

Off-Campus Learning Activities and International In-Country Study Programs Policy

INTRODUCTION

The University, as part of its commitment to expanding students' learning experiences while studying, will endeavour to offer students opportunities to access learning activities and study programs off-campus both domestically and through international in-country study programs. Students studying off-campus will gain personal and academic rewards, adding value to their overall University experience. All off-campus activities will provide students with the opportunity to engage in contextual studies and through international in-country study programs, spend a period of time immersed in both the culture and language of another country.

The University aims to foster and promote opportunities for professional development by supporting its staff to devise and deliver off-campus educational experiences. Such activities should enable staff to enhance the currency of their professional knowledge and augment networks within their areas of expertise.

As part of the University's commitment to enriching community engagement and encouraging participation from the general public in the pursuit of learning, individuals external to the University may also be included in such activities as deemed appropriate.

STATEMENT OF AUTHORITY

The authority behind this policy is the [Charles Darwin University Act 2003](#) part 3, section 15.

COMPLIANCE

This is a compliance requirement under the:

- [Higher Education Standards Framework \(Threshold Standards\)](#);
- [Standards for Registered Training Organisations \(RTOs\)](#); and
- [National Code of Practice for Providers of Education and Training to Overseas Students](#)

INTENT

The intention of this document is to outline the obligations and responsibilities of participants and administrators in off-campus learning activities and international in-country study programs.

RELEVANT DEFINITIONS

In the context of this document

Authorised Officer means any University staff member acting in the capacity of coordinator, leader or supervisor (or equivalent of) for an off-campus learning activity or in-country study program, or their delegate;

Governance document means a formally approved document that outlines non-discretionary governing principles and intentions, in order to guide University practice. Governance documents are formal statements of intent that mandate principles or standards that apply to the University's governance or operations or to the practice and conduct of its staff members and students they include the Charles Darwin University Act (2003), by-laws, policies, procedures, guidelines, rules, codes and the Enterprise Agreement;

Nominated contact person - to be contacted in case of an emergency - for in-country/international study programs means the Deputy Vice-Chancellor; for off-campus/domestic learning activities means the most senior member of the group coordinating the activity;

Off-campus learning activity means any learning, teaching and research activity approved and undertaken by participants at any off-campus, domestic or international location; and

Participant means any student or staff member (whether from the University or a partner institution), volunteer and/or member of the general public who take part in a University off-campus activity.

POLICY

The University may provide a range of domestic off-campus learning activities and international in-country study programs as part of award courses to assist and broaden student learning, as part of staff professional development, and to foster community engagement. University management, authorised officers and all participants have certain obligations when partaking in such activities.

Any major off-campus learning activity or international in-country study program that constitutes all or part of a credit-bearing unit required as part of an AQF award of the University (e.g. diplomas and degrees) must be appropriately detailed in the unit accreditation documents. This may be done either at the time of unit accreditation or subsequently in accordance with the [Major and Minor Unit Changes Procedures](#).

It is the responsibility of the University management to ensure that all off-campus and in-country activities are well organised and properly managed. As a key component of this, appropriate risk management assessments will be completed during the planning stages of the activity. All staff undertaking or supervising off-campus teaching and learning activities will be required to receive appropriate training, to investigate the potential hazards and inherent risks involved in the activity, develop a comprehensive risk assessment and management plan, and to follow established University policies, procedures and guidelines. All University staff who plan activities or supervise participants undertaking off-campus or in-country activities are expected to understand fully, the duty of care inherent in that task.

It is the responsibility of participants to comply with all relevant directions from authorised officers and any governing documents applicable to that activity. Participants must also comply with all directions, laws and governing documents relevant to the off-campus location.

Participants will be representing the University and are expected to behave in a manner consistent with the University's [Code of Conduct](#). This includes showing respect to and for other participants, host nations, institutions and/or individuals.

Participants must ensure they have adequate medical clearance, insurances, vaccinations and travel/study visas as appropriate to the activity and meet any relevant eligibility criteria as determined by the University. Participants may be required to submit to a police criminal history check prior to participation in certain

programs. Participants are responsible for ensuring these conditions are met in a timely manner before the commencement date of the activity.

Participants are obliged to consider their own health and safety, and that of others whilst undertaking any off- campus or in-country activity; attend any briefing/information sessions; sign and return any forms in a timely manner; and follow any directions given to them by the off-campus activity or in-country study program authorised officer.

Staff administering off-campus or in-country activities are required to follow established University policies, procedures and guidelines when collecting, storing, accessing and distributing information about or for these activities.

The Deputy Vice-Chancellor, Global Strategy and Advancement is the nominated contact and liaison point for all international in-country study program information should an emergency or adverse event arise.

The most senior member of the group co-ordinating an off-campus learning activity shall be the nominated contact and liaison point for all domestic off-campus activities should an emergency or adverse event arise.

ESSENTIAL SUPPORTING INFORMATION

Internal

[Code of Conduct](#)

[Minor and Major Unit Changes Procedures](#)

[International In-Country Study Programs Administrative Procedures](#)

[International In-Country Study Programs Participant Procedures](#)

[Student Conduct By-laws](#)

Document History and Version Control

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