

ACU Vice Chancellor and President's Learning Abroad Grant Guidelines for Students

Background

The ACU Vice Chancellor and President has made available funds to assist students undertaking an approved Global Learning program while studying at ACU. The information below is applicable for 2024-2025 and is subject to change for future years.

There are several categories of Global Learning that are eligible for the ACU Vice Chancellor and President's Learning Abroad Grant:

1. Semester Exchange Programs
2. Semester – ACU Rome Campus
3. Global Studies & Bachelor of International Development Programs
4. International Internships
5. Short-term Exchange Programs
6. Featured Exchange Partner University Programs
7. International Core Curriculum Programs
8. Faculty-led Global Learning Programs
9. Other approved Global Learning Programs

Eligibility

You are eligible for the ACU Vice Chancellor and President's Learning Abroad Grant if:

- You are currently enrolled in an ACU degree and will have successfully completed at least 40 credit points at the time of your Global Learning program start date.
- You have not previously received the ACU Vice Chancellor and President's Learning Abroad Grant.
- You are approved by your Faculty to participate in an eligible Global Learning program.
- You register your travel details with *International SOS* prior to departure.
- In an emergency, and you are contacted by ACU or by *International SOS*, you agree to reply to messages within 24 hours confirming your current status.
- You agree to assist ACU Global Learning with promotional activities during and after your approved Global Learning program; and
- You agree to complete a survey about your approved Global Learning program upon completion.

Eligible Travel Destinations

ACU uses the [Department of Foreign Affairs and Trade](#) (DFAT) Travel Advice Ratings to assess international travel. DFAT Travel Advice Ratings fall into four broad categories, and ACU permits student travel to destinations in the following official advice levels:

- [Level 1 - Exercise normal safety precautions](#)
- [Level 2 - Exercise a high degree of caution](#)

It is the responsibility of students to check the [current advice levels](#) prior to booking travel and monitor any advice level changes during their travel.

Students will not be permitted to undertake travel to countries with DFAT travel advisories of **Level 3 - Reconsider your need to travel** and **Level 4 - Do not travel**. Students who have planned travel to these destinations, will not be approved for a Learning Abroad Grant. Students who modify their travel to include Level 3 or 4 destinations after being awarded the Learning Abroad Grant will be required to refund the full grant amount to ACU.

Learning Abroad Grant Value

The ACU Vice Chancellor and President's Learning Abroad Grant value ranges from AUD\$500 - \$2,500 based on program type and credit point minimum.

Please refer to the following tables for more information:

TABLE A: Global Learning Programs - international travel required			
Program Type	Minimum ACU Credit Points	Grant Value (AUD)	Additional Information
Semester Exchange Programs	30 cp for 1 semester 60 cp for 2 semesters	Reimbursement of airfare up to \$2,500	Flight payment receipts required.
Strategic Alliance of Catholic Research Universities (SACRU) network	30 cp for 1 semester 60 cp for 2 semesters	Additional \$1,000 awarded to students studying at a SACRU exchange partner ^	SACRU partners: <ul style="list-style-type: none"> • Boston College • PUC-Chile • PUC-Rio • Sophia University • Universidade Catolica Portuguesa • Ramon Llull University • Universita Cattolica del Sacro Cuore
Semester - ACU Rome Campus	30 cp for 1 semester	Reimbursement of airfare up to \$2,500	Flight payment receipts required.
Global Studies (dual degrees)	40 cp for 1 semester	\$2,500	Global Studies Exchange and Internship
Short-term Exchange Programs	10 cp	\$1,250	ACU formal exchange partners only. <i>(Example: summer/winter school programs)</i>
Strategic Partnerships	30 cp for 1 semester	Additional \$1,000 awarded ^	Eligible Partnerships: <ul style="list-style-type: none"> • Pontificia Universidad Javeriana • Christ University • Chitkara University
International Core Curriculum Programs (Approved ACU programs)	10 cp	\$2,500	Flight payment receipts required.
International Internships (8 weeks or longer)	20 cp	Reimbursement of airfare up to \$2,500	Flight payment receipts required. The internship must fulfil a requirement of the student's ACU degree.
Faculty-led Global Learning Programs	0 cp <i>(must be a faculty endorsed program which meets degree requirements)</i>	\$500	Programs led by an ACU faculty leader to an overseas location. <i>Example: HUMA353 in Paris. HLSC220 in Rome</i>
Other approved Global Learning Programs	0 cp <i>(must be a faculty endorsed program which meets degree requirements)</i>	\$500	Eligible programs include but are not limited to: <ul style="list-style-type: none"> • Clinical or professional placement • Community Engagement • Volunteering • Overseas Conference • Research activities • Fieldwork • Internships (not referred to above)

^ Students that receive external funding like the New Colombo Plan will not be given the additional \$1,000 under this category

TABLE B: Global Learning Programs - international travel <u>NOT</u> required			
Program Type	Minimum ACU Credit Points	Grant Value (AUD)	Additional Information
Virtual Semester Program (Global Studies)#	30 cp for 1 semester (must be endorsed by global studies course coordinator)	Reimbursement of program fee up to \$2,500	Students who receive external funding that covers the full cost of the approved program will not be eligible.
Other approved Virtual Global Learning Programs#	0 cp (must be a faculty endorsed program which meets degree requirements)	Reimbursement of program fee up to \$500	see conditions below

#Conditions of Virtual Funding:

- Students who receive external funding that covers the full cost of the approved program will not be eligible.
- The full program fee, receipt of payment, and budget for the approved program must be submitted to ACU Global Learning to assess amount granted.
- Students who receive a learning abroad grant for a virtual global learning program may be eligible to apply for a second grant to support an overseas program as long as the total value of the grant for the combined learning abroad activities do not exceed \$2,500. The value of the second grant will be based on the program type as per table A.

Payment of the grant

Payments for the ACU Vice Chancellor and President’s Learning Abroad Grant are sent to ACU Finance monthly, usually on the 15th day of the month.

Where international travel is required (see Table 1), once Global Learning has received your faculty program endorsement, and you have registered your travel details with *International SOS*, you will be added to the next Learning Abroad grant payment batch. You may be required to provide proof of payment for the cost of your program if applicable. You will only receive an email once your grant has been sent to ACU Finance.

Your Learning Abroad Grant payment will be paid by bank transfer into the bank account you specify in your Learning Abroad Funding and Insurance (LAFI) Form.

All Learning Abroad Grant payments are final. If you think you may undertake another global learning program in the future, carefully consider for which program you wish to receive the grant payment, as you will only be able to receive the ACU Learning Abroad Grant once during your time at ACU.

Faculty endorsement

All students participating in Global Learning program (except Semester Exchange, International Core and Semester in Rome (SiR) programs) are required to have the program endorsed by their Faculty/School. Once faculty endorsement has been provided, students will be sent a link to the Learning Abroad Funding & Insurance (LAFI Form) for next steps on funding and insurance.

Selection criteria

Where there are more applications than funding available in a particular year, the ACU Vice Chancellor and President’s Learning Abroad Grant will be awarded to eligible students based on academic merit.

Application process

The application process for the Learning Abroad Grant varies slightly between programs.

- For Global Learning programs (ie. full-semester exchanges, SiR and International Core Curriculum programs), you will indicate whether or not you wish to receive the Learning Abroad Grant via your Offer Acceptance Form.
- For all other programs (faculty-led programs, short-term study tours, clinical, pracs, community engagement etc), you will indicate whether or not you wish to receive the Learning Abroad Grant via your LAFI Form.

Please submit the LAFI Form at least 6-8 weeks prior to your scheduled departure. Once received, the Global Learning team will review your application and will send you further information regarding the funding and insurance.

The Learning Abroad Grant should be treated as a reimbursement of costs. We will only process the grant funding once:

- We have assessed your Learning Abroad Grant eligibility.
- Your Head of School Endorsement has been received by our office (where applicable).
- Where international travel is required, your ISOS membership has been activated and travel details uploaded. You must enter your return flights on the ISOS portal.
- We have received a copy of your flight payment receipts (via globallearning.outbound@acu.edu.au) for applicable programs listed in Table A.

Applications that are received after your program start date will not be accepted.

Grant exclusions

The ACU Vice Chancellor and President's Learning Abroad Grant does not cover the following:

- Personal travel
- External travel insurance
- Itinerary changes that attract a fee from an airline or travel agent
- Voucher or frequent flyer award bookings

Withdrawal of Grant – Before being paid

If you are approved to receive the ACU Vice Chancellor and President's Learning Abroad Grant, and your circumstances change so that you no longer meet the eligibility criteria, or it is determined that you have provided false or misleading information to ACU, and have not yet been paid the grant, ACU will withdraw the offer of a grant.

Withdrawal of Grant – After being paid

If the grant has already been paid to you and your circumstances change so that you are no longer eligible to receive the grant, or you are no longer able to participate in the approved Global Learning program, you must repay the grant to ACU within four weeks.

Repayment of Grant

If you breach the conditions of the Learning Abroad grant you will be required to repay the grant to the University. A hold may be placed on your ACU student record and account until the repayment is received, prohibiting receiving transcripts from ACU or graduating on time.

If you fail to complete the approved Global Learning program you will be required to repay the grant, except in cases where compassionate or compelling circumstances have occurred. You will be required to provide documentation regarding these circumstances.

Further Information

If you have any queries or require any clarification regarding the information included in this document, please contact ACU Global Learning at globallearning.outbound@acu.edu.au.