

# Student Exchange Guide

## Outgoing Students



An awesome adventure.  
Action packed and  
so much to learn! I loved it!

**Sarah Keall**  
ACU exchange student to South America



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# Exchange – Your Key to Unlock the World

As part of its internationalisation policy, Australian Catholic University encourages its students to participate in an overseas exchange program.

To encourage students to embrace this opportunity, the university provides a grant of up to \$2,500 towards exchange airfares.

International students all over the world have found that studying overseas is an enriching and life-changing experience enabling students to develop in leaps and bounds both personally and academically by stepping outside their comfort zones. Studying on exchange provides our students with this experience.

Australian Catholic University offers students who have successfully completed a year of study the opportunity to participate an exchange program.

There is a choice of around 45 universities in 12 countries.

## Who can apply to go on Exchange?

- 1 Students who have a credit average (65% or GPA of 5)
- 2 Undergraduate students who have completed a year of study or postgraduate students who have completed one semester of study *at ACU*
- 3 Students who are able to undertake a full-time enrolment
- 4 Students who have the necessary language skills if studying in a language other than English
- 5 International students who meet the above requirements

# Where do I Start?

All students considering exchange need to ask themselves a number of questions and according to the answers will be able to decide where and when they would like to go.

Although we encourage **all** our students to go on exchange, we do acknowledge that it is a very big decision and you should therefore prepare as thoroughly as possible. Ask yourself:

- 1 Why do I want to study a semester or two overseas?
- 2 Where do I want to study?
- 3 How much will it cost? What finances do I have access to?  
You will need to have money to pay for your visa, flight, day-to-day living, accommodation, meals, health insurance, books and leisure.
- 4 What preparations would I have to make before I go and how long will these take?

Once you have answered these questions, you are ready to look at the list of our university partners. These can be found at:

<http://www.acu.edu.au/exchange>

You will need to put aside quite some time for research of partner university websites. One of the most important things to bear in mind when deciding on a university for exchange is that it must be offering the subjects you wish to study during the semester that you intend to study there. At this stage of your preparation it is advisable that you contact the study abroad office for further advice and assistance.

# Financial Assistance Available

## University Exchange Grant

A \$2500 university grant is available to all students who meet the criteria of a credit average and completion of a year of study in the case of 3-year degree students or one semester of study in the case of a 2-year postgraduate qualification. This is a once-only grant.

## OS-HELP loan

Up to two loans of \$5000 can be received from the Federal Government by students on an exchange or study abroad semester overseas. This grant has a 20% administration fee and is added to the student's HECS debt to be paid back under the same requirements. More information can be found at:

[http://www.goingtouni.gov.au/NR/rdonlyres/796F9B1D-9993-4770-B993-C5CEDC39F1E4/0/oshelp\\_brochure.pdf](http://www.goingtouni.gov.au/NR/rdonlyres/796F9B1D-9993-4770-B993-C5CEDC39F1E4/0/oshelp_brochure.pdf)

## Centrelink Payments

Students receiving government assistance in their capacity as full-time students will continue to receive these while they are overseas as they will continue to be enrolled as a full-time student accumulating the associated HECS debt.

## Other Country Exchange Scholarships

Please check with the Study Abroad office. Currently there are scholarships available for study in Germany and Japan.\*

\*Scholarship sources are subject to change

## Dual Citizenship

If you have Dual Citizenship with the country where you choose to study, please ensure that you check your rights and responsibilities regarding residency rights. You may be eligible for a tuition fee waiver and therefore it may be more economical to take a leave of absence from ACU and undertake a Study Abroad program.

*You should contact the Study Abroad & Exchange Office for further information if you believe this may affect you*

## How will I get there?

In order to study overseas you will need a student visa (exceptions are for shorter stays such as an intensive summer or winter school program).

Once you have received an acceptance letter from your partner university, you can arrange a student visa through the nearest embassy. As US student visas can take some time, students are encouraged to apply early. In some cases, international students are required to return to their home country to apply for an exchange student visa.

It is important to research procedures and costs for visas and flights once your application for exchange has been accepted by ACU. However, no further payments should be made until you receive a full offer from your partner university as well.

Before you leave you should also have decided on your accommodation and finalised any necessary bookings and payments.

# Preparation for Student Exchange

- 1 Contact Study Abroad personally or by email to register your interest in going on exchange.

Kate Reilly-Casali

Study Abroad & Exchange Coordinator (Outgoing Students)

MacKillop Campus

42 Edward Street (PO BOX 968)

Phone: 02 9739 2074

E-mail: [studyabroad@acu.edu.au](mailto:studyabroad@acu.edu.au)

Web: [www.acu.edu.au/exchange](http://www.acu.edu.au/exchange)

Skype: studyabroad.acu

- 2 Research the partner university website for units to study as well as to get an idea of student life and the area in which the university is located
- 3 Make an appointment to see your course coordinator to discuss your proposal. Make sure that you bring along unit of study outlines from the partner university website for your coordinator to look at.
- 4 Complete the ACU application form.
- 5 Submit this form together with the application fee payment to the Study Abroad office at the ACU MacKillop campus.
- 6 Before leaving for exchange, your exchange enrolment must be confirmed on a CE form showing your ACU enrolment and equivalent partner enrolment, together with course coordinator approval.
- 7 Whilst overseas, any changes to your enrolment must be notified to your course coordinator and the Study Abroad office so that your enrolment and associated HECS debt are accurate.

# Checklist for Student Exchange

## Application Deadlines

**Semester 1** - August 31 of the same year as the intended exchange.

August 1 for students going to the US.

**Semester 2** - March 31 of the same year as the intended exchange.

March 1 for students going to the US.

## Checklist to Submit:

Please attach an \$85.00 (GST inclusive processing fee) – credit card payment, cheque or money order for the exchange program.

This is **non-refundable**.

Attach official ACU Academic Transcript.

(Available from the Student Centre. Fee applicable)

Course Coordinator's approval (completed CE included in application form where possible).

Income or bank statement (if required by country of exchange).

# AUSTRALIAN CATHOLIC UNIVERSITY

## APPLICATION FORM

### OUTGOING STUDENT EXCHANGE



Before completing this form please refer to the Student Exchange Guide

Australian Catholic University is committed to ensuring privacy of all information it collects. Personal information supplied to the University will only be used for administrative and educational purposes of the institution. Personal information collected by the University will only be disclosed to third parties with the written consent of the person concerned, unless otherwise prescribed by law. For further information please see the University's Statement on Privacy. [http://www.acu.edu.au/privacy\\_policy.cfm](http://www.acu.edu.au/privacy_policy.cfm)

PERSONAL DETAILS			
Family Name			
Given Names			
Previous Family Name (if changed)			
Student N°		Title (Mr Mrs Ms other)	
Sex <input type="checkbox"/> male <input type="checkbox"/> female	Date of Birth	day	month year
Permanent Home Address MUST satisfy international mail requirements			
Telephone Numbers (include area code)	Home	( )	
Work/Business	( )	Mobile	
Fax		Email	
Do you have a disability for which additional assistance may be required? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", please attach a separate sheet outlining this disability and assistance required.			
Present Campus and degree enrolled in at Australian Catholic University (eg B. Arts Strathfield – Mt St Mary)			
What year of your degree course are you currently undertaking?			
Overseas Institution you wish to attend			
Intended Year of Exchange		Intended Semester of Exchange	
Citizenship		Dual citizenship (if applicable)	

On a separate sheet, please type a brief (300 word) description about yourself, your past achievements and responsibilities, your understanding of being an exchange ambassador whilst studying overseas and expected outcomes of participating in the exchange program .

**PROGRAM OF STUDY REQUIRED BY AUSTRALIAN CATHOLIC UNIVERSITY WHILE ON EXCHANGE**

This section refers to the normal program required by Australian Catholic University if you were attending the University.

1. Unit		Location (City/campus)	
2. Unit		Location (City/campus)	
3. Unit		Location (City/campus)	
4. Unit		Location (City/campus)	
5. Unit		Location (City/campus)	

**PROGRAM OF STUDY REQUIRED AT OVERSEAS INSTITUTION WHILE ON EXCHANGE**

This section refers to the program to be undertaken while on exchange as recommended and agreed to by your ACU Course Coordinator.

Please list at least 5 to facilitate satisfactory unit matching.

**Students MUST return with Course Outline's for all units undertaken overseas, which are eligible for credit.**

1. Unit		Location (City/campus)	
2. Unit		Location (City/campus)	
3. Unit		Location (City/campus)	
4. Unit		Location (City/campus)	
5. Unit		Location (City/campus)	
6. Unit		Location (City/campus)	

**FIELD EXPERIENCE (If offered by the partner institution)**

<input type="checkbox"/> Nursing	<input type="checkbox"/> Sports Training	<input type="checkbox"/> Social Work
<input type="checkbox"/> Teaching	<input type="checkbox"/> Sports Administration	<input type="checkbox"/> Counselling

Preferred dates to undertake the field study: \_\_\_\_\_ from \_\_\_\_\_ / \_\_\_\_\_ / 20 \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / 20

**PREVIOUS STUDIES**

Please attach current **Official ACU Transcript**. This will allow the Faculty of the Host Institution to approve studies suitable to their curriculum. If you wish to provide **other** Academic documentation to support your application, please ensure it is a Certified Copy.

**ACU COURSE COORDINATOR'S APPROVAL**

Is the student approved to undertake an Exchange Program through Australian Catholic University at \_\_\_\_\_

Yes  No

Will you recommend the passes earned by the student in this program be counted towards an award?

Yes  No

Name of Course Coordinator

Position at Institution

**\*\* I have read, or the student has made available to me, the Course Coordinators Guide.**

Signature

\*\*

Date

## STUDENT DECLARATION

I declare that, to the best of my knowledge, all information on this form is complete and accurate. I understand that the University may, with due regard to the University's Privacy Policy, obtain confirmation of records from any institution attended by me and may provide information to Government bodies as required by law. I also understand that the University reserves the right to vary any decision made on the basis of incorrect or incomplete information supplied by me.

Further, I declare that I have read the information in the Student Exchange Guide and am satisfied with the level of services and facilities as described, and agree to abide by the Guidelines contained therein.

Signature

Date

## PLEASE SUBMIT THE FOLLOWING WITH THIS APPLICATION

- ◆ \$85.00 (GST inclusive) non-refundable application processing fee.
- ◆ Certified copies of all previous tertiary studies (**a full academic transcript showing all subjects attempted**)

**NB: Applications must be submitted 16 weeks prior to exchange program commencing.**

## Please return to:

### Study Abroad & Exchange Coordinator

ACU National – MacKillop Campus

PO BOX 968

North Sydney NSW 2059

AUSTRALIA

Phone: (61 2) 9739 2074

Fax: (61 2) 9739 2001

Email: [Studyabroad@acu.edu.au](mailto:Studyabroad@acu.edu.au)

Website: [www.acu.edu.au](http://www.acu.edu.au)

Skype : studyabroad.acu

## What Happens Next

After the closing date for ACU applications, you will receive:

- Confirmation that we have received your application.
- You may need to fill out the application form for the overseas partner institution. All information will be e-mailed to you.
- Confirmation of acceptance into the outgoing exchange program
- Confirmation of acceptance by the exchange partner institution
- Bank request information for payment of the university grant and OS-HELP loan (if required)
- An letter to be signed and returned to the study abroad office outlining your understanding of your responsibilities as an exchange student

**Please ensure you read all information received, and complete and return all documents requested as soon as possible.**