

Checklist for Not for Credit Programs

STMP Toolkit



THE UNIVERSITY OF
MELBOURNE

HAVE YOU TICKED ALL THE BOXES?

Some examples of non-credit bearing programs are case competitions, student conferences, research visits and consortium programs run by U21 or APRU.

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| The program is related to, or complimentary to the students field(s) of study and is in a suitable location. | |
| If you are working with an overseas university or a third party provider, this has been approved by Melbourne Global Mobility | |
| The program complies with the University's Short Term Mobility program guidelines, and any University staff travelling have been briefed on Section 11 (Risk Management) of the University Student Mobility Procedure as well as the Overseas Critical Incident Response plan. | |
| Where staff are travelling with a group, the program is adequately staffed. | |
| The non-academic aspects of the program, such as safety, housing and welfare have been considered and the DFAT rating for the destination country is appropriate. | |
| All transport and travel has been organised in line with to the UoM Short Term Mobility Program guidelines and the University's Travel Policy. | |
| Students have either developed, or been provided with, a budget estimate for their destination so that they are aware of the likely cost of the program. They have been provided with information on funding. | |
| Students have completed the appropriate pre-departure briefings, have insurance, have registered with Smartraveller or equivalent (where applicable) and are registered online with Melbourne Global Mobility | |

