

Withdrawal and Deferral of Exchange Application Procedure

1. Scope

This procedure applies to all University of Melbourne students who submit an application to participate in the exchange program through the Melbourne Global Mobility office after the 1st July 2012.

2. Definitions

Application: a Melbourne Global Mobility exchange application form submitted to a student's home faculty for permission to go on exchange for a semester or longer for credit to a University of Melbourne by the appropriate deadline (application deadlines are specified on the Melbourne Global Mobility website <http://www.mobility.unimelb.edu.au/outbound/exchange/due-dates.html>).

Application round: there are two main periods for applying for exchange, July for exchange in semester 1 of the following year and December for exchange in semester 2 of the following year.

Appropriate institutional preferences: An institutional preference listed on the exchange application form is NOT considered to be appropriate if conditions or circumstances detailed on the partner list on the Melbourne Global Mobility website prohibit a student from attending that institution. *Example: A male student listing Barnard College as an institutional preference would not be considered appropriate as the note information on the partner list for Barnard College advises that this is a women-only college.*

Consecutive application round: the application round immediately following the current application round. *Example: Student submits an application in July for exchange in semester 1 of the following year and then withdraws. The consecutive application round would be the deadline that falls in the following December for exchanges commencing in semester 2 of the following year.*

Defer: postponement of an application to the next round.

Exchange: the process of undertaking overseas study at a Melbourne Global Mobility partner institution for credit towards any University of Melbourne degree; diploma; or as part of research for a, Masters or PhD.

3. Procedure

3.1 Rules

- a) Students wishing to withdraw or defer their application to participate in the exchange program must notify Melbourne Global Mobility as soon as they make this decision.
- b) Students who withdraw or request to defer their application for reasons other than those accepted as extenuating circumstances will not be able to reapply for exchange in the consecutive application round.
- c) Students will be required to show proof that their reason for withdrawing or deferring their application meets the definition of extenuating circumstances.

3.2 Extenuating Circumstances

3.2.1 Extenuating circumstances are defined as any event that is:

- a) unavoidable
- b) unforeseen
- c) outside the control of the student or
- d) not primarily the fault of a student (i.e. resulting from the student's discretion or choice)

3.2.2 Students must provide supporting documentation to Melbourne Global Mobility at the time of withdrawing or deferring their application to show proof of their extenuating circumstances.

3.2.3 Supporting documentation will vary depending on the situation, some examples may be a medical certificate, death certificate, or notice of visa rejection or delay by the host country authorities. Students who are unsure of what to provide should contact their Melbourne Global Mobility exchange advisor to clarify what documentation is required.

3.2.4 Students are expected to plan their exchange in advance and provide three appropriate institutional preferences on their application form. Reasons that will not be considered extenuating circumstances, therefore, are:

- a) being unsuccessful in being nominated for their first, second or third appropriate institutional preference
- b) having insufficient funds to support their exchange
- c) being unable to take leave from their place of employment
- d) choosing to participate in an alternative international study or travel experience that coincides with the exchange period for which they've applied
- e) changing their course plan *AFTER* an acceptable study plan has been approved by their faculty
- f) changing their mind (i.e. deciding that they prefer to stay in Melbourne at this time)
- g) any other rationale that could be reasonably planned for in advance of submitting an application to participate in the exchange program

4. Responsibilities

Melbourne Global Mobility is responsible for the development, compliance monitoring and review of this procedure.

Melbourne Global Mobility and faculties are responsible for the promulgation and implementation of this procedure in accordance with the scope as outlined within the document.