WESTERN SYDNEY
UNIVERSITY

Guidelines for Developing International Short Programs

Western Sydney University's Go Global and Study Abroad welcomes collaboration with academic and professional staff members who want to plan, develop, and implement global learning opportunities for students, in-country or remote. These include, but are not limited to study tours, work experience (internships and clinical placements), short-term study, research, competitions, and student exchange.

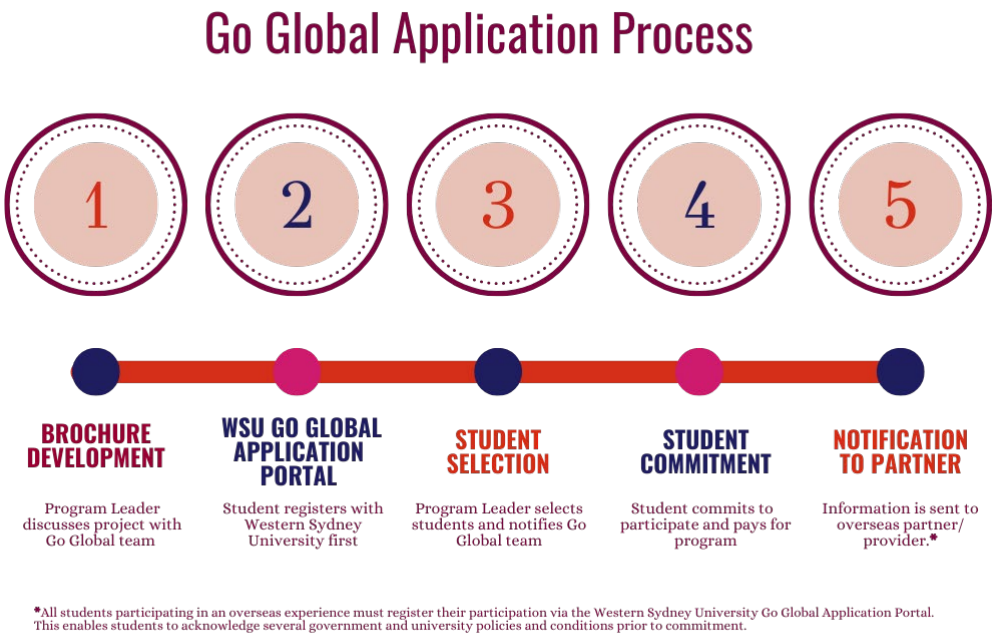
Due to the hazards associated with overseas travel and to ensure the correct risk management processes are in place:

- All overseas programs must be listed on the Western Sydney University's Go Global Application Portal
- All students must register their participation via the Go Global Application Portal

Commence the following process **at least 6 to 12 months** prior to departure. These may be concurrent.

#	Process	Description	Responsibility
1	Meet with Go Global	Talk about your plans with the Western Sydney International (WSI) Go Global & Study Abroad team. The team will discuss the processes involved in the delivery of an overseas program. • New Colombo Plan • Other Programs	Project leader This process should commence 6-12 months in advance of departure.
2	Project Plan	After meeting with Go Global (see above), the team will create a project portfolio on Microsoft (MS) Teams. The folder will include numerous documents including draft Project Plan, Risk Assessment, Critical Incident Response Plan. The Project plan consists of the main details, project account, schedule, budget, timeline of activities	• Go Global – initial draft • Project leader – final draft The final draft may be required for approval by the School/Department delegate.
3	Project Account and Invoices	WSI will create a project account, delegated to the respective school/department. Invoices can be sent to the Go Global team. The team will review the information for accuracy and ensure the right account is being utilised and the vendor is an approved provider.	• WSI finance – initial set up • Project leader – budget and spending • Approvals – relevant delegate
4	Partnerships	If you are using an external vendor to support or manage a project, the organisation must be an approved International Partner Provider (IPP) or partner institution. These relationships are administered by Western Sydney	• WSI

		International. Invoices should not be paid to external vendor without an agreement.	
5	Risk Assessment	This comprehensive document is required by the Australian Government and Western Sydney University and must be completed prior to booking any travel. Program leaders are expected to consider the additional controls, specific to the host location. See Risk Management. This document is under development and will be available soon.	• Go Global – initial draft • Project leader – final draft
6	Critical Incident Response Plan	This document is program specific critical incident response, associated with the Critical Incident Guidelines. This document is under development and will be available soon.	• Go Global – initial draft • Project leader – final draft
7	Airline Flight Quote	Request is submitted via TEMS on behalf of the group leader, which will detail the number of students and the description of project. The travel company will respond with quotes, which the project leader can negotiate. This can be done well in advance of the travel, can be cancelled, recalled, or updated over time at any time.	• Go Global will submit initial information • Project leader uses quote to populate budget details in Project Plan
8	Recruiting and Selecting Students	A dedicated online brochure and EOI will be created on the Go Global Application Portal (see **Standard Process for Overseas Short Programs** below). The platform support student through the entire learning abroad cycle. The system also requires students to acknowledge several government and university policies, complete an individual risk assessment, and collects student travel details prior to departure. A weblink will be provided to the project leader prior to promotion. There are a number of strategies that can be utilised for recruiting and selecting students. To find out more, go to Promoting a Learning Abroad Program. Note: if you are working with an overseas partner or provider, in the first instance all students must register their participation via the Western Sydney University Go Global Application Portal.	• Go Global – initial draft • Project leader – final draft on completion of budget



9	Collecting Payments from Students (One Stop)	If you need to collect payments from students, Western Sydney University uses the One Stop shopping cart. Payment information can be provided to students on the Go Global Application platform.	• Go Global – initial set up
10	Booking Flights	If a request has been submitted via TEMS and the above processes have been implemented, it is now time to confirm and book the flights. Go Global will collect the relevant student information from the Go Global Application platform and request the development of TEMS traveller profiles.	• Go Global – TEMS profiles • Go Global – resubmit final quote via TEMS (on behalf of project leader) • Project leader negotiates with travel agent and confirms flight bookings
11	Pre-Departure	It is advised that all participants are provided with comprehensive information about the overseas activity at prior to departure - see Pre-Departure.	• Go Global – general information provided on the Go Global platform • Project leader and/or provider – program specific information
12	Returning	A Project Report is required no later than one month after the program has been completed. If a project has multiple implementation dates, a Project Report must be completed after each implementation period. Internal school/department reports will not be accepted in place of this document. Supplementary information can be provided as part of this report. Project Report	• Project Leader

Contact Us

For more information or to discuss further, please book a consultation below:

- New Colombo Plan
- Other Programs