



USQ International Faculty-led Student Mobility Programs

Faculty Handbook

USQ International



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Purpose

This manual serves as an internal user guide for academics who are developing an international faculty-led program. In this manual, you can find the information of the program process, table of responsibilities and what service and support USQ International can provide.

General Information

What is a Faculty-led program?

A Faculty led program is a study tour led by an academic, as part of a unit of study conducted overseas to enhance students' understanding of the theory-based content in the classroom. Facilitation of study tours here at USQ will help students to combine hands on study experience with cultural immersion, giving them a unique experience and helping them to achieve the best in their unit of study.

The program will need to consider the student learning outcomes and academic goals. The program should be a mixture of cultural activities and an appropriate academic outcome that meets the credit requirements of a USQ unit (or part thereof).

USQ International is here to help administer these study tours through promotion, financial support and in making the entire process as streamlined as possible.

Visual process of Faculty-led Programs

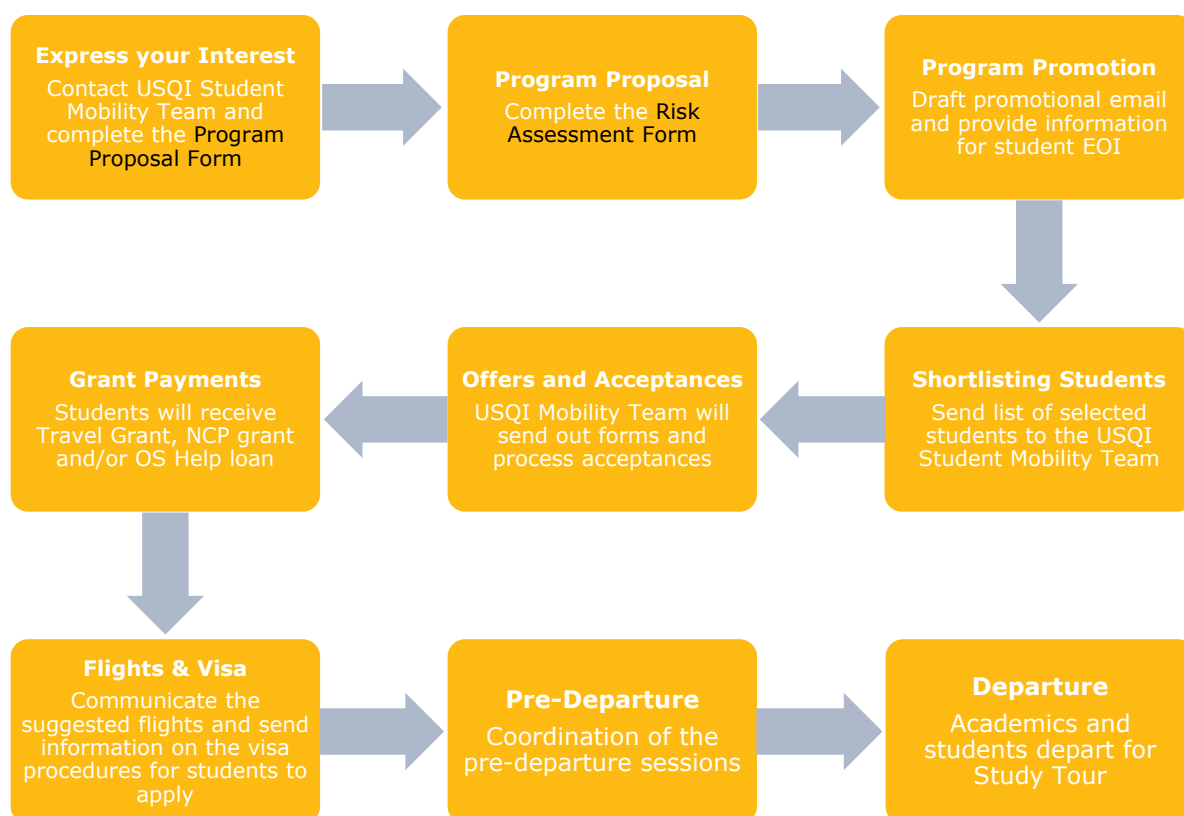


Table of Responsibilities

No.	Procedures	Academics	USQ International
1.	Expression of Interest and Departments' Endorsement	<ul style="list-style-type: none"> - Contact USQI Student Mobility Team about your proposed credit bearing study tour - Gain endorsement from your Head of School and/or Executive Dean 	<ul style="list-style-type: none"> - Send program proposal form and internal manual - provide risk assessment form - Meet with the academics
2.	Program Proposal and Program Design	<ul style="list-style-type: none"> -Work on the tentative itinerary and Academic content -Complete the Program Proposal Form -Complete the online Risk Assessment Form for USQ International to review 	<ul style="list-style-type: none"> -USQI Student Mobility Team to assist if required to liaise with the host university to start the communication about the tentative program - review the program proposal and provide feedback

		Seek approval from Head of School or Executive Dean and USQ International,	
3.	Program Promotion	<ul style="list-style-type: none"> -Draft a promotional email using the template -Provide the information that will be provided to Student on the EOI -Provide the list of targeted students (ie: Units targeted) 	<ul style="list-style-type: none"> -Provide campaign email template -Create the Student EOI form (if required) -Send out campaign email to targeted students (if required)
4.	Offers and Acceptances	<ul style="list-style-type: none"> -Set the internal application deadline -Send the final list of selected students to the USQI Student Mobility Team 	<ul style="list-style-type: none"> -Review the OS-HELP, NCP and USQ grant eligibility of students -Send out offer letters with relevant grant and OS-HELP information -Update acceptances from students
5.	Grants and OS-HELP	<ul style="list-style-type: none"> -Remind students to apply for OS Help loan if applicable. 	<ul style="list-style-type: none"> -Assist students with grant and OS-HELP loan payments (if applicable)
6.	Flights and Visas	<ul style="list-style-type: none"> - Provide information to students about where to apply for a visa (if applicable). If group flights are being booked with USQ travel office – contact USQ International to provide suggested flights. -Liaise with Host University or third party provider to confirm the details of the itinerary and arrival in country -Liaise with USQ Student Mobility Team and the host country consulate if needed to confirm information needed for the visa application. -Keep USQ Student Mobility Team updated with any 	<ul style="list-style-type: none"> -Provide the information to the Faculty and students on the visa application procedure -Provide the program dates and confirmed itinerary to USQ travel office for insurance and registering with International SOS.

		changes to the itinerary and/or flights	
7.	Pre-departure	<ul style="list-style-type: none"> -prepare a pre-departure session that is relevant to your specific program i.e. itinerary, locations, host university program as well as information about academic content for the trip. -Encourage students to attend both pre-departure sessions. 	<ul style="list-style-type: none"> - USQ to run pre-departure sessions four times a year, which students must attend. This session will cover Insurance and International SOS, Student responsibilities under the code of conduct and advice regarding mental health and culture shock. -Provide academics the information for Travel insurance, International SOS and other support information

Faculty led program procedure

1. Faculty to Contact USQ Student Mobility Team via mobility@usq.edu.au
2. Faculty to complete [Program Proposal Form](#).

This form requires specific program details and contact details of leading academic(s). USQ Mobility team will use this information to provide administrative support for your proposed faculty-led program including; program promotion, grants, OS-HELP payment (if applicable) and other required processes

3. Faculty to complete the [Risk Assessment form](#) and receive approval from Head of School/Executive Dean as appropriate.

Please note: No external parties including family or friends of the academic or students will be permitted to participate or travel with the group. All faculty-led trips are academic in nature and USQ students and academics are representing USQ at all times during the trip. The USQ academic must travel with the group at all times.

Program Logistics

Third-Party Provider Bookings

Faculty-led trips at USQ are arranged with the help of a third-party provider. Third party providers may include a commercial company that specialises in faculty-led programs such as CIS Australia or Nineteen Degrees or it might include an overseas partner institution, which is arranging all in country activities. These activities usually include airport pick up, in-country travel to and from partner campus or activity, accommodation and can include some food including welcome dinner and breakfasts, some entrance tickets to attractions or events. If you do not know which third-party provider to use, please get in touch with the USQ student mobility team for advice (mobility@usq.edu.au).

Most third-party providers do not include flights in their itinerary as students may choose to stay longer at a destination before or after the trip or may choose to travel with low cost carriers to save money. If students are purchasing their own flights, the suggested flight must be provided to the student to ensure arrival to the program on an appropriate date/time for collection of the student at the airport. It must be very clear that students should arrange with the academic or third-party provider to arrive at a certain location at a specific time.

If an academic wants the group to travel together, the USQ travel office can arrange flights. 4 – 5 months' notice is usually required to get the best flight deals. Please let the Student Mobility team know if you intend to travel together. The USQ travel office will only book flights for students to travel together. Students cannot book different flight dates through the travel office.

The academic's flights will usually be booked through the USQ travel office (unless arranged by the third-party provider as part of the package). USQ staff cannot organise flights with an external travel agent. These must be arranged by the USQ travel office.

USQ Travel Office bookings

Only flights will be booked through the USQ travel office. Third-party providers are the best placed to organise any in-country activities as they have people on the ground who can help you if required. They also usually have risk management plans in place to deal with any issues as they arise.

If students' flights are to be booked by the USQ travel office, please indicate the dietary requirements of the students so these can be accounted for.

Academic Travel Expenses

How will academics fund their trip?

A third-party provider can usually include the academic's in-country portion of the trip with the student costs. This means each student pays a bit extra to cover the staff costs. Usually there will be 1 staff member to 10 students, so this is not a huge burden on the students financially. Usually extras such as flights, extra meals, incidentals, sim/data used for the trip and laundry etc. will not be included in the program fee and academics may need to pay extra for these.

Academic funding options

If your project receives New Colombo Plan (NCP) funding, the Australian Government provides a 10% administration fund, which can be used for some of these expenses. Approved uses can be found in the NCP guidelines but many academics use this funding for the supervision of the students while on the project.

If USQ receives 10 grants worth \$3000 each (totalling \$30,000), USQ will also receive the 10% administration fund of \$3000 for the academic's trip. \$3000 may not cover the cost of an academic's entire trip, so the overall cost of the trip and destination must also be considered.

Academics may also choose to use any faculty funding that they have available for the costs of the trip. The New Colombo Plan Administration funding, is the only funding provided by USQ International Office for academic travel expenses.

Claims can be made on items that can be claimed under the normal USQ Travel Office procedures as long as these comply with the approved uses of the funding according to the NCP guidelines. Claims cannot exceed the amount available in the NCP administration funds.

Program Promotion

1. Draft campaign email.

The USQ Student Mobility Team will provide a campaign email template for academics. Please amend the content of this template with your program details and ensure your trip details and information on grants and insurance are accurate. The USQ Student Mobility Team will then coordinate mailout.

2. Customized EOI form for students.

USQ can provide a basic EOI form, which can be customised according to your specific program.

Offer and Acceptance

1. Internal application deadlines and List of selected students.

Once the screening process is completed, the academic responsible should set their own internal deadline and then send a final list of selected students to the USQ Student Mobility Team.

2. Offer Letters and Acceptances

The USQ Student Mobility Team will review students' eligibility of OS-HELP and NCP funding and send out offer letters with relevant grant and OS-HELP information. Once students send in the completed acceptance letter and forms, the USQ Student Mobility team will confirm with the academic.

Grants and OS-HELP payment

1. Available Grants

There are several ways that students can fund their program:

- New Colombo Plan (NCP) - 40 Indo Pacific locations only - applications for funding are to be submitted in May each year for the following year. Only for Bachelor or Bachelor Honours programs.
- [OS Help loan](#) - Available to eligible students payable back through their HELP debt
- USQ International Study Abroad grant - \$500 for students participating in a short-term program.
- Other funding - provided by school or external partner

Students may be eligible for several of the above grants depending on the location of the program and the outcome of a successful NCP application. Please contact mobility@usq.edu.au for more information. All funding is subject to eligibility and availability.

2. OS Help application procedure

Academics must remind students to comply with USQ's OS Help application procedure especially the deadlines. USQ Student Mobility team will assist students with grants and OSHELP loan payment (if applicable).

Insurance

1. Travel Insurance and International SOS Information

USQ International will provide details about travel insurance and International SOS to the students in the pre-departure session and to the academics. The Student Mobility Team will give any hard-copy documents to the academic to be distributed to the students. Related documents include: • International SOS • USQ Insurance details.

Program Delivery

1. During the program

Together with the academic, students will study components of the unit while overseas to enhance their knowledge and understanding of the content covered in the classroom. The study tour allows students to be immersed in the environment which the theoretical part of their studies is based on, giving them a competitive edge in achieving the best in their study – all this while still being enrolled in a unit at USQ.

2. Return

When students return, they will have an opportunity to share their post-study tour experience through a survey and testimonial to give future participants an insight into what they have gained through the program

Cancellations and misleading information

If a student or academic withdraws after the deadline or flights have been purchased, they will not be eligible to use any funding the university has provided. The student or academic will need to provide a valid reason that is claimable through insurance or must pay for the cost of the trip themselves. Anyone who provides false or misleading information such as, but not limited to; correct name as per passport, date of birth or medical conditions will be held accountable for

any consequences that arise. This may result in the student or academic incurring additional costs or not being able to participate in the program.

Timeline of Events

Prior to Departure	Process to be Actioned
12 Months	Plan New Program
9 Months	Finalise proposed itinerary and decide on third party provider or if student flight bookings are to be made through USQ Travel Office.
9 - 6 Months	Promote Program Within Schools and finalise Students and Staff details
6 - 5 months	USQ Student Mobility Team sends students offer letter package and students accept offers and return forms.
5 - 4 Months	Flights are chosen (if booking with USQ Travel Office) and student details are provided to the third-party provider.
3 - 1 Months	Students and Academic/s apply for visas (if applicable) and pre-departure sessions organised by USQ academic and Student Mobility Team
3 - 1 Weeks	Academic confirms arrangements with students and ensures everyone is ready to go.

Contact

For further information, please contact the student mobility team on mobility@usq.edu.au or +61 74631 1156.