

Study Exchange (DLI) Policy

Section 1 - Preamble

- (1) This Policy is effective from 14 May 2026.

Section 2 - Purpose

- (2) This Policy specifies the circumstances where students undertaking a dual degree program offered at Deakin University Lancaster University Indonesia (DLI) may undertake study exchange.

Section 3 - Scope

- (3) This Policy applies to all students undertaking a dual degree program offered at DLI, for outbound study exchange opportunities.
- (4) During the establishment of DLI, all policy, procedures and supporting processes will be regularly reviewed. In the establishment phase, defined as the first two years from when students commence DLI programs, any issues arising from the implementation of current policy, procedure or process will be referred to a jointly convened Policy and Procedure Review Panel (PPRP). The PPRP will comprise designated academic and professional service representatives from the University Partners and the Office of the Rector. The PPRP will recommend an outcome best aligned with relevant principles and the best interests of any student(s) concerned and will advise DLI on the future development of policy, procedure and supporting processes. During the establishment phase, the PPRP may make recommendations to vary any given policy only with endorsement from relevant University Partner governance processes. All policy and procedure will be subject to a full review at the end of the two-year establishment phase.

Section 4 - Policy

Availability of Study Exchange

- (5) DLI offers the opportunity for a limited number of eligible students to undertake study exchange at Lancaster University or Deakin University during their program of study, the recommended timing is as follows:
 - a. Lancaster University during the September-December study period – DLI Trimester 1, Year 2;
or
 - b. Deakin University commencing during the March-June study period – DLI Trimester 2, Year 2;
- (6) Limited places may be available. The number of available places will be communicated to students in advance of the application process.
- (7) Participation in Study Exchange may extend the program duration.
- (8) If students are unsuccessful in the modules they complete during study exchange, the modules will need to be reattempted and this will result in additional fees as per the Fees and Charges (DLI) Policy.

- (9) Study exchange places will be limited and in cases may not be available to program cohorts where this would reduce the number of students studying in a program or module at the DLI campus to below a minimum jointly set by the University Partners to maintain the quality of the student experience.
- (10) Students may be required to participate in study exchange at a Partner University with one or more other students in their cohort.
- (11) Exchange availability is subject to the host University Partner's academic calendar and timetable constraints. Module availability is not guaranteed, and participation may extend program duration for affected students.
- (12) DLI reserves the right to suspend study exchange in response to current or emerging safety concerns in line with the DLI Risk Matrix.

Eligibility for Study Exchange

- (13) To be eligible for study exchange, students must:
 - a. have successfully completed all modules in their first study period at DLI (i.e. Trimester 1, Year 1) and achieved a Weighted Average Mark of $\geq 70\%$;
 - b. be able to enrol in full-time study while studying on exchange;
 - c. have complied with the requirements of the Student Code of Conduct (DLI) and are not subject to open disciplinary proceedings for alleged misconduct; and
 - d. demonstrate through the published selection process that they are sufficiently prepared and motivated and have the interpersonal capabilities to participate successfully in study.
- (14) Participation in study exchange will be limited to one exchange within a course of study. To undertake study exchange at a Partner University students must also satisfy any visa requirements that may be imposed by the relevant Partner University's migration laws.

Academic Credit

- (15) Modules will be available at the host Partner Universities during the relevant study period that will enable successful students to progress and meet their DLI program requirements. Available modules may vary year to year, subject to offerings and approval by the Partner Universities.
- (16) Students will receive credit for modules successfully completed during study exchange, subject to alignment with module equivalencies approved by the University Partners.

Study Exchange Applications and Decisions

- (17) Applications for study exchange must be made in writing in accordance with the Study Exchange (DLI) Procedure. The Rector will consider each application for study exchange and decide whether to approve the application in accordance with the Study Exchange (DLI) Procedure.
- (18) Decisions relating to student exchange are not appealable under the Student Appeals (DLI) Policy; however, students may request a review of the decision by the Deputy Vice-Chancellor Academic (Deakin University) or Pro Vice Chancellor Education (Lancaster University), depending on the university to which the student is applying for a study exchange opportunity.

Financial and other Obligations during Study Exchange

- (19) Students will continue to pay DLI tuition fees during their study exchange and will cover any additional costs associated with studying overseas.

- (20) During study exchange, students must adhere to relevant regulations, policies, procedures and codes of the host Partner University.
- (21) Students must hold valid health insurance cover throughout their study exchange period, in accordance with requirements of the host Partner University and relevant visa conditions.

Student Support

- (22) DLI will provide students wishing to undertake study exchange with information and advice to inform their decision-making and assist in their planning and participation, including general information and advice on visa processes, enrolment processes, student accommodation options, pre-departure preparation and cultural orientation.
- (23) Students approved for study exchange will receive academic advice to ensure module selection aligns with DLI program requirements and progression timelines.
- (24) In the event of withdrawal, visa denial or disruption during study exchange (e.g. due to travel restrictions), DLI will support students to continue their studies at the DLI campus and achieve progression timelines where possible.

Quality Assurance

- (25) Students who undertake study exchange will be invited to provide feedback on their experience.
- (26) The Rector will provide an annual report on study exchange to the Yayasan Governing Board and the University Partners to inform future program development and enable appropriate governance oversight.

Roles and Responsibilities

Role	Responsibility
Yayasan Governing Board	<ul style="list-style-type: none"> • Monitoring the implementation of this Policy • Approving applications for study exchange at a second University Partner
University Partners	<ul style="list-style-type: none"> • Setting study exchange eligibility requirements, including minimum cohort required at the DLI Campus • Ensuring that modules are available during the relevant study period to enable DLI students to complete their DLI program • Approving information about study exchange to published on the DLI website • Providing orientation support for DLI students undertaking study exchange at their campus • Providing advice to DLI students studying at their campus on access to available personal and learning support • Monitoring the quality of study exchange experiences • Reviewing study exchange decisions by the Rector where requested by students

DLI Rector	<ul style="list-style-type: none"> • Conducting assessments and making decisions on study exchange applications in accordance with the Study Exchange (DLI) Procedure • Ensuring that students receive appropriate academic advice as required • Setting opening date for student applications for study exchange
DLI COO	<ul style="list-style-type: none"> • Publishing accurate information about study exchange eligibility requirements and application processes in accordance with the Student Exchange (DLI) Procedure • Approving the mechanisms through which applications are submitted • Overseeing administrative processes and maintaining records as required • Ensuring that DLI students are provided with adequate advice on non-academic matters to support their study exchange
DLI Students	<ul style="list-style-type: none"> • Submitting complete study exchange applications and supporting information and attending interviews as required • Fulfilling financial and other obligations specified in this Policy and the Study Exchange (DLI) Procedure • Meeting all requirements of DLI and the host University Partner during study exchange • Supplying results for modules completed as part of their study exchange upon their return

Section 5 - Procedure

(27) The following procedures document how to comply with this Policy:

- a. Study Exchange (DLI) Procedure

Section 6 - Definitions

(28) For the purpose of this Policy:

- a. **Study period:** a defined teaching and study period specified by DLI for the completion of a module for a particular program.
- b. **University Partners:** Deakin University (Australia) and Lancaster University (United Kingdom).
- c. **Weighted Average Mark:** Has the same meaning as that defined in the DLI Grading Schema and is calculated as the sum of (number of credit points for module x mark for module)/ total number of credit points.

ASSOCIATED DOCUMENTS

- Study Exchange (DLI) Procedure
- Student Fees and Charges (DLI) Policy
- Student Code of Conduct (DLI)
- Higher Education Awards (DLI) Policy

DOCUMENT DETAIL	
Name of document	Study Exchange (DLI) Policy
Overarching legislation	<p>Australia Deakin University Academic Board Regulations Deakin University Act 2009 (Vic) Deakin University Statute Higher Education Standards Framework (Threshold Standards) 2021 Higher Education Support Act 2003 (Cth) Australian Qualifications Framework (AQF)</p> <p>United Kingdom National legislation, including advice provided by the Competitions and Markets Authority (CMA); The English Higher Education regulator, the Office for Students and its conditions of registration, and other relevant government bodies and agencies; The Charter, Statutes and Ordinances of the University of Lancaster.</p>
Approved by	Yayasan Governing Board
Approval date	14 May 2026
Date of effect	Upon publication
Version	Version 1.0
Date of review	14 May 2027
DLI approved	Yayasan Governing Board 14 May 2026
Deakin University agreement	Vice-Chancellor 13/05/2026
Lancaster University agreement	Lancaster University Academic Dean, on behalf of Policy Approval Sub-Group of Senate 06/05/2026
Responsible Executive	DLI Rector
Implementation Officer	DLI Chief Operating Officer
Policy/procedure superseded	Not applicable
Summary	This policy describes the requirements for students undertaking a dual degree program offered at DLI to study exchange at one of the University Partners.
Key words for online searching	Study abroad, international study, global education
Category	Administrative
Target audience	Students

Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	University Partners and Navitas	Study Exchange (DLI) Policy New policy	14 th May 2026	14 th May 2026