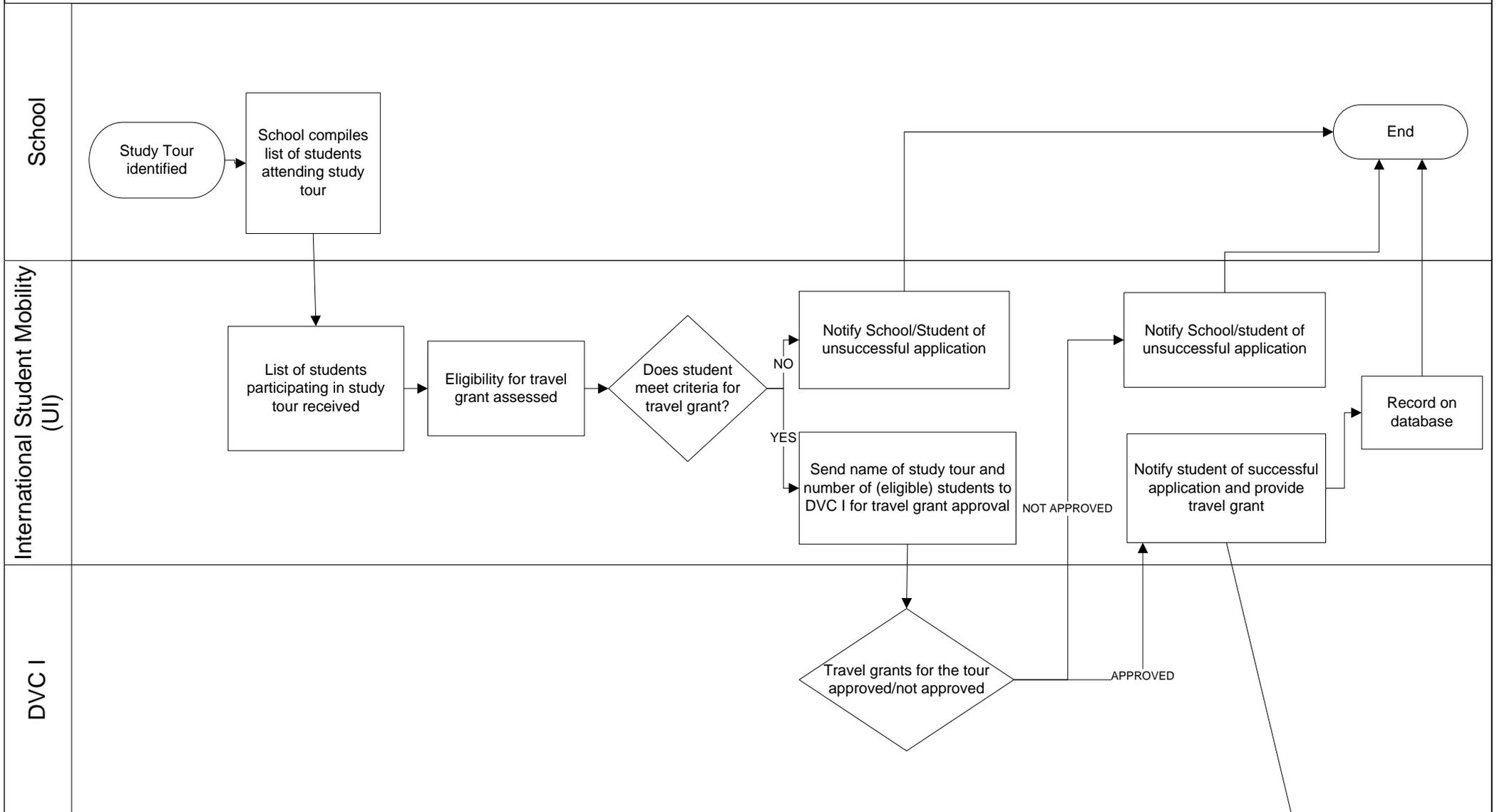
Student Signature: \_\_\_\_\_ Witness Signature: \_\_\_\_\_

Student ID: \_\_\_\_\_ Name of Witness: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

*\*if you are a minor (under the age of 18 years at the time of application) please advise the School immediately.*

# Study Tours (Student Mobility process)



Follow business process to:

- Obtain student bank details (FS34)
- Authorise FS34
- Transfer of funds

Students paid 6-8 weeks before tour departs

