

Study Exchange (DLI) Procedure

Section 1 - Preamble

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

Section 2 - Purpose

- (2) This Procedure specifies the processes for managing study exchange at Deakin University Lancaster University Indonesia (DLI) and student obligations during studying exchange.

Section 3 - Scope

- (3) This Procedure applies to all students undertaking a dual degree program offered at DLI, and DLI and University Partner staff involved in the study exchange process.
- (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 & 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

- (5) This Procedure is pursuant to the Study Exchange (DLI) Policy.

Section 5 - Procedure

- (6) Study exchange opportunities are provided to domestic and international students during their second year of study as specified in the Study Exchange (DLI) Policy.

Study Exchange Applications

Information for students

- (7) The Chief Operating Officer (COO) will ensure that all information necessary for students to apply for study exchange is approved by the University Partners and published on the DLI website before applications for study exchange open, including:
 - a. availability of study exchange;
 - b. all eligibility criteria;
 - c. limitations on availability;
 - d. application process and deadlines;

- e. required documentation;
 - f. expected timelines for approval and notification;
 - g. study exchange fees and other indicative costs; and
 - h. process for review of decisions.
- (8) All information on the DLI website relating to study exchange must be updated and approved by the University Partners annually.

Application Process

- (9) Study exchange applications must be submitted by the published deadline through mechanisms approved by the COO. The opening date for submissions will be set by the Rector.
- (10) Applicants must provide supporting documentary evidence that addresses each eligibility criterion, which may include:
- a. module outcomes and academic transcripts;
 - b. Weighted Average Mark; and
 - c. personal and/or referee statements.
- (11) The COO's Office will acknowledge receipt of applications within five working days.
- (12) Late applications will not be considered.
- (13) If an application is incomplete, the COO's Office may request additional information by a specified deadline. Failure to respond by the deadline will result in the application being deemed withdrawn.
- (14) Applicants may withdraw their application at any time by notifying the COO's Office in writing.
- (15) Reasonable adjustment to the application process will be made for students with documented accessibility needs.

Assessment of Applications

- (16) The Rector or nominee will conduct a preliminary assessment of applications and supporting documents with reference to approved eligibility criteria. Additional information may be requested to complete the assessment.
- (17) Applicants who appear to meet eligibility criteria will be invited to an interview.
- (18) The Rector will interview applicants to confirm:
- a. preparedness and motivation;
 - b. interpersonal capability; and
 - c. capacity to participate successfully without impeding completion of their program.
- (19) Interview notes must be documented and stored in accordance with record-keeping requirements.
- (20) Where students have indicated interest in either Partner University, the decision on the hosting institution for the exchange will be made by the Rector as part of the assessment process.
- (21) In determining the location of exchange for a student, the Rector will consider the potential for other students from the same cohort to undertake the exchange together.
- (22) Based on the application, supporting documents and interview, and limitations on the availability of study exchange set out in Study Exchange (DLI) Policy, the Rector will determine whether the applicant meets the eligibility criteria.

- (23) Applicants will be notified in writing of the Rector's decision and reasons for the decision within 4 weeks of the conclusion of interviews.
- (24) Students may seek clarification or feedback on the decision through the COO's Office and may seek a review of the decision by the Deputy Vice-Chancellor Academic or Education of the University where they are seeking a study exchange opportunity. This process will be facilitated by the COO's Office.

Record Keeping

- (25) The COO's Office must maintain accurate records of:
 - a. applications and supporting documents;
 - b. communication with applications;
 - c. interview notes; and
 - d. decisions and reasons.

Student Support

General Pre-Departure Information and Advice

- (26) The COO's Office will provide prospective study exchange students with accurate and up-to-date information and general advice to support informed decision-making, including:
 - a. visa application processes and indicative timelines;
 - b. accommodation options and estimated living costs;
 - c. pre-departure preparation requirements; and
 - d. cultural orientation and local context information.
- (27) All students approved for study exchange must attend a compulsory pre-departure session delivered by the COO's Office. The sessions will provide key information to support students while overseas, including:
 - a. health, safety and wellbeing;
 - b. academic expectations and academic credit processes;
 - c. conduct expectations and legal obligations;
 - d. emergency procedures and support contacts; and
 - e. insurance requirements and claims processes.

Advice on Module Selection

- (28) A DLI academic adviser must review proposed study-exchange modules, in consultation with relevant University Partner academic advisors, to ensure alignment with the student's program requirements and progression timelines.
- (29) A written study plan based on this advice must be approved by the DLI Rector or nominee before departure.

Support in the Event of Withdrawal, Visa Denial or Disruption

- (30) Students must notify the COO's Office immediately if they:
 - a. withdraw from the study exchange program;

- b. receive a visa refusal; or
- c. experience disruption to their study exchange program (e.g. travel restrictions, health emergencies).

(31) The COO's Office must coordinate with the Rector or nominee to identify suitable options for the student to continue their studies at the DLI campus.

(32) Where possible, DLI will support the student to maintain progression by:

- a. facilitating enrolment in DLI modules;
- b. adjusting study plans to minimise delays; and
- c. providing advice on progression impacts.

Record Keeping

(33) The COO's Office must maintain accurate and complete records of:

- a. advice provided to students;
- b. pre-departure attendance;
- c. approved study plans and variations; and
- d. disruption-related support and decisions.

Orientation at Host University Partner

(34) The host University Partner will provide:

- a. orientation support for DLI students undertaking study exchange at their campus; and
- b. advice to those students on access to available personal and learning support services.

Obligations During Study Exchange

Payment of Tuition Fees and Costs

(35) Students remain enrolled at DLI for the duration of their approved study exchange program and are required to continue paying tuition fees to DLI for that period.

(36) Before departure, students must confirm that they understand and accept responsibility for all additional costs associated with studying exchange, including but not limited to:

- a. visa application and processing fees;
- b. international and domestic travel;
- c. accommodation and living expenses;
- d. health insurance required by the University Partners or visa conditions; and
- e. textbooks, materials and incidental study costs.

(37) The COO's Office will provide students with indicative cost information; however, students are responsible for verifying actual costs with the host University Partner and relevant authorities, as appropriate.

Compliance with Host University Partner Requirements

(38) Students must comply with all academic, behavioural, and administrative requirements of the host University Partner, including student codes of conduct, academic integrity rules, and local laws.

- (39) The COO's Office must ensure that students receive pre-departure information outlining key host University Partner expectations.
- (40) Any alleged misconduct occurring overseas may be referred to DLI for action under the DLI Student Code of Conduct and Misconduct Procedure.

Health Insurance Requirements

- (41) Students must obtain and maintain valid health insurance for the full duration of their study exchange program, consistent with:
- a. the requirements of the host University Partner;
 - b. the conditions of the host country's visa; and
 - c. any DLI travel insurance requirements.
- (42) Students must submit evidence of health insurance to the COO's Office before departure.
- (43) Students are responsible for ensuring that their health insurance remains valid for the entire period of overseas study and for arranging extensions where required.

Record Keeping

- (44) Records that must be maintained under this Procedure must be stored in accordance with the requirements of the Information and Records Management (DLI) Policy.

Complaints

- (45) Complaints about the management of study exchange can be made in accordance with the Student Complaints Resolution (DLI) Policy.

Section 6 - Definitions

- (46) For the purpose of this procedure:
- a. **University Partners:** Deakin University (Australia) and Lancaster University (United Kingdom).
 - b. **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) Policy
- Student Fees and Charges (DLI) Policy
- Student Code of Conduct (DLI)
- Student General Misconduct (DLI) Procedure
- Information and Records Management (DLI) Policy

DOCUMENT DETAIL	
Name of procedure	Study Exchange (DLI) Procedure
Overarching policy	Study Exchange (DLI) Policy
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DLI approved	Yayasan Governing Board 14 May 2026
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Responsible Executive	DLI Rector
Implementation Officer	DLI Chief Operating Officer
Policy or procedure superseded	N/A
Associated documents	<ul style="list-style-type: none"> • Study Exchange (DLI) Policy • Student Fees and Charges (DLI) Policy • Student Code of Conduct (DLI)
Summary	This procedure describes the processes for managing study exchange at DLI and student obligations during studying exchange.
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