

OSP SUPPORTING DOCUMENTS

The OSP Supporting Documents must be completed by all students undertaking an overseas short term program as part of their studies.

Please see webpage for more application details:
latrobe.edu.au/students/exchange/short-programs

APPLICATION PROCESS

PARTS OF YOUR OSP APPLICATION

1. OSP SUPPORTING DOCUMENTS
2. SOMSAS APPLICATION
3. ONLINE PRE-DEPARTURE MODULE
4. ACCEPTANCE LETTER

OSP SUPPORTING DOCUMENTS

Ensure you scroll down, read carefully and complete all parts of the OSP Supporting Documents. In order to process your online OSP application, all parts need to be completed accurately.

SOMSAS APPLICATION

To earn credit while on your overseas program, you need to obtain academic approval. You should use the online credit approval system SOMSAS to complete this.

Should you wish to speak to your Course/Discipline/Subject Coordinator they can be found in the list below or you can enquire at ASK La Trobe for assistance:

- For SHE College: use the current year's Handbook to search for your Course and find your listed Course Coordinator.
- For ASSC Course/Discipline Coordinator list

*Law students: Note that the Law program only approves electives as part of your overseas program.

Login to SOMSAS to complete your application. Ensure that you have the program description/syllabus with you so you can upload a copy to your application.

For detailed instructions on how to use SOMSAS please refer to the SOMSAS Student User Manual in Step 1 at latrobe.edu.au/students/exchange/short-programs/apply

You will receive an email to your La Trobe student email account once your Short Program credit approval application has been finalised by your College.

Please complete your Short Program credit approval application in SOMSAS at least 8–12 weeks before the commencement of the program.

Once approved, press 'Generate Credit Equivalence Report' and include the printout in your application documents

Checklist for La Trobe Abroad use only

Please tick the boxes below.

- PART 1** – College approval, SOMSAS Study Plan and Credit Equivalence Report received (included non-vetted program checklist and written responses as applicable)
- PART 2** – Pre-Departure Module completed
- PART 3** – Confirmation student accepted by overseas provider
- PART 4** – Bank details completed
- PART 5** – Travel details and documents completed.
- PART 5** – LTA has sent to LTU Risk Management/Insurance for processing: Date (dd/mm/yyyy)

--	--	--	--	--	--	--	--	--	--

ONLINE PRE-DEPARTURE LMS MODULE

All students going on an overseas program for the **first time** need to complete the online pre-departure module via LMS.

Please ensure you follow the direct link on our webpage in the how to apply section - <http://www.latrobe.edu.au/students/exchange/short-programs/apply> Don't try to find the module through LMS directly, it will not work properly. If you have completed this module previously, please write in the approximate date so we can check the system.

If you are doing an external program (via another university or provider), once you have received your acceptance/confirmation of booking from your overseas program provider, please attach a copy of this to your OSP Supporting Documents. (For La Trobe College-led study tours, you can skip this part).

SUBMIT YOUR APPLICATION

When you have completed **all** parts of your OSP Supporting Documents, please submit them via the online submission form – [OSP Application](#)

This must be completed at least 4 weeks prior to your intended program dates

APPLICATION OUTCOME

La Trobe Abroad will inform you of your application outcome, whether it has been successfully received and processed or there are missing parts.

Failure to complete and submit all requirements to the relevant areas (as specified on the OSP form) will result in students not being eligible to receive a mobility grant/scholarship nor to receive credit towards their LTU degree.

Please ensure that you keep a copy of all documents submitted for your own record.

Applications for a volunteering program not receiving academic credit or PhD programs will be reviewed for eligibility on a case-by-case basis subject to funding availability.

Please review the Overseas Short Program website for further information: latrobe.edu.au/students/exchange/short-program

Section 1D – Conditions of participation

In furtherance of La Trobe University's 'Outbound Mobility Program Policy', and as the continued success of the program depends upon good relations being maintained between La Trobe University and the Host Institution and/or Short Term Program provider, the student named below agrees to the following terms and conditions of undertaking the program.

Please read and initial the Conditions of Participation below.

1. To ensure that any gaps in the period of coverage by the La Trobe University Insurance Policy is covered by a separate travel and health insurance policy purchased prior to departure from Australia.
Student initial
2. To notify La Trobe Abroad of any services required in the support of physical, learning, or emotional disabilities at the Short Term Program location prior to departure. Students should be aware that La Trobe University is not able to guarantee support services at the Short Term Program location.
Student initial
3. Upon taking up the outbound program, to behave in an acceptable manner appropriate to fostering continued good relations between La Trobe University and the Host Institution/Short Term Program provider. Students should be aware of cultural norms, customs, and standards of behaviour and respond accordingly. La Trobe University expects that all students will research their Host Institution/Short Term Program provider and Host Country/Region to be aware of such norms.
Student initial
4. In the unlikely event that there are strained relations between the student and Host Institution/Short Term Program provider, for example, breakdown of communication or conflict of personality, then in such circumstances, the student will defer to the judgement of the La Trobe Abroad Manager, on the best and most appropriate action to be taken for the resolution.
Student initial
5. La Trobe University reserves the right to change or if necessary under exceptional circumstances terminate a student's outbound mobility program, if in its view continuance of the particular program would place in jeopardy either the University's reputation, the safety and well-being of the student or continued good relations with the Host Institution/Program provider.
Student initial
6. I acknowledge and understand that I should refrain from making flight and/or travel insurance bookings or payments until I receive my official letter of offer or registration confirmation from the overseas program provider. I also understand that La Trobe University takes no responsibility for any financial loss associated with flight or travel insurance bookings that I may incur.
Student initial
7. I understand that should I choose to withdraw from the program; I will have to inform the La Trobe University Abroad Office in writing of my intention to withdraw from the program as soon as possible.
Student initial
8. I agree that La Trobe Abroad may give out my contact details, particularly my email address, to students once I am on my overseas program, or upon my return, so that they may contact me for more information about my overseas program.
Student initial
9. I acknowledge it is my responsibility to understand the enrolment requirements for my chosen program and that it is my responsibility to ensure this enrolment is correct by the census date.
Student initial
10. I understand that I am required to provide La Trobe Abroad with my most up to date email address, which has adequate inbox space and no filters as this is the primary form of communication between me and the La Trobe Abroad office before and during my overseas program.
Student initial

11. I will respond to all email correspondence to my nominated email address, from the La Trobe Abroad office before and during the short term program, acknowledging receipt of information and action taken.
Student initial
12. I have registered with the Australian Government travel advisory website or will do so prior to departure and have provided the travel risk level of the country/ies I will be travelling to as part of the Short term program, as part of this application, and will update La Trobe University should this risk level change before or during my overseas short term program.
Student initial
13. **Expenses**
I agree to pay all expenses associated with my participation in the short term program, including but not limited to:
 - (a) La Trobe University HECS or program tuition fees. All fees will be at least the full-time student rate being charged by La Trobe University in the semester in which the overseas program commences.
 - (b) All travel, visa, accommodation, and living expenses.
 - (c) Gap period travel and health insurance cover that meets the requirements of La Trobe University.
 - (d) All costs resulting from the modification or termination of my participation in the program.
 - (e) Any fees or charges incurred at the host institution/organisation.
 - (f) All health (including medical pharmaceutical) and travel expenses that are not covered by the La Trobe University Insurance Policy incurred for my benefit.
 Student initial
14. Repayment of the La Trobe University mobility grant and/or Government scholarship is required if:
 - (a) The proposed travel for this program is cancelled, not completed or if the student fails to meet the terms and conditions of the specific program.
 - (b) Failure to achieve a satisfactory result, as determined by the College.
 Should a student incur debts to their host institution (for example accommodation, library fines), these are regarded as a debt to La Trobe University. A sanction will be placed on the recipient's account until the outstanding debts, including mobility grants are paid in full.
Student initial

Indemnity

- I agree that I will indemnify the University from and against any liability, loss, harm, damage, cost or expense (including legal fees) that the University may suffer, incur or sustain as a result of my conduct during my participation, except to the extent that such liability, loss, harm, damage, cost or expense arises from the negligent or unlawful act or omission of the University.

Declaration and agreement

Please tick to confirm your understanding and agreement with the statements.

- I understand that if I vary my enrolment I must seek approval for these changes. If I do not get approval I understand I may not receive credit for my placement/studies.
- I have read, understood and accepted the Conditions of Participation for the La Trobe University Outbound Short Term Program.
- I certify that the information I have provided in this application is accurate and true in every detail.
- I have submitted a complete application.
- I have reviewed the travel insurance process and arranged cover either with La Trobe University or privately.
- I have included evidence of participation.

Student signature _____

Name _____

Date (dd/mm/yyyy) / /

PART 2 – CONFIRMATION OF PRE-DEPARTURE MODULE COMPLETION

Section 2A – Pre-Departure Module

Using the link in Step 3 of the “Apply” website for Overseas Short Programs, log onto LMS and self enrol in the mandatory “Pre-Departure Module”. Once completed, download the Completion Postcard and attach to your OSP Application.

If you have previously completed the module, please list the approximate completion date below so that we can check.

Pre-Departure Module completed: Date (dd/mm/yyyy)

--	--	--	--	--	--	--	--	--	--	--	--

Copy of Completion Postcard attached (please tick box)

PART 3 – CONFIRMATION OF ACCEPTANCE INTO THE OVERSEAS PROGRAM

Section 3A – Acceptance/confirmation of booking

If you are using an external program (via another university or provider), once you have received your acceptance/confirmation of booking from your overseas program provider, please attach a copy of this to your OSP form. (For La Trobe study tours, this is not necessary).

Copy of program acceptance/booking attached (please tick box)

PART 4 – BUDGET

Section 4A – Estimated costs and financial support

The following table is designed to assist you in researching the costs associated with an overseas program.

Students may be required to show evidence of financial capabilities in order to be granted a student visa for some countries.

Please note: some exchange university partners allow students to continue to pay tuition fees as per their normal arrangements (i.e. pay upfront or defer onto HECS etc) while on a short program. Confirm with the Short Program Coordinator at La Trobe Abroad.

Available Funds	AU\$	Estimated Expenses	AU\$
Personal savings to date		Airfare	
Expected savings now to departure		Visa/passport	
Parental/family support		Travel/health insurance	
Centrelink		Accommodation	
OS Help Loan		Living costs (meals, transport etc.)	
Grant/Scholarship		Books/stationery	
Other – please specify		Other – please specify	
Total Funds Available		Total Estimated Expenses	

Students organising additional/independent cover:

I am declining the university travel insurance cover. If selecting this, please specify briefly your reasons (e.g. purchasing spousal/family cover independently). Please provide confirmation details of the insurance cover below if purchasing independently.

Please refer to the Overseas Short Program website for the La Trobe Travel Insurance Guidelines, or alternatively:
latrobe.edu.au/_data/assets/pdf_file/0003/542028/6265_LTI_Travel-insurance-guidelines-for-student-exchange.pdf

I have attached a copy of my independent insurance cover policy details to this form (compulsory).

Insurance provider	Policy number
<hr/>	
Date valid from (dd/mm/yyyy)	□□/□□/□□□□ until □□/□□/□□□□
<hr/>	

Section 5E – Student confirmation

- I confirm that the information I have provided on this form is accurate and true in every detail.
- I confirm that I have attached all required supporting documents for all sections.

Student signature	Date plans registered (dd/mm/yyyy) □□/□□/□□□□
<hr/>	

For Internal Use Only – La Trobe Abroad approval for PART 5 – travel and insurance details

La Trobe Abroad staff:

Signature/stamp	<hr/>
Date completed OSP document and necessary supporting documents were submitted for processing	(dd/mm/yyyy) □□/□□/□□□□
<hr/>	

Manager, La Trobe Abroad approval:

Signature/stamp	Date (dd/mm/yyyy) □□/□□/□□□□
<hr/>	

La Trobe Abroad staff to record onto student's file once approval has been finalised and submit a copy to LTU Risk Management/Insurance office for processing.

LA TROBE ABROAD CONTACT DETAILS

Melbourne Campus
La Trobe Abroad
Global Lounge, Level 2, Agora East
Upper East side of the Agora
(clock tower end)
Office Hours
Monday to Thursday 11.00 am to 3.00 pm
T +61 3 9479 2112

Regional Campuses
La Trobe International office
Bendigo Campus
T +61 3 5444 7269

If you have any queries in-person or phone calls are recommended if a quick response is required.
Our general email address (all campuses) is:
E studyabroad@latrobe.edu.au