

Griffith Global Mobility Student Funding Procedure

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4.0 Definitions

1.0 Purpose

This procedure describes the allocation and distribution of funding to support student participation in Global Mobility programs. It provides outlines and reference to the application process, eligibility criteria, grant recipient conditions and levels of funding payable to eligible students.

2.0 Scope

This procedure document applies to Griffith University award students who receive funding from the University's International Experience Incentive Scheme, an Australian Government student international mobility funding program, or other funding sources that may become available to support participation in a University-endorsed Global Mobility program. It applies to any element of the University or Griffith staff members applying for, or in receipt of, student mobility funding for the purposes of supporting student participation in a University-endorsed Global Mobility program.

This procedure should be read in conjunction with the Griffith Global Mobility Student Funding Policy. The allocation and distribution of OS-HELP loans is described in the OS-HELP Procedures and should also be read in conjunction with the Griffith Global Mobility Funding Policy.

3.0 Procedure

3.1 International Experience Incentive Scheme

International Experience Incentive Scheme (IEIS) grants are available to domestic and international students participating in a University-endorsed Global Mobility program. Programs can include, but are not limited to, global internships, study programs, and exchanges. They can be offered by Griffith Global Mobility, an element within the University, an overseas partner institution, an exchange partner institution, and/or by a University-approved third-party provider. They may be credit bearing or non-credit bearing and delivered online or in a country other than Australia.

Grant amounts by program type are monitored and reviewed annually by the Vice President (Global) and published on the [Griffith Global Mobility funding](#) website (see Section 3.4). The Vice President (Global) may award additional funds to students participating in an international experience based on strategic initiatives such as with specific institutional partners, for specific mobility initiatives or programs or for broadening participation.

Students or a Griffith element or staff members seeking funding support can apply for IEIS grants through Griffith Global Mobility. Individual students, including those participating in trimester exchange under the Griffith Exchange Program, can refer to the application pages and portal on the [Go Global](#) website and staff can refer to the [Go Global for Academics and Professional Staff](#) website. Students will be considered for an IEIS travel grant according to the criteria specified and subject to funding availability. Final funding approval will be given by Griffith Global Mobility and made in accord with the Griffith Global Mobility Policy in relation to eligibility to participate. In the event there is insufficient funding available to fund all applicants, reduced funding will be offered, or applications may be unsuccessful.

3.2 Australian Government international mobility funding programs

The Australian Government is committed to promoting opportunities for Australians to have an overseas study experience and provides support for student mobility to eligible Australian education providers through a suite of international mobility programs. These include:

- New Colombo Plan Mobility Program, involving grants provided to eligible Australian universities which in turn provide grants to Australian undergraduate students to undertake mobility projects in specified host locations, and/or
- Other student mobility funding programs offered by the Australian Government that become available.

Individual students cannot apply directly for Global Mobility funding from the Australian Government. All applications for project funding are approved by the Vice President (Global) and managed by Griffith Global Mobility. A Griffith element or staff member seeking to apply for Australian Government mobility program funding must do so within an open funding round through Griffith Global Mobility and follow the internal application, review and selection process. Australian Government mobility funding will be distributed in accord with the requirements of the funding program. Applications will be subject to specific criteria and approval, and funding offers must be accepted in accord with the relevant funding conditions and guidelines¹ including the appropriate management of financial records and reporting which will be coordinated by Griffith Global Mobility.

The Australian Government makes no guarantees or representation about the specific funding that may be offered under a funding round, nor about the level of funding, if any, they may make available for any particular program or during a particular funding round. The Australian Government may advise that an existing student mobility program is no longer offered by the Australian Government. Funding payable by the Australian Government for a student mobility program will be made available to Griffith Global Mobility for distribution to the Griffith element or directly to students. The funding conditions will be stipulated to recipients as required by the Australian Government by Griffith Global Mobility and will be in accord with the Griffith Global Mobility Policy.

If funding is being received from the Australian Government by the University as part of a Consortia, additional funding requirements and conditions may apply.

Griffith may apply for funding from the Australian Government in accord with the *Deed for Student Mobility Programs* between the Commonwealth of Australia and Griffith University, signed by the Vice Chancellor. Applications are submitted by Griffith Global Mobility to the Australian Government's nominated application management system, [ISEO](#). These funds are the responsibility of the Vice President (Global) and managed by Griffith Global Mobility. Griffith Global Mobility has a designated International Liaison Officer (ILO) who is the person authorised by Griffith and identified on ISEO to oversee all administrative processes in relation to

¹ The Australian Government publishes guidelines specific to its student mobility program funding each year on [GrantConnect](#).

managing funding received from the Australian Government to support mobility programs. All mobility funding offers, and their associated Project Schedules, are managed by the ILO and are approved and signed in ISEO by the University's delegate, which is the Vice President (Global).

3.3. Other funding sources

Funding to support Global Mobility may become available as a result of philanthropy, industry support, or other opportunities. Funding from other sources will be distributed in accord with the requirements of the funding program, and applications and grant allocations will be subject to the specific criteria, and approval and funding offers must be accepted in accord with the relevant funding conditions and guidelines.

3.4 Funding amounts, distribution and administration

Students in receipt of an Australian Government mobility grant will not normally be eligible for an IEIS grant as well. Australian Government mobility funding and other sources of funding available will be distributed in accord with the requirements of the funding program. The [Griffith Global Mobility](#) website provides information regarding current grants available, and Griffith Global Mobility can be contacted directly regarding the Australian Government mobility grants received to support programs being facilitated and led by specific University elements.

The funding provided for IEIS travel grants is a finite sum and grants will be awarded subject to funding availability. Students can receive one grant per program. Students who participate in a second, non-contiguous program will be considered for additional funding, subject to funding availability and eligibility requirements being met.

While there is no limit on how many IEIS grants a student receives during their degree studies at Griffith, the Australian Government currently allows students to receive up to two government funded mobility grants for two separate projects. Additional criteria may apply.

3.5 Conditions of funding for recipients

All funding will be distributed with reference to the University's Travel Policy and any associated guidelines. Additionally, all staff or students receiving funding will be required to ensure the following funding conditions can be met:

- Adherence to the requirements of the overseas program
- Remain enrolled in their Griffith University degree
- Represent Griffith appropriately and in accordance with the *Student Charter Framework* while overseas
- Complete the relevant myGlobal Journey online pre-departure module and follow the health and safety guidelines provided as part of this module. Some students may also be required to participate in an additional pre-departure session facilitated by Griffith Global Mobility, the Australian Government, another element of the University, or by a University partner.
- Ensure Griffith Global Mobility is provided with copies of student travel itineraries, including accommodation booked, to allow entry of their travel plans onto the International SOS Tracker (also known as *MyTrips*). Students (and accompanying staff) must also update their travel information in Tracker when new or additional travel arrangements have been made while on their program. Students (and accompanying staff) must also download, access and use the International SOS App.
- Participate in promoting global experiences as required by Griffith Global Mobility, the Griffith element or University partner.
- When requested, take part in a formal evaluation of the program upon return to Griffith.

The funding conditions will be stipulated to recipients by Griffith Global Mobility including those required by the Australian Government or other funding source(s) and in accord with the Griffith Global Mobility Policy.

3.6 Variations, refunds or termination of funding

Funding received will be required to be repaid in full if the program for which the grant has been awarded is not completed and there are no extenuating circumstances. If the University or the Australian Government agrees to vary the scope of a program, it may result in a variation to the amount of funding payable.

Griffith Global Mobility will withhold funding for a mobility program if it becomes evident that adequate arrangements have not been made to protect a student's health, safety and wellbeing while participating in the program. Griffith Global Mobility will not approve funding for programs that propose or include travel to areas under current [Department of Foreign Affairs and Trade \(DFAT\) warnings](#), '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) and the Deputy Vice Chancellor (Engagement).

Failure to comply with providing information requested by Griffith Global Mobility at any time during the application, approval and reporting process in relation to the receipt of mobility funding, or failure to uphold funding conditions outlined to both staff and students, may also result in funding being withheld or needing to be repaid to the University or to the Australian Government via Griffith Global Mobility.

3.7 Review and/or appeal of a decision

Students can submit a formal review of a decision made by Griffith Global Mobility by referring to the Student Review and Appeals Policy and following the Student Review and Appeals Procedures.

4.0 Definitions

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

Consortium means a group of Australian universities that has appointed a lead Applicant to submit an application and administer funding.

International Liaison Officer or ILO is the person authorised by Griffith and identified in the ISEO System to oversee all administrative processes relating to the Australian Government mobility program funding including meeting reporting requirements.

ISEO System or ISEO is the International Student Exchange Online System. ISEO is the Australian Government's electronic communication system through which Australian universities can register, apply for funding, receive offers of funding and report on project outcomes online, available at <http://iseo.education.gov.au>.

Project Schedule is the document which, when completed and signed by the parties in accordance with the *Deed for Student Mobility Programs* referenced in this procedure, will form of Agreement in relation to the Australian Government funded mobility project.

Funding is the funds payable by Griffith Global Mobility to support student participation in Global Mobility programs. Funding sources include, but are not limited to, the University and the Australian Government.

Global Mobility program means any program coordinated, or otherwise endorsed by, the University and involves students participating in an international experience including, but not limited to, global internships, study programs, and exchanges. They can be offered by Griffith Global Mobility, by an element within the University, an overseas partner institution, an exchange partner institution, and/or by a University-approved third-party provider. They may be credit bearing or non-credit bearing and delivered online or in a country outside of Australia.

Griffith Global Mobility is the central unit at Griffith responsible for the administration, management and oversight of student global mobility.

International Experience Incentive Scheme (IEIS) provides grants paid to eligible Griffith students participating in an outbound mobility program.

New Colombo Plan (NCP) means the New Colombo Plan managed by the Commonwealth Department of Foreign Affairs and Trade.

Student means a person who has an active enrolment status in a program of Griffith University (for complete definition of an active enrolment status refer to the Student Enrolment Policy) and excludes those enrolled in a Griffith University Open Universities Australia (OUA) degree.

University-endorsed or approved Global Mobility program means a program approved by Griffith Global Mobility and deemed to be of high quality with regard to the planned activities, fees, refund policies, student support services and, if being delivered in-country, the intended local transport, accommodation, communication networks, and procedures for managing emergency situations, and any other relevant safeguards required in accordance with the risk management processes established by the University.

INFORMATION

Printable version (PDF) Downloadable version (Word)

Title	Griffith Global Mobility Student Funding Procedure
Document number	2023/0000454
Purpose	This procedure describes the distribution framework of funding from the University's International Experience Incentive Scheme, an Australian Government student international mobility funding program, or other funding sources that may become available to support participation in a University-endorsed Global Mobility program in accord with the Griffith Global Mobility Student Funding Policy.
Audience	Staff
Category	Academic
Subcategory	Student Services
Approval date	12 October 2022
Effective date	12 October 2022
Review date	2024
Policy advisor	Manager, International Partnerships
Approving authority	Vice President (Global)

RELATED POLICY DOCUMENTS AND SUPPORTING DOCUMENTS

Legislation	<p>Any Commonwealth policies notified in writing by the Australian Government, such as DFAT's Child Protection and Preventing Sexual Exploitation, Abuse and Harassment policies</p> <p>Australia's Foreign Relations Act 2020</p> <p>Foreign Influence Transparency Scheme Act 2018</p> <p>The Privacy Act 1988 (including the Australian Privacy and Principles)</p>
Policy	<p>Griffith Global Mobility policy</p> <p>Griffith Global Mobility Student Funding Policy</p> <p>Student Enrolment Policy</p> <p>Admission Policy</p> <p>Student Review and Appeals Policy</p> <p>Travel Policy</p>

Procedures	Griffith Global Mobility website Go Global for Academics Fees and Charges Procedure Fees and Charges Schedule
Local protocols	N/A
Forms	Griffith Global Mobility program application forms