

Program and course policy guidance materials: Courses involving travel

Coursework courses involving travel

1. Courses may involve travel away from the main location of study in the course. This travel may be a requirement of the course or course offering, or it may be an option available to some students in the course or course offering.
2. Such travel is referred to as:
 - 2.1. a study tour or staff-led group program where the travel is to another country
 - 2.2. a local intensive, where the travel is to a location within the same country but away from the city or town in which the course is mainly located.
3. Courses involving travel do not include:
 - 3.1. inbound study tours; where a group of non-RMIT students visit Melbourne
 - 3.2. short blocks of study (less than one week) completed by RMIT students away from the main location of study in their course or program but within the same country, for example, an excursion
 - 3.3. individual internships/placements.
4. At least one staff member accompanying students on the travel needs to:
 - 4.1. be at least Level 2 CPR first aid qualified
 - 4.2. have completed the Responding to disclosures of sexual harm learning module for staff.
5. All Health, Safety and Wellbeing (HSW) incidents, and near misses, are to be reported as per the [Health, Safety and Wellbeing Policy](#).
6. Staff and students are expected to conduct themselves in a professional manner and in accordance with the:
 - 6.1. [Staff code of conduct](#)
 - 6.2. [Student code of conduct](#)
 - 6.3. [Travel Policy](#).

Research programs involving travel

7. Research programs may involve travel away from the student's main location. This travel may be a requirement for the research, such as a fieldwork trip, or it may be an option taken up by some students who are given the opportunity to attend an international conference or seminar.
8. When changing their location for a period of time beyond 3 (three) months students must follow the process described for change of location in the [Program duration policy process](#) in the HDR policy suite.

Study tours

9. A study tour or staff-led group program can include a whole course, a component of a course, or an assessment component of more than one course.
10. All RMIT students travelling overseas on an approved study tour from any RMIT campus or teaching location receive complimentary [travel insurance](#).
 - 10.1. This provision excludes any study tour from a global mobility partner to Australia.
11. The study tour leader is responsible for course development and must ensure:
 - 11.1. the details of the study tour are included in the Part B course guide
 - 11.2. a risk assessment is completed during the course development stage
 - 11.3. a risk mitigation plan is completed no later than one month before the travel departure date.
12. The School Executive Committee (or approved delegate) and Global Experience (GE) both have the authority to disallow a trip where the risk assessment is high or where unforeseen circumstances arise during the travel that increase the level of risk.

13. Details and guidance on study tour development and administration is provided through the [Student Mobility Management Systems](#) (Mobi).
 - 13.1. Contact global.shortprogram@rmit.edu.au for full guidance on using Mobi.
14. Proposals for study tours must be submitted by the nominated study tour leader or administrative staff for approval through Mobi.
15. Academic approval of study tour courses is part of the normal academic course approval process.
16. Study tour proposals should be submitted in line with deadlines provided in Mobi. Once approved, GE will set up the study tour in the Mobi.
17. A unique link will be generated for each study tour and it will then be searchable on Mobi.
18. Student applications/registrations to participate in a study tour are administered through Mobi.
19. Each study tour leader must hold a comprehensive pre-departure session in collaboration with GE (or RMIT Vietnam International Office or relevant global campus mobility team) with students prior to departure that addresses:
 - 19.1. the conditions of participation in travel
 - 19.2. RMIT's rules for traveller safety
 - 19.3. RMIT and/or government registration requirements where relevant
 - 19.4. the recommendation to complete the 'Preparing for Learning Abroad' micro-credential module
 - 19.5. RMIT's zero tolerance approach to the sexual abuse, exploitation and harassment of individuals.
20. The recommended staff to student ratio is 1:15. The staff to student ratio must not exceed 1:20.
21. In an emergency, RMIT travellers must call International SOS (iSOS) on tel. +61 2 9372 2468, reverse charge from anywhere in the world.
22. Schools may work with Global Experience Service Providers to deliver student global experiences.
 - 22.1. GE will manage a central list of approved Global Experience Service Providers
 - 22.2. All approved providers will sign a Global Experience Service Provider Agreement with RMIT
 - 22.3. Where a staff member wishes to work with a new Global Experience Service Provider, the Provider must first be approved by GE.

Local intensives

23. Where all students in a local intensive course are required to travel, the requirement and likely costs must be stated in the course guide.
24. Before departure, students must be briefed on the travel itinerary and how to perform the assessment task/s in relation to the activities during the travel.
25. The school or college office must hold:
 - 25.1. an itinerary of the travel
 - 25.2. a list of the students who are travelling
 - 25.3. mobile phone contact details for the leader of the local intensive
 - 25.4. contact details for any accommodation.

Supporting resources

Related policy: [Program and course policy](#)

Related policy processes: *Program and course approval processes*

Accountability

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