

A-15 MSD Travelling Studio Policy

1. Overview Purpose and Scope

A core element of study within the Melbourne School of Design (MSD) is the opportunity for students to take part in Travelling Studios. This document provides a policy and procedure for the planning, funding and delivery of Travelling Studios.

Travelling Studios are working laboratories for planning and design thought and production and allow exploration of complex, open-ended problems. Specific benefits include:

- Exposing students to new learning environments beyond the classroom and their local environment.
- Developing students' skills and confidence in understanding and navigating other cultures or environments.
- Using exposure to other cultures or environments as a means of stimulating creativity and critical thinking.
- Internationalising the curriculum and introducing students to international practice.
- Developing interdisciplinary and cross-cultural teaching abilities in ABP staff.

This policy does not cover local field trips, design studios, or other off-campus activities.

2. Policy

2.1 Targeted and non-regular

Two types of studios will be undertaken as part of this program:

- *Targeted*: Targeted Travelling Studios build long-term (up to ten year) relationships with partner universities.
- *Non-regular*: Non-regular Studios are one-off or offered irregularly and respond to emerging opportunities with the aim of achieving strategic results in terms of knowledge transfer and establishing new relationships with potential partners (such as other universities, government departments, etc).

2.2 Interdisciplinarity

Travelling Studios will be interdisciplinary, and will ideally involve students and staff from at least two MSD disciplines. In addition they will be developed in collaboration with partner institutions (such as other universities, government departments, etc). All travelling studio proposals must indicate which MSD programs the studio relates to and how multidisciplinary will be incorporated into assessment.

2.3 Scheduling and Timing

Travelling Studios will most often involve campus-based teaching and assessment before and after the travel component. The travel component will not normally be scheduled during standard teaching periods, swot vac or examination periods. Students enrolled in a Travelling Studio that runs during the standard examination period and who are scheduled to undertake an exam during this period will be required to submit an alternative exam request form to the Student Centre and must be available to sit an alternate exam during the University's published supplementary examination period. Personal travel prior to or following a Travelling Studio will not be considered grounds to have an exam rescheduled outside of the supplementary exam period.

2.4 Subject weighting

Travelling studios will be weighted as either 12.5 or 25 points, with contact hours and assessment requirements set accordingly. 12.5 point subjects will receive half the funding of 25 point subjects.

2.5 Access and Numbers

Student numbers in each studio will be capped between 16 and 20 and a minimum of 12 students will be required to enrol in a Travelling Studio in order for it to run.

2.6 Proposals

Step 1. Preliminary Proposal Selection

Program Coordinators, in liaison with discipline staff members, will undertake preliminary selection of Travelling Studio subject proposals for their discipline. Selection decisions must accord with funding allocations, that is, only proposals that operate within budget should be considered.

Step 2. Provisional Approval

After preliminary selection at discipline level, Travelling Studio subject proposals selected (via Step 1) will be considered for provisional approval by the MSD Travelling Studio Selection Committee, including MSD Director, Manager, Planning and Finance and OHS and Facilities Coordinator.

Proposals must include a risk assessment, budget and evident of OHS training. Applications will not be accepted unless all documents are present including the preliminary risk assessment and budget.

Step 3. Final Approval

After provisional approval (via Step 2) applications will be considered for final approval by the MSD Travelling Studio Selection Committee, including MSD Director, Manager, Planning and Finance and OHS and Facilities Coordinator. Proposals must include a final risk assessment, list of emergency contacts, final budget etc. Applications will not be granted final approval unless all documents are present.

Where no proposals are received the Dean may seek to develop Travelling Studio subjects and appoint Subject Coordinators in consultation with the Deputy Dean.

2.7 Funding

The Faculty will allocate funds by discipline for the Travelling Studio program to cover the costs of participating staff and student subsidies.

a. Staff costs

All approved travel expenses for staff will be funded by the Faculty, including airfares, accommodation, and reimbursement of reasonable expenses (unless partial funding from staff research grants is appropriate).

b. Student costs

All costs including travel, tuition fee, accommodation and incidentals will be borne by the student. The Faculty will normally offer a financial subsidy to offset such costs. Subsidies will be allocated equally across all participating students.

All students are required to stay in the same accommodation organised by the Faculty. International air travel will be organised by the students themselves. Students should only organise their flights once advised that they have been successfully selected into the studio. Students will be advised of possible flights to take in order to facilitate airport pickups.

Allocation of the subsidy is at Faculty discretion and will usually be towards the accommodation, local transportation or a combination of both. Funds allocated towards the student subsidy will be deducted from the overall travelling studio budget.

2.8 Staffing and workload allocation

Travelling Studios require two nominated responsible persons. The primary person is the Subject Coordinator who must be a permanent ABP staff member (i.e. at least a 0.5 appointment with a minimum three-year contract). It is strongly preferred that the secondary responsible person be an ABP staff member. In instances where this is not possible, a staff member from the partnering institution (where applicable) must be the secondary emergency contact and supervisor of attending students. This responsibility must be confirmed in writing from the partner institution eight weeks prior to departure. A secondary responsible person. The Subject Coordinator will receive standard workload allocation points for undertaking the subject. If relevant, the secondary responsible person will have their participation noted against their workload allocation.

2.9 Accompanying spouse/partners and dependent children

A staff member's accompanying spouse, partner or dependent children will be covered by University of Melbourne insurance whilst accompanying a Travelling Studio provided they are registered in the Business Unit's records. Reference to such participation must be made in the application form and via the University of Melbourne Travel Portal. Any costs incurred by a staff member's accompanying spouse, partner or dependent children will not be covered by the University.

2.10 Student Selection and Eligibility

Travelling studios are available to MSD coursework students only and count towards a course component as determined by the existing course structure (unless approval for a course variation is granted).

Students will not be permitted to take more than 50 points of Travelling Studio subjects as part of their course of study.

Students will not be permitted to count more than 25 points of Travelling Studio subject(s) towards a core component of their course.

With approval from the Program Coordinator and the MSD Director a Travelling Studio may replace a core design studio in the Master of Architecture, Master of Landscape Architecture or Master of Urban Design programs. Students will not normally be allowed to take a Travelling Studio in place of the Design Thesis (i.e. their graduating thesis).

Students will not be permitted to count more than 25 points of Travelling Studio subject(s) towards a core component of their course.

Any exceptions to the above can only be granted by the Director, MSD.

Selection into a Travelling Studio subject will be based on Academic Board approved selection criteria which, unless advised otherwise on the proposal, will be a combination of academic merit and a 500 word "expression of interest".

The administration of student applications and enrolment will be overseen by the *Academic Support Office*. Selection of applicants will be carried out by the Subject Coordinator and selection decisions will be documented. All applicants will be advised of the outcome of their applications in a timely manner.

2.11 Visa and Letter of Support

Students will need to arrange their own visas for entry into the required country. If required, a letter of support confirming their enrolment can be provided by the Academic Support Office to support visa applications.

2.12 Risk Management

Applications for Travelling Studio subjects are lodged at least ten months in advance of travel dates and therefore require risk assessment both at the point of application and generally eight weeks before departure to ensure staff and student safety. The following risk mitigation strategies must be adhered to as a minimum on every traveling studio;

1. Subject coordinator to confirm that each student has arrived at destination country. Depending on the destination, the subject coordinator will also be responsible for ensuring all students are safely transported from the airport to the accommodation.
2. All staff and students must stay at the same accommodation organised by the Faculty,
3. All students must return to the accommodation each evening while participating in the studio by a set curfew, subject coordinators will conduct head counts after curfew,
4. Subject coordinators will devise a communication strategy and provide local emergency procedures and emergency contact numbers to students, including a mobile number for the subject coordinator and secondary supervisor during the studio. This also needs to be provided to the Academic Support Office.
5. Secondary emergency contact and supervisor to be confirmed (ABP staff member or partner institution contact)

6. Students to obtain a travel SIM for mobile device and provide contact details to the subject coordinator before departure. Alternatively, students must activate global roaming and use their Australian SIM or purchase a local SIM within the destination country and provide these details to the subject coordinator (for staff to keep in touch during emergencies or if students do not make curfew)
7. Students and Academic Support Office to be provided with travelling studio guide that includes the risk assessment information, emergency contact details, accommodation addresses and important destination specific information.

The responsible staff member must complete, **as a minimum**, the following training:

- [OHS & Environmental Roles & Responsibilities for Supervisors and Managers](#)
- [Risk Management](#)
- [Incident Investigation](#)
- [Duty of Care Training for Staff Supervising Student on Off-Campus Activities](#)

Depending on the destination, staff may need to undergo additional training. For example, staff taking students to remote locations may need to undertake training in first aid, 4WD etc.

It is compulsory for all participants (staff and students) attend the OHS briefing several weeks prior to departure. This is to ensure that participants are informed of potentially hazardous situations and their responsibilities during the travelling studio. Students are required to sign an attendance record of this meeting and may not be permitted to travel if they do not attend the OHS briefing.

3. Procedures

Refer Attachment One

4. Tools

ABP Academic Workload Allocation policy (F-05) – refer ABP Staff Intranet

ABP Travelling Studio Program <http://edsc.unimelb.edu.au/travelling-studios>

DFAT warnings <http://www.smarttraveller.gov.au/>

Semester Dates: <http://www.unimelb.edu.au/unisec/PDates/acadcale.html>

Travel Doctor <http://www.traveldoctor.com.au/>

University Risk Management resources <http://www.safety.unimelb.edu.au/tools/risk/>

5. Responsibilities

- **ABP Finance in collaboration with Academic Programs & Teaching Support Officer** - Manages the processing of paperwork and payment of student subsidies and payments made and invoices raised for expenses incurred as part of the Travelling Studio/Investigation budget.
- **ABP Finance** – Oversees sourcing of travel arrangements and accommodation.
- **Academic Programs & Teaching Support Officer** – Coordinates Travelling Studio program including oversight of student selection for each subject in consultation with the Subject Coordinator and student enrolments.
- **Academic Programs & Teaching Support Officer** – Provides administrative assistance to Subject Coordinator; drafts student fact sheet, promotes travelling studios to students, updates travelling studio website, manages student communication, including notification of successful and unsuccessful applicants, advises ISIS to close enrolments after selected students are enrolled, works with the Subject Coordinator to determine travel and accommodation options, manages information sessions and pre-trip travel briefings; liaises with Faculty staff to ensure policy and procedures are adhered to, approves MGM funding applications, liaises with OHS Coordinator on health and safety related issue and oversees insurance registration.

- **Academic Programs & Teaching Support Coordinator** – Oversees Travelling Studio subject application and selection process, subject set up including ISIS configuration and handbook entry.
- **Director, MSD** – Oversees the Travelling Studio program including final proposal sign off.
- **Manager, International Partnerships** – Provides advice to the Dean and Program Coordinators regarding suitable host organisations to involve in Travelling Studio subjects.
- **Manager, Marketing Communications and Media** – Promotes Travelling Studio program.
- **OHS and Facilities Coordinator** – Assists academic staff where required to prepare an initial Risk Assessment to accompany the submission for the Travelling Studio. In addition, they will oversee OHS compliance and provide safety advice to staff and students based on a second risk assessment developed by the staff in consultation with the OHS and Facilities Coordinator within four weeks of studio departure based on a detailed itinerary and schedule. Final proposal sign off.
- **Program Coordinator** – Undertakes preliminary Travelling Studio proposal selection by discipline.
- **Secondary staff member** – Primarily assists the Subject Coordinator to ensure student safety by participating in the travel component of a Travelling Studio.
- **Students** – Complete proposals, arranges required travel visa.
- **Subject Coordinator** – Coordinates and delivers subject within budget. Confirms arrangements with external partner contact(s), determines itinerary and budget and oversees selection of students. In addition, the Subject Coordinator ensures OHS compliance, facilitates: risk assessments, safety training and communication of safety issues and procedures with staff and students. The Subject Coordinator must provide a written report to the Director, MSD, within one month of the completion of the Travelling Studio/Investigation.
- **Travelling Studio Selection Committee** – Final proposal sign off.

6. Definitions

List here all key terms and acronyms used in the policy and their definitions

Key Term / Acronym	Definition
ASO	Academic Support Office
MSD	Melbourne School of Design
Non-regular travelling studio	Non-regular studios are one-off or offered irregularly and respond to emerging opportunities with the aim of achieving strategic results in terms of knowledge transfer and/establishing relationships with partners (such as other universities, government departments, etc). These studios are usually set up with organisations with whom, the MSD has pre-existing, formalised collaborative endeavours.
Primary Staff Member	Subject Coordinator for a Travelling Studio
Secondary Staff Member	Assists Studio Leader in the delivery of the Travelling Studio
Travelling studio	A national or international studio which is partly or wholly conducted away from the University of Melbourne campus. The travel component is usually 10 days to two weeks in duration and includes pre-trip briefings or seminars. Studios will usually involve seminar-based preparatory work undertaken on campus prior to the trip, and there may also be seminar-based follow-up after return.
Targeted travelling studio	Build long-term (up to ten year) relationships with partner universities in four nominated locations. The aim is to build over time, for up to ten years, focused collaborations to achieve maximum impact.

ATTACHMENT ONE: MSD Travelling Studios - Process and Timeline

Step	Non Regular or Targeted	Action and Responsibility
Step 1 May	N	Program Support Coordinator to email Travelling Studio proposal information (including budget template) to Program Coordinators with instructions for preliminary selection within discipline.
Step 2 June	N	Program Coordinators to discuss preliminary Travelling Studio proposals with program staff and undertake preliminary selection.
Step 3 June	N	Closing date for Travelling Studio proposal for final selection.
Step 4	T + N	Program Support Coordinator to consult with MSD Program Coordinators to establish whether students will be allowed to replace core or elective components of their course with Travelling Studio subjects.
Step 5 July	N	Travelling Studio Selection Committee (MSD Director, Manager, Planning and Finance and OHS and Facilities Coordinator) to assess and provide final selection approval for Travelling Studio proposals.
Step 6 July	N	Program Support Coordinator to email outcomes of travelling studio proposals to each applicant.
Step 7 July-August	T + N	Academic Programs & Teaching Support Officer to consult with Subject Coordinators to discuss support needs.
Step 8 July- August	T + N	Academic Programs & Teaching Support Officer to organise Travelling Studio subject configuration in ISIS and handbook information (including prerequisites).
Step 9 Varies	T + N	Academic Programs & Teaching Support Officer to consult with Studio Leaders about airfare and accommodation quotes.
Step 10 September	T + N	Academic Programs & Teaching Support Officer to update EDSC website (including application, eligibility and Global Mobility funding information). Subject coordinators to provide photos, text etc for fact sheets.
Step 13 (during re-enrolment period)	T + N	Email (linking to web information) promoting following year travelling studios to be sent to re-enrolling students. Application form and fact sheets included.
Step 14 Varies		Academic Programs & Teaching Support Officer to organise Information Sessions prior to the close of applications.
Step 15 (after application closing date)	T+N	Academic Programs & Teaching Support Officer to collates applications and assists Subject Coordinator with selection of students.
Step 16 (After application closing date).	T + N	Academic Programs & Teaching Support Officer to notify all students of the outcome of their application and provides a list to Student Advisers to assist the students with enrolment.
Step 17 Varies	T + N	Academic Programs & Teaching Support Officer to distribute OHS kits to subject coordinators. Academic Programs & Teaching Support Officer to advise students to complete Medical Questionnaire, Travel Insurance Form and submit to the Student Centre at least three weeks prior to travel.
Step 18 Varies	T + N	Subject Coordinator to complete and submit Travel Approval Form (HR18) and the General Risk Assessment Form: Variable Three to the OHS and Facilities Coordinator
Step 19 Varies	T + N	Publication, exhibition and other studio outcomes coordinated by Subject Coordinator. De-brief held with the student group, facilitated by the Academic Programs & Teaching Support Officer and attended (only) by the

Step	Non Regular or Targeted	Action and Responsibility
		MSD Director.