

Checklist for UMOS

STMP Toolkit



THE UNIVERSITY OF
MELBOURNE

HAVE YOU TICKED ALL THE BOXES?

	✓
The program has been developed in line with Faculty or University strategic priorities or to address a gap in the Faculty's current mobility offerings.	
The suitability of the location has been considered.	
A detailed budget has been developed, allowing for a range of student enrolments and for fluctuations in variable costs. A minimum number of student enrolments required for financial viability has been established.	
The subject has been approved through the appropriate channels; either by Academic Board or by a Delegated Authority.	
If you are working with an overseas university or a third party provider, this has been approved by Melbourne Global Mobility.	
The application process is fair and published and information about the cost is publicised to applicants.	
All transport and travel has been organised in line with to the UoM Short Term Mobility Program guidelines and the University's Travel Policy.	
The program complies with UoM Short Term Mobility program guidelines, and 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.	
All students are enrolled in the subject, have insurance and are registered with Smartraveller and Melbourne Global Mobility (through the Online Travel Registration System).	
There is a mandatory pre-departure briefing, covering health and safety, academic issues, cultural issues and code of conduct..	
The program is adequately staffed.	

