

## Guidelines on Research Student Exchange/Study Abroad

The following is intended to describe how a postgraduate research student can visit QUT (Inbound), or from QUT visit overseas universities (Outbound) to undertake research studies. Application processes and enquiry reference points are detailed. (Note: A postgraduate research student at QUT is someone engaged in a Masters by Research, Professional Doctorate by Research or Doctor of Philosophy or equivalent.)

### Procedures for incoming student researchers

There are three ways that research students of overseas universities can come to QUT (Inbound) or of QUT can go to overseas universities (Outbound) to spend time undertaking research studies while enrolled in their home institution.

Options to consider are:

- Exchange research studies;
- Research Study Abroad student, and
- Occupational trainee.

Students travelling overseas should ensure they apply for the appropriate visas and know the required insurance and health cover. It is not likely that a university would accept responsibilities for such liabilities.

Please note that the University also has provision in the PhD Regulations for Joint PhD studies. For further information on this please refer to the Joint PhD information sheet, or contact the Research Students Centre.

### Research exchange students (Refer enquires to the QUT International)

For a student to be recognised by QUT as a research exchange student an International Cooperative Agreement between QUT and the partner institution must exist. This International Cooperative Agreement will have been signed by the two institutions to facilitate the exchange of research students for one or two semesters to undertake a portion of their laboratory or thesis work at the partner institution. This may occur at the master or doctoral study level.

A Research Student Exchange Agreement is appended to an institutional International Cooperative Agreement to outline the agreed student exchange arrangements. This document will state the length of the research exchange student's stay and the number of students to be exchanged over the life of the agreement.

Exchange agreements are reciprocal so there must be the possibility of exchange balance before the agreement is signed. Such students must meet all the usual requirements for exchange student entry. If inbound they will enter Australia on student visas and have purchased all relevant health insurance.

Students will be enrolled for one or two semesters as exchange research students. (Internal use only: A new course entry will facilitate this enrolment under the exchange codes and allow government reporting on research load for masters and doctoral students.) Students will have access to all existing student support services such as IT and support services as well as the usual student concessions.

How to apply to visit QUT as an overseas exchange/study abroad student (Inbound):

- 1) The potential student is required to complete the Postgraduate Research Exchange/Study Abroad Application (Inbound). Details provided may include the name of the potential QUT supervisor (Note: Normally such applications are initiated as a result of contact between the student their supervisor and potential QUT supervisor)
- 2) The applicant submits the form to QUT International registering and forwarding to the Faculty for processing.
- 3) The Faculty nominates a QUT supervisor to sign off on the details provided by the student. Where a suitable supervisor can not be identified the application is rejected and returned to QUT International who will advise the student of the outcome.
- 4) The Faculty confirms details on the form; research arrangements and enrolment details.
- 5) The approved form is submitted to QUT International.
- 5) QUT International enter details, generate and dispatch a letter of offer (having due care for any arrangements in place).
- 6) QUT International informs the Faculty of the student response and confirms date of arrival where relevant.
- 7) QUT International direct the student to contact them on arrival when they will enter enrolment and supervisor information as detailed on the application form.
- 8) Faculty will be responsible for the ongoing support and duty of care of the students.

How QUT research student can to apply to visit overseas institutions (Outbound):

- 1) The potential student is required to complete the Postgraduate Research Exchange/Study Abroad Application (Outbound). Details required include the name of the potential overseas supervisor and host institution (Note: Normally such applications are initiated as a result of contact between the student their supervisor and potential QUT supervisor)
- 2) The applicant submits the form to QUT International after discussion and sign off/approval from the Supervisor and Faculty.
- 3) The approved form is submitted to QUT International for processing.

Please note that the overseas university will also have paperwork that will require attention. As appropriate, QUT International can assist students in identifying and meeting documentation requirements.

### **Study Abroad research students (Refer enquiries to the QUT International)**

A small number of students wish to come (Inbound) or go (Outbound) for one or two semesters as enrolled students in research programs but do not come from or go to exchange partner institutions. Study abroad students are normally liable for international student fees unless they receive a tuition fee scholarship.

Visiting research students can be registered as Study Abroad research students for one or two semesters at QUT. The Study Abroad category appears to be the only option for CRICOS registration for visa purposes. At QUT these students will have full access to all student services and student concessions. Arrangements at overseas universities may vary.

How to apply (Inbound):

- 1) The potential student is required to complete the Postgraduate Research Exchange/Study Abroad Application (Inbound). Details provided may include the name of the potential QUT supervisor (Note: Normally such applications are initiated as a result of contact between the student their supervisor and potential QUT supervisor)
- 2) The applicant submits the form to QUT International for registering and forwarding to the Faculty for processing.

- 3) The Faculty nominates a QUT supervisor to sign off on the details provided by the student. Where a suitable supervisor can not be identified the application is rejected and returned to QUT International who will advise the student of the outcome.
- 4) The Faculty confirms details on the form; research arrangements and enrolment details.
- 5) The approved form is submitted to QUT International.
- 5) QUT International enter details, generate and dispatch a letter of offer (having due care for any International Cooperative Agreement arrangements in place).
- 6) QUT International informs the Faculty of the student response and confirms date of arrival where relevant.
- 7) QUT International direct the student to contact them on arrival when they will enter enrolment and supervisor information as detailed on the application form.

#### How to apply (Outbound)

- 1) The potential student is required to complete the Postgraduate Research Exchange/Study Abroad Application (Outbound). Details provided will include the name of the potential overseas supervisor and institution (Note: Normally such applications are initiated as a result of contact between the student their supervisor and potential QUT supervisor)
- 2) The applicant negotiates the sign off and approval of the form through their supervisor and faculty.
- 3) The approved form is submitted to QUT International for processing.

Please note that the overseas university will also have paperwork that will require attention. As required QUT International can assist students with identifying and meeting documentation requirements related to that paperwork.

#### **Student researchers on occupational trainee visas (Refer enquiries to relevant Research Centre)**

Students of overseas universities are sometimes welcomed to QUT to undertake laboratory work on a research project or thesis that will be credited back to their home institution without their enrolling as students. Reciprocal arrangements may be possible for QUT students at overseas universities.

For inbound students the visa requirements for this category in Australia do allow some study to be undertaken. Students in this temporary visa class have specific requirements that they must meet. They must not engage in work in Australia other than in relation to the program for which they have applied on their trainee visa. They must hold adequate health insurance arrangements while in Australia. The relevant QUT Research Centre retains full responsibility for such students. The Head of the organisational area can authorise a staff card, library access and email or QV entry.

Access to International Student Services (ISS) support can be obtained by these trainees on a fee for service basis. ISS can provide at cost for service:

- Meet and Greet and Accommodation services ,
- Language and Learning Support (up to 5 X 1 hour sessions),
- Personal counselling,
- Email newsletters and
- Recreational trips.

ISS need early warning of the trainee's requirements from faculties so relevant information can be forwarded to trainees prior to their arrival. Contact points are either by email - [issadvice@qut.edu.au](mailto:issadvice@qut.edu.au) or by phone 617 3138 2019 to Graeme or Peter.

The following DIAC web site has the relevant occupational trainee visa documentation:  
<http://www.immi.gov.au/immigration/>

For outbound students, depending on the overseas country visited, visa requirements will vary.

There is no central university facility for recording or processing Trainee applications or arrangements.

How to apply (Inbound): For an occupational trainee visas to be issued an invitation from a QUT faculty research centre, collaborative research centre or IHBI would be required. Trainees would normally approach the centre that they wished to work with seeking an invitation. Such trainees come under an "intern" component of the occupational trainee visa class. They are regarded as junior visiting staff of the university not students. They are thus not eligible for the student concessions for travel or entertainment that benefit enrolled students.

How to apply (Outbound): There is no requirement to notify QUT about Trainee arrangements however supervisor and faculty approval is highly recommended. It is likely that their support and recommendation will be required to secure a position at an overseas university or research centre. The initial request for an overseas traineeship may be in response to an advertisement or via direct email enquiry to the Director of a Research Centre of interest.