

Griffith Global Mobility

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1.0 Purpose

This Procedure provides for the operationalisation of the *Griffith Global Mobility Policy*, ensuring the provision of a range of international study experiences for Griffith degree students with appropriate selection processes, distribution of funding support, pre-departure requirements, and program support with a focus on the health, safety, and well-being of students participating in outbound mobility programs.

2.0 Scope

This Procedure applies to the University's undergraduate, postgraduate and higher degree research (HDR) students wishing to participate in an outbound mobility program or experience, whether managed by the Global Mobility team, another element of the University, an overseas institution, or a third-party provider. This excludes students enrolled in Griffith programs through Open Universities Australia.

3.0 Procedure

3.1 Application Process

3.1.1 Eligibility Check

- Verify that students are enrolled in an award program at Griffith, excluding OUA programs.
- Confirm a minimum cumulative GPA of 4.0. This requirement must be maintained up until departure. This provision is based on a statement of motivation, which should demonstrate their seriousness of purpose, ability to take initiatives, represent Griffith University as a good ambassador, exhibit strong communication skills, and display social maturity and adaptability, and which will be considered alongside their academic results.
- Ensure completion of required credit points at Griffith University, that is 60CP for undergraduate and 30CP for postgraduate exchange programs by the time of departure. Short-Term Program participation requires a student to have completed at least 30 credit points. Students who have been granted academic credit from other institutions need to be assessed for special consideration by the Global Mobility team.

3.1.2 Application Submission

- Guide students to submit Global Mobility applications through the Global Mobility portal.
 - Students applying for the exchange program, or a short-term program coordinated by Griffith Global Mobility, must submit an application form and specified supporting documentation using the online Global Mobility portal.
 - Students applying for a program offered by an academic element at Griffith, must first submit an Expression of Interest, as required by the academic element. Only students

selected by the project lead will then be requested to submit their application using the online Global Mobility portal.

- Refer to the Exchange and Short-Term Program forms in Section 6: Related Policy Documents and Supporting Documents. The Global Mobility portal and website contains reference to program application deadlines for all programs available to students.
- Ensure inclusion of a study plan approved by the Program Director. Note that there may be a delegated approver for Griffith Business School and students studying language degrees.
- Collect statements of motivation and academic references from students for Griffith students applying for a Global Mobility program (short-term or trimester-long experiences managed by the Global Mobility team) will be selected based on:
 - A statement of motivation indicating their seriousness of purpose, ability to take initiative, communication skills, social maturity, and adaptability.
 - Their ability to represent Griffith University overseas as a good ambassador, determined by the strength of their academic references, disclosure of criminal history, engagement with the Griffith Global Mobility team in relation to their participation, and in accordance with the Griffith University Student Charter.

3.1.3 Selection Criteria

- Student Exchange Programs:
 - Assess academic merit based on cumulative Program GPA over at least two consecutive trimesters, where the number of eligible applicants for a Global Mobility program exceeds the number of places available.
 - Evaluate ambassadorial qualities and previous participation in mobility programs.
 - Consider additional criteria:
 - Whether the student has sufficient time left in their program to defer the exchange.
 - Whether the student has previously participated in a Global Mobility experience.
 - The degree to which Griffith Global Mobility considers the student likely to be a good ambassador for Griffith University.
 - Other criteria relevant to specific offerings, such as language proficiency where the language of instruction is not English.
 - When the application is for the student exchange program, consider students for their second or third preference institutions if not selected for their first preference. They will also be offered the chance to apply for exchange with other partner institutions where necessary and possible.
 - The exchange partner to which a student is nominated will have their own selection process and they have the right to accept or decline the nomination. The nomination is not a guarantee of acceptance by the host university.
 - Outbound students participating in the student exchange program may extend their program up to a maximum of two trimesters, subject to permission from the Griffith Global Mobility Advisors, the relevant Program Director, and the host institution. It is the responsibility of the student to seek permission in writing.

- **Non-exchange Programs:**
 - Non-exchange programs are those in which students pay tuition or program fees directly to the host institution or organisation. These programs are commonly associated with short-term opportunities such as study tours, global internships, and other specialised experiences. Unlike exchange programs, where students typically pay tuition to their home institution, non-exchange programs offer a different structure, allowing for greater variety in program types and destinations.
 - Assess academic merit based on cumulative Program GPA where the number of eligible applicants for a specific program exceeds the number of places available.
 - Evaluate ambassadorial qualities and previous participation in mobility programs.
 - Assess application based on the selection criteria indicated by the specific non-exchange program. The selection may be conducted by an academic staff member, host institution, third-party provider or other program organiser, in accordance with the program requirements.
 - Consider additional criteria:
 - The degree to which Griffith Global Mobility considers the student likely to be a good ambassador for Griffith University.
 - Other criteria relevant to the specific program, such as language proficiency where the language of instruction is not English.

3.1.4 Review of a Decision

- Students have the right to request a review of decisions made by Griffith Global Mobility regarding their application for outbound mobility programs. According to the *Student Review and Appeals Policy*, students should:
 - Initially contact the decision-maker directly, either in person or in writing, to seek an explanation of the decision, verify any supplementary information, and rectify any misunderstandings (Pre-Review step).
 - If the issue is not resolved informally, students may formally request a review of the decision by submitting the Review of Decision Form to the appropriate review officer.

In accordance with the Student Review and Appeals Procedure, there is no right to an appeal of a decision made by Griffith Global Mobility regarding an application for outbound mobility programs.

3.2 Pre-departure

3.2.1 Pre-departure Sessions

- At Griffith, our Global Mobility programs are founded on a strong commitment to the health, safety, and wellbeing of both students and staff. We prioritise secure and supportive environments, enabling all participants to fully immerse in their international experiences, confident that their safety and welfare are our top priorities. Our comprehensive safety protocols and dedicated support systems reflect our dedication to providing enriching and safe global learning opportunities for everyone involved.
- Every student participating in an overseas study experience must complete the mandatory online pre-departure module, which provides essential information on health, safety, and cultural awareness. Please note that any funding will be withheld until this requirement is fulfilled to ensure students are well-prepared for their time abroad.
- Students participating in the exchange program are required to attend a compulsory in-person pre-departure session at either the Gold Coast or Nathan campus. This session is

typically held during the study week in the trimester before the exchange program. Confirmation and further instructions will be sent to the student's email once they are accepted.

- Where an overseas program is being offered and managed by an academic element, the person responsible for organising the group travel must also arrange for the students to attend a pre-departure briefing offered by Griffith Global Mobility or, if more suitable, by their academic school/department.

3.2.2 International SOS

- Students on approved Global Mobility programs will receive Griffith University's International SOS membership details once Griffith Global Mobility enters students' travel details into the International SOS Travel Tracker. This membership provides 24/7 medical, travel, and security assistance, including access to personal counselling, while students are on approved programs. Staff should guide students to visit the International SOS membership website to view a report for their destination country. These reports include vital information such as medical risks, vaccinations, local laws, security advice, travel information, and cultural tips.
- Students are required to download the International SOS app to check in and update their travel details while overseas. This ensures that both International SOS and Griffith University can track their location in case of emergencies and for assistance purposes.

3.2.3 Insurance

- The University prioritises the safety and wellbeing of students undertaking overseas experiences. While personal safety and risk assessment are ultimately the student's responsibility, students will only be permitted to participate in global mobility if they are eligible for coverage under the University's Corporate Travel Insurance, or alternative arrangements can be made to the University's satisfaction. Once students are accepted into a Global Mobility program, they will automatically be covered during the period specified in their travel certificate letter. Additional fees and conditions may apply in certain circumstances based on the University's *Travel Policy*.
 - Trimester Exchange: Coverage is provided for the entire period of the exchange, plus an additional five (5) days prior to the commencement at the host university (including orientation) and up to five (5) days after exams have finished, up to a maximum of 365 days in total. Coverage is only within the country of the approved program.
 - Short-term Program: Coverage is provided for the entire period but only within the country/ies of the approved program, up to a maximum of 360 days in total.
- Students participating in programs offered and/or supported by Griffith Global Mobility must check the Department of Foreign Affairs and Trade (DFAT) website for any warnings that apply to their intended destinations and follow the advice contained in these warnings. Griffith will not support travel to areas under DFAT warnings of 'Do not travel' or 'Reconsider your need to travel', or if insurance cover is not available. Special approval can be requested from the Vice President (Global), who will consult with the Provost.

3.2.4 Exchange Course Enrolment at Griffith

- Exchange students must enrol in a designated exchange course code at Griffith University for their overseas study. Tuition fees will be charged based on the credit point value of the course code, but students will not pay tuition fees to the host university. For those receiving HECS-HELP assistance, tuition charges will be applied to their loan.
- Study Load: Students must be enrolled full-time at both Griffith University and the exchange host university. Specific full-time requirements for Griffith University programs can be found

Programs and Courses website. If the host university requires more courses for full-time status, usually due to visa requirements, students must enrol in these additional courses even if they do not transfer for credit into their degree.

- Different exchange course codes are used depending on the study area and the amount of Griffith credit points to be studied at the host university as part of the exchange program. Students will be made aware of the exchange course codes during the pre-departure process and this information can be verified on the student records in the Student Management System.
- Enrolment procedures can vary if a student is attending an exchange or a study abroad program, a short-term experience, a faculty-led study tour or other type of program. For specific enrolment procedures, please refer to the specific program brochure listed in the Go Global database.

3.3 During the Mobility Program

3.3.1 Conduct

- Griffith Global Mobility expects all students participating in Global Mobility programs to adhere to the laws, cultural norms, and expectations of the host country, host community, host institution(s), or host organisation, in accordance with the University's student code of conduct.
- Griffith Global Mobility will provide students with information and guidance to ensure they are aware of and agree to comply with the host rules, policies, and regulations. This may include academic policies, codes of conduct, and any other specific requirements related to their stay.

3.3.2 Support

- Providing robust support systems is essential for the wellbeing and safety of students during their mobility program. Griffith Global Mobility will provide students with access to International SOS for medical and security assistance, ensuring that all students are registered with International SOS and that they have received guidance on how to access medical and security assistance. This includes providing them with contact information and instructions on what to do in case of an emergency.
- Griffith will maintain communication with students in case of any incidents or emergencies, including regular check-ins via email or phone. Students will receive instructions and a clear protocol on how to report any issues or emergencies.

3.3.3 Deferrals and Withdrawals

- Deferral for Trimester Exchange
 - Students may apply to defer their exchange place for one trimester due to illness, accident, temporary disability, bereavement, or other compassionate circumstances.
 - The application to defer must be submitted in writing to the Manager, International Partnerships. The student must provide appropriate supporting documentation. The Manager, International Partnerships, will seek advice and permission from the relevant Program Director and the host institution. An additional one trimester deferral period may be approved beyond the initial deferral period with the agreement of the Program Director and the host institution.
- Withdrawals or cancellations
 - Students participating in any other type of overseas student mobility programs supported by Griffith Global Mobility, may withdraw or cancel their participation under extenuating circumstances, including illness, accident, temporary disability,

bereavement, or other compassionate circumstances. Students may be responsible for cancellation fees or other costs outlined in the program's terms and conditions, depending on when the incident occurs.

- Students must submit appropriate supporting documentation to the Manager, International Partnerships, outlining their reasons for seeking to withdraw.
- Students who commence an outbound mobility program and then withdraw or cancel will be subject to the Student Charter Framework and other rules and regulations that may apply in the particular case. Students will also be subject to the rules and regulations of the host institution or third-party provider.
- Withdrawals or cancellation by Griffith University
 - Non-Compliance: If students fail to provide relevant information as requested by Griffith Global Mobility during the application process or while participating in the program, their application may not be approved, or their participation may be cancelled. Future applications for University-supported overseas programs may also not be approved.
 - Grounds for Disqualification: The Vice President (Global) may disqualify a student from participating in an overseas program if they are deemed not to be an appropriate ambassador for the University or may cancel their participation at any time prior to or during the program.
 - Safety Concerns: The Vice President (Global) reserves the right to cancel a student's participation in the exchange program or other types of overseas student mobility if activities or travel to areas or activities are considered unsafe or require evacuation.

3.4 Post-Program Requirements

3.4.1 Credit Transfer

- Griffith Global Mobility will facilitate the credit transfer process when applicable, to ensure that students receive appropriate recognition for their overseas studies, by assisting students in gathering and submitting all necessary documentation for credit approval. This includes transcripts, course descriptions, and any other required materials.

3.4.2 Feedback and Reporting

- Griffith Global Mobility will collect feedback from students and encourage student participation in promotional activities aiming to increase the number of students attending global experiences.
- Griffith Global Mobility will encourage students to participate in promotional activities for future mobility programs.

4.0 Definitions

For the purposes of this procedure and related documents, the following definitions apply:

Academic load: A standard annual academic load for outbound student mobility is the total credit points required for the award, as specified in the program requirements, divided by the program standard length. The annual academic load for most programs is 80CP (refer to Academic Awards Procedure).

Ambassador: Students engaged in or undertaking an outbound mobility program are expected to comply with the expectations outlined in the Griffith University Student Charter. In this context, this refers to a student being able to represent the University appropriately and not bring it into disrepute by academic misconduct or consistent discourteous, aggressive, racist or otherwise inappropriate behaviour to staff and students, or ongoing failure to follow reasonable instructions in relation to the overseas study.

Credit: Credit is the value assigned for the recognition of equivalence in content and learning outcomes between different types of learning.

Critical incident: A traumatic event or the threat of such (within or outside Australia), which causes extreme stress, fear or injury.

Destination Australia Cheung Kong Exchange Program: A partnership between the Australian Government's Department of Education and Cheung Kong Infrastructure Holdings Limited, supporting student mobility between Australia and participating Asian countries. The program provides funding for Australian undergraduate and postgraduate students to undertake exchange opportunities at partner universities in Asia, and for Asian students to study in Australia. Its aim is to strengthen educational linkages, foster cultural understanding, and enhance ties between Australia and Asia through these exchanges.

Exchange student: A student who participates in a student exchange program that has been formally agreed between Griffith University and an overseas partner institution.

Exchange Agreement: The Exchange Agreement is a formal partnership between Griffith University and an overseas institution. The agreement is based on principles of equity and reciprocal benefit.

Global internships: Overseas work experience placements, also known as Work-Integrated Learning (WIL), that positively expose students to their discipline in a professional context. Interns are usually expected to work (normally unpaid) on-site on a negotiated project at a selected organisation.

Griffith Global Mobility: The unit responsible for the University's global mobility programs, including the exchange program. It also provides recruitment, selection, risk management and funding support to other elements within the University in the facilitation of outbound student mobility programs such as volunteering, global internships, short courses, study tours, placements and research practicums.

Host institution: The host institution is where a student is accepted for a program of study for credit towards their studies at their home institution.

Home institution: The institution where a student is formally admitted to a program of study. This is where the student undertakes the major portion of their studies, and from where the student will graduate.

International Experience Incentive Scheme (IEIS) travel grant: The IEIS travel grant is a financial award paid to eligible Griffith students participating in an outbound mobility program. IEIS travel grants are awarded in accordance with the IEIS Travel Grant Operational Guidelines.

International student: Student who has citizenship and/or visa status other than as an Australian or New Zealand citizen, or holder of an Australian permanent resident visa (including humanitarian visas). International students are not permitted to participate in an exchange program in their home country. Students with dual citizenship may be considered at the discretion of the Manager, International Partnerships.

International student exchange program: A student mobility program that enables the exchange of students between Griffith University and an overseas partner institution for one or two trimesters, or for a short-term program of study, for credit towards the award program in which they are enrolled at their home institution. Exchange can only take place when there is an active exchange agreement in place.

New Colombo Plan (NCP): An Australian Government initiative designed to enhance Australia's engagement with the Indo-Pacific region through study and internships abroad. The program provides funding and scholarships to Australian undergraduate students, enabling them to undertake part of their studies, language training, internships, or work placements in participating Indo-Pacific countries. The NCP aims to foster relationships, deepen cultural understanding, and build networks that contribute to long-term ties between Australia and the Indo-Pacific.

OS-HELP: A financial assistance program provided by the Australian Government to support eligible students undertaking part of their studies overseas. This loan is available to Australian students enrolled

in a Commonwealth-supported place and helps cover travel expenses, accommodation, and other costs associated with studying abroad as part of their degree. The loan is added to the student's existing HELP debt and is repaid through the tax system once their income reaches the repayment threshold.

Placements and internships: also known as clinical placements, clinical rotations, practicum, internships, industry placements, field practice, professional practice, clinical practice, teaching practice, and work placements, consist of students undertaking learning activities within a work environment supervised by a partner organisation.

Privacy Regulatory Framework: Ensures compliance with privacy laws and protects personal information. It aligns with Australian privacy legislation and defines the University's responsibilities for managing information ethically and securely.

Research practicums: Opportunities for students to advance their research knowledge in an overseas setting as a part of their Griffith University degree. These opportunities are generally short term in nature and may or may not involve an institutional partner participating in the delivery of research experience.

Short courses: An outbound, short-term, study abroad program where fees are paid by the student to a host institution or organisation. For the purpose of student mobility, a short-term study period is defined as less than 12 weeks in duration.

Student: A student is a person who has an active enrolment status in a program of Griffith University (*Admission Policy*).

Student mobility: Any program coordinated, or otherwise supported by, Griffith Global Mobility that involves students undertaking an overseas experience.

Study abroad: A study program where a student studies at an overseas institution for a fixed period, for credit towards the award program in which they are enrolled at their home institution. Study abroad is non-award and involves the payment of tuition fees to the overseas host institution.

Study tours: A credit-bearing course that is created and led by an academic staff member or contracted overseas institution or third-party provider and takes place primarily in another country. These opportunities are generally short term in nature and may or may not involve another institutional partner(s) participating in the delivery of the program.

Support: The provision of access to Griffith Global Mobility's pre-departure materials and briefings; the University's corporate travel insurance; travel and medical assistance services (including International SOS); information regarding and distribution of funding such as the International Experience Incentive Scheme (IEIS) travel grants and/or other scholarships and travel grants facilitated by Griffith Global Mobility, provide information regarding OS-HELP loans for Australian citizens.

Third-party provider: An organisation that acts to recruit students to participate in overseas student mobility programs and to coordinate program delivery. It may be a college, university, not for profit organisation, for-profit business or a consortium. These third parties normally make enrolment arrangements provide program risk management and support services and may arrange travel and accommodation. Third-party providers generally charge a fee or commission.

Volunteering: Programs that enable students to offer their skills and expertise on projects or activities with a community organisation on a non-paid basis, and normally not for academic credit.

5.0 Information

Title	Griffith Global Mobility Procedure
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Document number	2026/0000365
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Purpose	This Procedure provides for the operationalisation of the <i>Griffith Global Mobility Policy</i> , ensuring the health, safety, and well-being of students participating in outbound mobility programs.
Audience	Staff and Students
Category	Academic
Subcategory	Learning and Teaching Student Services
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal/s: 4: Quality Education 5: Gender Equality 8: Decent Work and Economic Growth 10: Reduced Inequalities 16: Peace, Justice and Strong Institutions 17: Partnerships for the Goals
Approval date	28 January 2026
Effective date	28 January 2026
Review date	2029
Policy advisor	Manager, International Partnerships
Approving authority	Vice President (Global)

6.0 Related Policy Documents and Supporting Documents

Legislation	Department of Foreign Affairs and Trade (travel warnings) Smart Traveller Website Direction No 69 - Assessing the Genuine Temporary Entrant Criterion for Student Visa and Student Guardian Visa Applications Work Health and Safety Act 2011 Work Health and Safety Regulation 2011
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Policy

[Griffith Global Mobility Policy](#)
[Credit and Recognition of Prior Learning Policy](#)
[Gifts and Benefits Policy](#)
[Griffith Global Mobility Student Funding Policy](#)
[Health Safety and Wellbeing Policy](#)
[Higher Degree by Research Policy](#)
[Higher Degree Research Graduate Attributes](#)
[Privacy Policy](#)
[Risk and Resilience Management Policy](#)
[Role Statement Honours Program Director](#)
[Role Statement Program Director](#)
[Student Complaints Policy](#)
[Student Conduct Safety and Wellbeing Policy](#)
[Student Charter Framework](#)
[Student Critical Incident Management Policy](#)
[Student Review and Appeals Policy](#)
[Travel Policy](#)
[Work Integrated Learning Policy](#)

Procedure

[Academic Awards Procedure](#)
[Fees and Charges Procedure](#)
[Griffith Global Mobility OS HELP Procedure](#)
[Program Attributes and Requirements Procedure](#)
[Qualifications Procedure](#)
[Student Review and Appeals Procedure](#)
[Work Integrated Learning Procedure](#)

Local Protocol

[Department of Foreign Affairs and Trade \(Travel\)](#)
[GSafe Plus](#)
[Managing Incidents Standard](#)
[Safety Management System Framework](#)
[Smart Traveller](#)

Forms

[Credit transfer](#)
[Global Mobility Short-Term Program Study Plan Form](#)

Global Mobility Exchange Program Study Plan Form

Short-Term Program Application Form

Trimester Exchange Application Form
