



Student Exchange and Study Abroad Course Coordinators Guide

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Introduction

*The following information is designed to assist all Faculty Course Coordinators who are asked to assist and approve units studied by either ACU National students undertaking exchange at an ACU National partner institution overseas (**Outgoing**), or an International student who may undertake study at ACU National (**Incoming**).*

Please contact the Exchange and Study Abroad Coordinator if clarification is required or with suggestions for future modifications.

Incoming Students

How the International Education Office classes INCOMING International Students.

Incoming International students may be undertaking studies for one semester, one year, or a full degree. They may range from being classed as Exchange students, Study Abroad students, or Full Fee paying students.

Exchange Students

These students are from an ACU National Exchange Partner Institution. They have paid tuition fees at their home institution to allow an ACU National student to take their place as a local student there. Likewise, they take the place of a local student here who has participated in an exchange.

NB: An exchange agreement will usually only cover tuition cost. Enrolment in other units that incur departmental costs should not be considered inclusive of exchange study (eg: Field Experience, Internships).

Study Abroad Students

These overseas students may or may not be from a partner institution, and usually undertake one or two semesters of study as International **fee paying** students. The units they take may or may not be credited towards a degree at their home institution or in their home country. It is possible that they undertake these units as personal extra-curricula units, or for credit of an overseas component of their degree. Such credit at their home institution is the responsibility of the student. Students may choose to take part in field placement/clinical placement only and not study any units on an ACU National campus.

There is no obligation by ACU to accredit these units to an ACU degree at a later stage. In the event that a study abroad student applies to undertake further studies in a degree program at ACU, credit for all prior studies (including those done at ACU National) would be at the discretion of the Faculty at the time of application.

Full-Fee Paying Students

These students are studying at ACU National to graduate with a full ACU National accredited degree. They will usually begin their degree in the first year of the undergraduate curriculum, or post-graduate by coursework, and will also usually be undertaking a normal workload. Credit for prior study may be requested at time of application and approved or rejected by the Head of School before the student receives a Letter of Offer.

Conditions of Offer

Full-fee paying students may receive a “Conditional Offer” (based on English Language Requirements or Academic request from the Student and approved by the Head of School). Any conditions of offer are monitored by the International Education Office for compliance. In these cases the International Education Office will only allow students to enrol after they have met the relevant conditions.

NB: Course Load

All International students travelling on a Student Visa are required to meet and maintain the DIAC (Department of Immigration and Citizenship) student visa requirements.

Under these requirements for example, international students are required to be enrolled full-time. Any variations must be confirmed in the first instance with the international office.

Assistance provided by Course Coordinators to INCOMING International students on Exchange or Study Abroad

At time of application

Applications from Study Abroad or Exchange students will be forwarded to Course Co-ordinators for approval and offer of a place. The Course Coordinator should note, on the application cover sheet, whether or not the student can be accommodated for the semester/s requested and any other helpful comments on alternate unit selection/s for use in the international education office response to the student.

NB: Please be aware that although Exchange students are asked to be flexible in their requirements, they are often trying to satisfy course requirements at their home institution as well. It is helpful if students can be given as much information as possible on unit offerings prior to accepting their exchange offer.

Upon arrival at ACU

The International Student Adviser allocated to each ACU National campus will organise a meeting between the Course Coordinator and any incoming students as part of the student’s orientation to the University and the Campus. This may be a group session with all International students beginning the same course of study during the formal International Orientation Program in first semester, or an individual appointment if the student is unable to attend the orientation. This meeting is to advise the student on final unit selection and sign the enrolment form. During the orientation session the International Student Adviser (ISA) may request that signed forms be returned to the ISA to be submitted as a group to the Student Centre for enrolment.

The Course Coordinator or Head of School may have already approved unit selection on paper during the student’s application process. The student may have an offer letter listing the approved or suggested unit selection. The student will have been advised that these selections are subject to change based on availability.

Once enrolled on campus, International students are treated by and large as local students. The Course Coordinator may have further contact with the student during the course of time

concerning any general academic matters. Although students must meet ACU National English Language requirements for admission (monitored by the International Education Office), they may, unlike local students, apply to take a non-electronic English/English language dictionary into examinations.

As always with ACU National, an environment of cooperation and consultation is offered to Study Abroad and Exchange students and the Course Coordinator is welcome to contact the Exchange and Study Abroad Coordinator for clarification or consultation if there is any concern.

International Student's Guide to ACU

The following information is given to International students upon arrival. (Table taken from the International Student Orientation Guide).

WHO TO SEE

ISSUES

ACADEMIC

Lecturers

Questions about content of units, teaching procedures, assessment.

Course Co-ordinator

Questions about the program as a whole, academic regulations, difficulties with study, academic progress, decisions to defer from study
(Refer student to International Education Office)

Academic Skills Adviser

Help with reading, writing, note taking, preparation for exams & assignments

ADMINISTRATIVE

International Student Adviser

Visa problems, financial problems, enrolment and short term accommodation, health care/ insurance problems

Student Administration

Timetable, registration in subject units, change of address.

PERSONAL

Student Counsellor

Problems with relationships, home-sickness, adjustment

Campus Minister

Accommodation, health, employment, spiritual issues.

Equity & Equal Opportunity/Disability Adviser

Sexual harassment. Examination modifications.

Outgoing Students

The following information is largely taken from the Student Exchange Guide. This will enable Course Coordinators to quickly direct the student to find information that is their responsibility. Students will sign the application form indicating that they have read and understood the Student Exchange Guide. The layout below follows the Student Exchange Guide, which is a larger document.

Eligibility to participate in Exchange Program

To be eligible to participate in the exchange program the student will need to show evidence of:

A good academic record

- Preferably a credit average in the student's results from Australian Catholic University. (At least one year of university study should normally be completed)
- Preference may be given to students in the 'middle years' of their degree programs.
- Must be enrolled as a full-time student during the exchange period.

Course Coordinator's approval

- The student will need to show the International Education Office that their Course Co-ordinator is able to approve completion of part of their academic program at an overseas institution.
- The Course Co-ordinator should believe that the student's academic and personal progress will be enhanced by the exchange
- The student must ensure that their co-ordinator has been provided with the Course Co-ordinators Guide, available from the International Education Office, St. Patrick's Campus, Melbourne, or electronically from studyabroad@acu.edu.au .

Helpful and ESSENTIAL Information

Centrelink Payments

(Modified from Student Exchange Guide)

The student should check their particular circumstances with Centrelink to ensure that current payments continue whilst on exchange.

Academic Credit

(Modified from Student Exchange Guide)

It is the goal of the Exchange Program that participation enhances the student's academic experience and personal development.

The Course Co-ordinator should use discretion when advising a student who wishes to undertake exchange. As well as academic standing, the student's ability to cope, the prospect for personal enrichment and ability to act as an ambassador need to be taken into account.

The students' Course Co-ordinator needs to approve their choice of overseas units. Approval is negotiated and agreed upon in the Exchange Application and kept on file at the International Education Office. If suitable units are not available at the students preferred overseas institution, an alternative may be sought. If suitable units cannot be determined to the satisfaction of their ACU studies, the student will be unable to participate in the exchange program (See also Direct/Unspecified Credit).

ACU National Enrolment

Students MUST ensure that their unit enrolment during the period of exchange is correct and complete *prior to departure* and that their fees invoice (if applicable) will be paid by the due date in their absence.

The student is required to enrol in the units that they would normally enrol in (and/or will receive credit for) at ACU National during the period of the exchange. They will receive a YY (Year long) grade for these units until the transcript (**see below**) is received from the overseas institution. All units completed successfully will be converted to a CG (Credit Granted) or NN (Fail) status.

Students can only be given credit for the number of units they have studied which:

Are listed on their HECS statement

Have been approved by the Course Co-ordinator

Otherwise they are in breach of Commonwealth HECS law and their degree requirements.

Official Transcript of Results from the Host Institution

Official Transcripts from exchange partners are sent to the Study Abroad Co-ordinator at the International Education Office as a normal process of the exchange agreement. Credit will be applied by the International Education Office and the student's credit application form for an approved exchange program forwarded to the Student Centre. A copy of this transcript will be kept on the student's file and the original forwarded to the student. **Credit for units studied will ONLY be applied from an Official Transcript forwarded from the International Education Office.**

Direct or Unspecified Credit

Application of credit is at the Course Co-ordinator's discretion and should be discussed with the student and agreed upon prior to exchange. The following unit codes are available where a unit may be awarded credit points but is not a satisfactory match for direct credit of an ACU unit.

The following procedures have been approved by ACU National Student Administration and agreed to between Student Administration and International Education as working procedure commencing Semester 2, 2003.

The following procedures do not affect the policy governing the Approval of Credit.

On completion of the unit/s the Course Co-ordinator grants credit in accordance with Academic Regulation 3.9.1, Credit for previous study or learning:

"The Course Co-ordinator may grant credit towards an award of this University for previous tertiary studies and/or recognised prior learning."

Students need to successfully complete the unit/s undertaken overseas in order to receive credit.

Procedure for Recording Enrolment/Results for Studies Completed as Part of the ACU Student Exchange Program:

1. Students completing approved units in a semester overseas will be identified as Active - Exchange 'AE' status in the Student Administration System.
2. Students will be enrolled in the equivalent ACU unit **or** specified Overseas Project unit in the current semester for which study is undertaken at the overseas institution.
3. Overseas Project units will be linked to the Faculty in the Banner Student Administration System. Unit codes linked to the Faculty have a unique identifier:

EDOA010	ED = Education / O = Overseas / A = Semester 1
EDOB010	ED = Education / O = Overseas / B = Semester 2

ASOA010	AS = Arts & Sciences / Overseas / A = Semester 1
ASOB010	AS = Arts & Sciences / Overseas / B = Semester 2

HSOA010	HS = Health Sciences / Overseas / A = Semester 1
HSOB010	HS = Health Sciences / Overseas / B = Semester 2

Unit digits in the 010 level = 10 cp units

Unit digits in the 020 level = 20 cp units

Unit digits in the 030 level = 30 cp units

Unit digits in the 040 level = 40 cp units

Students **MUST** be enrolled in the correct credit point value per unit.

A result code of 'CU' – In Progress, at time of enrolment, will be recorded to ensure that the result is not converted to an NN – Fail grade after week 3 of the following semester.

On receipt of the official transcript, either of two final result codes, 'CG' – Credit Granted or 'NN' – Fail must be recorded against units completed on the exchange program by the International Office.

Unspecified Credit Unit Codes for enrolment purposes

The units listed below are to be used for enrolment of students who have approval to complete a unit where an ACU equivalent unit is not offered.

	10 cp units		20 cp units	
	Semester 1	Semester 2	Semester 1	Semester 2
Education	EDOA 010	EDOB 010	EDOA 020	EDOB 020
	EDOA 011	EDOB 011	EDOA 021	EDOB 021
	EDOA 012	EDOB 012	EDOA 022	EDOB 022
	EDOA 013	EDOB 013	EDOA 023	EDOB 023
Arts and Sciences	ASOA 010	ASOB 010	ASOA 020	ASOB 020
	ASOA 011	ASOB 011	ASOA 021	ASOB 021
	ASOA 012	ASOB 012	ASOA 022	ASOB 022
	ASOA 013	ASOB 013	ASOA 023	ASOB 023
Health Sciences	HSOA 010	HSOB 010	HSOA 020	HSOB 020
	HSOA 011	HSOB 011	HSOA 021	HSOB 021
	HSOA 012	HSOB 012	HSOA 022	HSOB 022
	HSOA 013	HSOB 013	HSOA 023	HSOB 023
	30 cp units		40 cp units	
Education	EDOA 030	EDOB 030	EDOA 040	EDOB 040
	EDOA 031	EDOB 031	EDOA 041	EDOB 041
	EDOA 032	EDOB 032	EDOA 042	EDOB 042
	EDOA 033	EDOB 033	EDOA 043	EDOB 043
Arts and Sciences	ASOA 030	ASOB 030	ASOA 040	ASOB 040
	ASOA 031	ASOB 031	ASOA 041	ASOB 041
	ASOA 032	ASOB 032	ASOA 042	ASOB 042
	ASOA 033	ASOB 033	ASOA 043	ASOB 043
Health Sciences	HSOA 030	HSOB 030	HSOA 040	HSOB 040
	HSOA 031	HSOB 031	HSOA 041	HSOB 041
	HSOA 032	HSOB 032	HSOA 042	HSOB 042
	HSOA 033	HSOB 033	HSOA 043	HSOB 043

Fees

The student is obliged to pay Tuition Fees (HECS payment arrangements will still apply as per the individual student) that would normally apply during the period of their exchange, as they will be enrolled at ACU National. They will not be required to pay tuition fees at the overseas institution in which they are enrolled. **Please note**

- **THE EXCHANGE AGREEMENT COVERS TUITION FEES ONLY**
- **STUDENTS MUST BE ENROLLED IN A FULL-TIME LOAD AT THE OVERSEAS INSTITUTION**

Period of Exchange

Students can apply for a maximum of 2 semesters on exchange. **Extension of the period of exchange must be approved by the Course Coordinator, Partner University and International Education Office.**

Health & Travel Insurance

Student's responsibility. Available in Student Exchange Guide.

Travel (Modified from Student Exchange Guide)

Many students plan personal travel before, after, or during their exchange experience. No allowance is made for a student's absence from their study at ACU National except during the approved study period. **Please be aware, also, that submission of an application for exchange does not automatically ensure that the student will be accepted by the chosen institution.** Further Information available in Student Exchange Guide.

Visas (Modified from Student Exchange Guide)

Enquiring about a student visa (at the relevant Diplomatic Post of the country the student intends to visit) should be done as soon as the application is sent to the University's International Education Office. Visa procedures can be both cumbersome and time-consuming and therefore the student should begin procedures as soon as possible. **A visitors visa is not acceptable for study overseas.**

Employment

Students are required to have sufficient funds to cover costs before leaving Australia. More details are available in the Student Exchange Guide.

Language

Students wishing to study at a partner university where classes are in a language other than English, will need to satisfy the partner university's language requirements.

Orientation

Please see Student Exchange Guide

Other costs to consider

Accommodation	Transport
Food	Textbooks
Clothing	Entertainment

Further information is available through the Exchange and Study Abroad Coordinator.

THE PROCESS OF APPLICATION FOR STUDENT EXCHANGE

Complete the Form (Modified from Student Exchange Guide)

The attached application form is to be completed by the student, approved by the Course Co-ordinator and returned to the Exchange and Study Abroad Co-ordinator, International Education Office, St. Patrick's Campus, Melbourne.

IEO Assessment of Application

The International Education Office will assess the application. **If the number of applicants exceeds the number of places available the International Education Office will form a committee to assess applicants in order of merit.** In the event of an unsuccessful application, the student will be notified as soon as practicable after the closing date for applications. In this event, the application fee will be refunded. If the student's application is successful, the student will be given a further application to complete and the Exchange and Study Abroad Coordinator will send this to the overseas institution.

If the student is planning to participate in an exchange in the United States of America, **an income statement is required**, in the form of a bank statement, and attached to the application form. This is required under USA law. All information received by the International Education Office will be held in confidence.

Course Co-ordinator Approval

The University requires students to obtain the necessary approval from their own Course Co-ordinator to undertake a period of study overseas. The co-ordinator will determine if credit will be available for the units undertaken overseas (See Academic Credit). The student must ensure that their co-ordinator is familiar with the Course Co-ordinators Guide.

Course Co-ordinators' should advise students who undertake exchange in their third year of study that they should do so in the most economical way. (Although students can on occasion undertake a 1-year exchange, it is advisable that an initial exchange application be for only 1 semester. This allows fair usage by all ACU students to take part in the limited number of places offered by partner institutions.) If a 3rd year student can complete their ACU degree in one semester, they should then only be entitled to one semester of exchange. Students will usually be required by Government laws to undertake a full-time study load in any country. It is not envisaged that that load contain irrelevant units, but that they be directly creditable to their ACU degree wherever possible. Students may, however, with the agreement of the partner institution study greater than a full-time load if they show the interest to apply themselves.

Choosing / Changing Units

As there is no guarantee that particular courses will be available in a semester or that there will be a place available, the student is to indicate at least their first 5 choices.

On occasion the student may receive advice from a partner institution that a number of units are unavailable. The Course Co-ordinator should be consulted on any modifications to the proposed study plan that was agreed upon.

Obtaining a Student Visa

Student's responsibility. Available in SEG.

Checklist:

Student's responsibility. Available in SEG.

Acceptance to Study at a Partner Institution: (Modified from SEG.)

An ACU "confirmation of approved exchange" slip will be sent to the Student, the Course Coordinator, and the Student Centre to confirm the approved period of exchange and expected date of return of the student. **See Appendix B**

Course Coordinators Please note:

The **authority** for **approved exchange** period is the **International Education Office**.

The **authority** for **permission to apply** for exchange and **academic credit** for studies overseas is the **Course Coordinator**.

Application deadlines are:

Semester 1 - August 31 of the year prior to intended exchange

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

Course Coordinator's role after Lodgement of Application

The IEO may contact the Course Co-ordinator for clarification or advice upon receipt of an application. In the case of number of applicants exceeding number of places, as stated above, the coordinator may be asked to form part of a committee, or advise the committee on the student's behalf.

Further Information or Clarification for Course Coordinators

Please contact the Exchange and Study Abroad Coordinator

Herta Derrij

Exchange and Study Abroad Coordinator

Australian Catholic University

St Patrick's Campus

115 Victoria Parade

Fitzroy Vic 3065

Postal Address:

Locked Bag 4115DC

Fitzroy MDC Vic 3065

Phone: +613 9953 3074

Facsimile: +613 9953 3145

Email: studyabroad@acu.edu.au

or staff email : herta.derrij@acu.edu.au

International Student Advisers ACU National

McAuley at Banyo

Sue Woods

Internal 7162

Mackillop Nth Sydney

Di Stevens

Mt St Mary Strathfield

Internal 2072

Signadou Canberra

St. Patrick's Melbourne

John Crowder

Aquinas

Internal 3882

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Appendix A

STUDENT NAME
STUDENT NUMBER

Congratulations

Your application for exchange to _____ was successful. Your **approved exchange period** is **Semester 200** . You are expected to resume your ACU studies in semester 200 .

It is your responsibility to ensure that your exchange semester enrolment is complete prior to departure and that your fees invoice will be paid in your absence by the due date.

Conditions of Exchange

Full-time enrolment **MUST** be maintained at both institutions

Credit for overseas study will only be given for:

Units approved by your course coordinator

Units for which you have paid HECS or full fees during your exchange semester

Credit for overseas study will only be processed from:

An official academic transcript sent from the host institution to the International Education Office at the completion of your exchange

The transcript will be forwarded to you after results entry.

OS Help

If you wish to apply for the Federally funded OS-HELP loan for approved exchange, you **MUST** have your course coordinator confirm and sign the statement below and return it to the Study Abroad and Exchange Office together with your completed and signed OS HELP application form. You will then be issued with a debt confirmation form and statement of terms and conditions of the loan.

Course Coordinator confirmation of FULL TIME LOAD on return from Exchange

In order to confirm student eligibility for the OS-HELP loan, please confirm that on return the student will still have at least one full-time load (0.5 EFTSL) left to complete the award the student is enrolled in:

Signature:

Date:

Name of Coordinator:

CE

AUSTRALIAN CATHOLIC UNIVERSITY

DATE RECEIVED

• CREDIT APPLICATION FORM FOR ACU APPROVED STUDENT EXCHANGE PROGRAM •

STUDENT INFORMATION

Student ID Date of Birth _____ Contact Phone No: _____

Family Name _____ Given Name(s) _____ Student Signature _____

ACU Course _____ Major/Minor _____ Campus _____

Student Exchange Program completed at: _____ Course Coordinator approval for Exchange _____ Date ___ / ___ / ___

Enrolment at Host Institution

Equivalent Enrolment at ACU

Unit Code	Unit Name	Semester	Year	Unit Code	Unit Name	Office Use Only-IEO Result (either CG or NN)

◆ **ONLY VALID WHEN SUBMITTED BY THE INTERNATIONAL EDUCATION OFFICE**

Results Approved-International Education Officer _____
Name in Block Letters _____

OFFICE USE ONLY – STUDENT ADMINISTRATION

Sub # 1 UNIT REGISTRATION ENTERED AE (CU enr.) CODE APPLIED Date ___ / ___ / ___ FORM RETURNED TO IEO Date ___ / ___ / ___
Sub # 2 Overseas Transcript Submitted for Student File CG RESULT CODE APPLIED Date ___ / ___ / ___ Updated 16/08/06

This CE form is the final step in the exchange process for ACU enrolment while overseas.

- This form must be returned to:
The Exchange & Study Abroad Office
ACU National, St. Patrick's Campus
Locked Bag 4115
Fitzroy MDC. VIC. 3065,

as soon as possible and will constitute your unit enrolment at ACU while studying at a partner institution.

- Complete the host and home institution units matching the credited units agreed by you and your Course Coordinator in your Outgoing Exchange Application Form.
- Copy and complete a second CE Form for your second semester of exchange, if applicable.
- This form will require Course Coordinator signature IF it does NOT match the units submitted on your ACU application form. It MUST contain your signature.
- This form can contain more units than you intend to study and be credited for. However, you MUST ensure that you notify the Exchange & Study Abroad Office to withdraw unit enrolment prior to the standard ACU Census Date in each semester of approved exchange.
- Once this form is submitted by the Exchange & Study Abroad Office your student enrolment will be coded AE (Active Exchange). You will then be able to access your student record via StudentConnect, but unable to change your unit enrolment.
- Once you arrive at the host institution, any changes to this enrolment MUST be notified to Studyabroad@acu.edu.au including Course Coordinator approval for any changes.
- Any changes must be requested AS SOON AS POSSIBLE to ensure it can be accommodated prior to standard ACU National reporting requirements.

PLEASE READ AND SIGN THE CE FORM TO INDICATE YOUR AGREEMENT.

The attached form/s needs to be completed by you, clearly matching units for credit. Please complete this as accurately as possible at this point in time.

This form will be used by the Exchange & Study Abroad Office to apply your credited studies. The host institution will provide an official transcript of your results directly to this office, after completion of your exchange period.

- **ALL ACU units listed on this form will constitute the approved unit enrolment on your student record.**
- **Any modifications to an approved exchange enrolment must be notified through this office with evidence of approval by your Course Coordinator.**

- Your attention is drawn to two conditions of the exchange program:

"Students can only be given credit for the number of units they have studied which are listed on their HECS statement".

"Students must be enrolled in a full-time load at both institutions"

In order to credit those studies your file must reflect the correct enrolment for that period, and payment for those units must have been made. You MUST sign the CE form. In doing so you are acknowledging that you have read and understood the responsibilities for your enrolment as explained in the Outgoing Student Exchange Guide, and CE Form.