



2004

Student Exchange Guide For Incoming Students

Student Exchange Guide 2004

For Incoming Students

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Studying Abroad at ACU National

The Australian University system has a strong reputation for quality degrees, which are professionally recognised worldwide. Australian Catholic University offers a unique blend of academic quality, concern for the welfare of individual students, and a choice of campuses in Brisbane, Sydney, Canberra, Melbourne and Ballarat.

Australian Catholic University is a public university, open to all, funded by the Australian government as a member of the Unified National System of Higher Education. This means its awards are equivalent to those of other public universities in Australia and are so recognised.

It has over 10, 000 students, including international students from 35 countries, who enjoy the supportive environment expected of a Catholic institution. Many students of other beliefs attend the University.

Because the University's students are attending seven campuses across eastern Australia, each campus is small enough to allow for a close working relationship between students and teachers, and smaller classes enable academic staff to give individual attention to students.

The small classes and the caring culture of a Catholic institution combine to provide a friendly, enthusiastic environment for teaching and learning and for development of the individual. A strong ethics content in courses encourages a high standard of professional conduct.

In order to overcome some of the challenges of its multi-campus nature the University has adopted distance learning technology such as CD-ROM, worldwide databases and video conferencing. In this way, students have access across the campuses to expertise and resources including a library collection of 430,000 volumes.

In some courses, it is possible for students to study at more than one campus and so experience a variety of Australian cities and lifestyles. (See pages 4, 5 and 6 for details of campuses.)

Reaching Beyond Traditional Boundaries of Nations

Australian Catholic University has long recognised the importance of Australia's setting in the world at large. Many of its courses reflect an international focus, and it runs successful offshore programs in Hong Kong, New Zealand, Pakistan, Singapore, and South Africa.

The University already has agreements with institutions in France, Germany, Korea, Japan, Sweden, China, Taiwan, the United Kingdom, the United States of America and Canada. The University continues to foster links with overseas institutions to facilitate further cooperation for the benefit of its students.

ACU National

KEY FACTS

- Choice of six campuses in Brisbane, Sydney (2), Canberra, Melbourne and Ballarat
- Over 10,000 students including international students from 35 Countries
- High staff to student ratio allowing opportunities for individual attention
- Caring Catholic environment
- Strong ethics content in courses
- High course completion rate
- Awards recognised internationally

STUDYING IN AUSTRALIA

Australia is a large country with a relatively small population of 19 million. The majority of people live in the main cities along the East Coast. Australians generally are friendly and informal. The safe environment and comfortable climate provide many opportunities to enjoy both the beauty of the countryside and beaches and the amenities of modern cities.

Australian Seasons

Spring - September to November
 Summer - December to February
 Autumn - March to May
 Winter - June to August

Australia is a multicultural society with immigrants from all over the world who have chosen to live here. The official multicultural policy allows for the various ethnic groups to express their identity, and it is a right of all citizens and visitors to practice their own faith.

A MULTI-CAMPUS INSTITUTION

Australian Catholic University has campuses across eastern Australia extending south from Brisbane through Sydney, Canberra and Melbourne to Ballarat, and therefore students have a wide choice of study venues. A feature of all the campuses is the feeling of friendliness amongst students and staff.

Each campus offers students the opportunity to experience a different aspect of Australian culture and environment.

Students undertaking more than one semester of study here may undertake each semester at a different campus provided the selected units are available.

Sydney

Sydney has a population of more than four million people, and is the largest city in Australia. World-renowned for its beautiful harbour and Harbour Bridge, Opera House, and beaches, Sydney also has a host of entertainment and sporting activities. The climate is comfortable, with average summer temperatures ranging from 18-28°C in summer, and from 7-16°C in winter. The University has two campuses in Sydney.

MacKillop Campus (North Sydney) Student Population 1,600

Just a 10 minute train ride over the famous Sydney Harbour Bridge from the Central Business district of Sydney (and Chinatown), this campus is centrally located. It is a short walk from North Sydney train station, which is easily accessible from a great number of suburbs. There is also an excellent bus service. The campus is named after Blessed Mary MacKillop, whose tomb and shrine are nearby.

Mount Saint Mary Campus (Strathfield) Student Population 2,400

Situated in one of the older, established suburbs in Sydney, the campus has some gracious buildings, including an Italianate Romanesque style chapel, and is set in beautifully landscaped grounds. Located only 15 kilometres west of the city centre, the campus is easily reached by public transport. It is an 8-minute bus trip from Strathfield train station, a major suburban interchange.

Canberra

Canberra, the national capital, is set on the shores of Lake Burley Griffin and has an abundance of parks. With a population of just over 300,000, it is a small, well-planned city with good amenities and a significant international community including more than 70 diplomatic missions and the National Parliament. For students, Canberra provides excellent facilities for study including access to the National Library, the largest in Australia. Canberra's well-planned bike paths make this a great place for cyclists. The city is carefully planned to blend in with the natural environment. Summers are fairly warm at 13-28°C and average winter temperatures range from 1-11°C.

Signadou Campus (Canberra) Student Population 600

Only 5 kilometres from the centre of Canberra, and well-served by public transport, Signadou is a convenient location for what is one of the University's smaller campuses. It has few international students at this stage but they are linked with other international students in the city through the Canberra Council for International Students, a social and support organisation.

Brisbane

Brisbane, the capital of Queensland, is located on the south-east corner of the Brisbane River. With a population of 1.6 million, Brisbane has a reputation for being a relaxed and friendly city and offers all the conveniences of a large city. Average temperatures are 20-28°C in summer and 10-22°C in winter. The city has grown rapidly in recent years, especially assisted by the hosting of the 1988 World Expo. Being located on the south-east coast of the state of Queensland it is a handy base for touring the famous beaches of the Gold and Sunshine coasts, and the world famous Barrier Reef.

Brisbane Campus (McAuley at Banyo) Student Population 2,600

In 2003, the campus re-located to the northern suburb of Banyo, just 12 kilometres from the centre of Brisbane. It is easily accessible via a number of major arterial roads (including the Gateway Motorway, which links Brisbane with the Gold and Sunshine Coasts), is about one kilometre from the Banyo train station and has a bus station at its doorstep. The 40-hectare site was formerly the Pius XII Provincial Seminary, with a history extending back to 1863. The elegant, cream brick buildings were designed to suit the subtropical climate. These buildings provide quality teaching and office space including a state-of-the art library, lecture theatres and seminar facilities, tutorial rooms, science labs, nursing labs, computer facilities, music rooms, drama teaching rooms and visual arts facilities. The Brisbane campus offers courses in Business, IT, Education, Nursing, Social Science and Theology.

The largest of the campuses, McAuley is still small enough to maintain a caring and supportive student environment. Student residence available from July 2003.

Melbourne

Melbourne, with a population of more than 3.4 million, is a busy financial centre renowned for its parks, gardens and both historic and contemporary buildings. It is a major sporting, commercial and cultural centre of Australia. With its many ethnic restaurants (30% of the population was born overseas) and user-friendly trams, the city has been voted internationally as the "most liveable city in the world". The climate of Melbourne is moderate with summer temperatures from 18-30°C and winters from 8-16°C. The University has one campus in Melbourne and one in rural Victoria.

St Patrick's Campus (Melbourne) Student Population 2,500

The campus is located in Fitzroy, which is well known for its variety of cosmopolitan cafes and shops, perched on the fringe of the Central Business District of Melbourne. It is serviced by an excellent transport system and can be reached by bus, tram or train. In December 1999 ACU's two original campuses Christ and Mercy, located in separate suburbs of Melbourne, were closed and combined into the new St. Patrick's campus. The two main lecture theatres of the new campus were named to commemorate them. Refurbishment of the main building was completed and classes commenced in early 2000. The building was recently named winner in the Refurbishment Category of the 2003 Property Council of Australia Awards.

Ballarat

A picturesque rural town of 80,000 people, Ballarat is a living museum of the goldrush period in Australia, with many fine Victorian buildings. Attractive gardens, fountains, monuments and sculptures enhance the wide tree-lined streets. Features of "small town" living in Australia are the relative safety, lack of traffic congestion and friendly people. Ballarat has a climate similar to that of Melbourne though generally slightly cooler.

Aquinas Campus (Ballarat) Student Population 610

The campus is located 110 kilometres west of Melbourne and students from there do attend but usually live in Ballarat, as do those from surrounding districts. The campus is near the commercial centre of Ballarat and within easy reach of facilities. The beautiful old buildings of the campus reflect the history of the town.

EXCHANGE PROGRAMS

A student may undertake Exchange Programs at ACU National in one of the following three ways:

1. Scheduled units (subjects) taken from those available for study by Australian students. Each unit lasts one semester - (12 weeks, plus examination periods). Four units per semester is a normal full-time load for an undergraduate student, and Exchange students may take up to this amount. All international students (including Exchange) must enrol in at least 3 units in order to meet student visa requirements.

The areas, which usually appeal to Exchange students, are:

- Aboriginal Studies
- Asian Studies

- Australian Studies (specific courses include art, culture, drama, fauna, history, literature, music, politics, religion, sociology)
- Environmental Science
- Visual and Performing Arts.

Please note that some units may require pre-requisites. Also note that not all units are available in each semester. Applicants will be advised in the "Letter of Offer" which units they have been accepted into.

Exchange students may undertake any other units that are also available to local students (if approved by their academic supervisors), provided pre-requisites are met. As there are too many to provide descriptions here, please refer to the University handbooks, copies of which are available from your academic advisor, Australian diplomatic posts, IDP Education Australia offices, Australian Education Centres, the Australian Education Office (Washington D.C.), or online at www.acu.edu.au. The main study areas available are:

Aboriginal Education	Accounting
Asian Studies	Australian Studies
Behavioural Science	Business
Computing	Drama
Economics	English
Environmental Science	Education
Exercise Science	Family Studies
Finance	Geography
Habilitation	History
Information Systems	Italian
Japanese	Literature/Drama
Media	Music
Nursing	Pastoral Studies
Philosophy	Psychology
Religion Studies	Science Studies
Social Work	Sociology
Sports Coaching	Sports Science
Theology	Visual Arts

2. Summer/Winter Schools - special programs of 2-3 weeks duration, usually in the Australian semester breaks of January to February (summer) or June to July (winter). These courses may incorporate experiential and reflective learning through fieldwork as well as lectures, and workshop-style interaction. Travel and accommodation for the field trips are arranged in advance. Although only short in duration these intensive courses would attract credit for at least one unit, i.e. one quarter of a semester load.

Some examples include;

- Australian Culture and History - includes field trips to the coast, Sydney and Canberra
- Aboriginal Studies - covering education and cross-cultural communication
- Educational Leadership - for teachers, administrators and church officials seeking

formal studies to enhance their practical experience in educational leadership roles

- Visual and Performing Arts Packages for Primary School teachers - Drama/ Dance/ Media/ Music/Art and Design
- Orff Music Camp - to deepen appreciation and knowledge of music and rhythm
- Pastoral Counselling and cross-cultural Psychology
- Visual Arts Camp - includes involvement of established Australian artists and visits to galleries
- Trips to Australian nature reserves (e.g., Carnarvon Gorge or The Great Barrier Reef) to explore, observe and sketch Australian landscapes and aboriginal sites.

Mixed Program

Students may choose to take a mixed program of Summer or Winter schools, at the end or the beginning of undertaking a semester of scheduled units.

3. Field Experience - for student teachers, psychologists, sociologists, sports trainers and sports administrators, social workers and counsellors. Field experience is often dependent on factors outside the University's control. **Please be aware, in some instances, fees may apply.** Refer to the Exchange & Study Abroad Adviser for further advice.

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 has been advised that these selections are always subject to change based on availability or pre-requisite studies, in consultation between the student and Course Coordinator. **Enrollment in units will be finalised when the student arrives at the campus for orientation.**

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. One such matter may be for example, examination adjustments based on English Language skills. Although students must meet ACU National English Language requirements for admission (monitored by the International Education Office), particular units, because of their content may pose individual concerns. This type of approval is at the discretion of the Course Coordinator or Unit Lecturer as seen fit on a case by case basis.

As always with ACU National, an environment of cooperation and consultation is offered to International students and the student or the Course Coordinator should contact the International Student Advisor for clarification or consultation if there is any concern.

SEMESTER TIMETABLE

Please use the following as an approximate guide to semester times.

NSW - Sydney

Semester 1 Commences 2nd week in February
Finishes 2nd week in June

Semester 2 Commences 2nd week in July
Finishes 1st week in November

ACT - Canberra

Semester 1 Commences 2nd week in February
Finishes 2nd week in June

Semester 2 Commences 2nd week in July
Finishes 1st week in November

QUEENSLAND - Brisbane

Semester 1 Commences 2nd week in February
Finishes 2nd week in June

Semester 2 Commences 2nd week in July
Finishes 1st week in November

VICTORIA - Ballarat & Melbourne

Semester 1 Commences 2nd week in February
Finishes 2nd week in June

Semester 2 Commences 2nd week in July
Finishes 1st week in November

FEES AND LIVING COSTS

There are no tuition fees at ACU National for students under an Official Exchange Program but all students on an international student visa are required to have Overseas Student Health Cover (see page 12). **Students undertaking practicum placements as part of their studies may incur Faculty charges for placement. This will be advised in the Acceptance Package.**

Students are expected to have sufficient funds to cover accommodation, airfares, entertainment, textbooks and incidentals.

Summer/Winter Schools programs also do not carry tuition costs for exchange students but any additional costs incurred for travel, food and accommodation relating to field trips will be charged for.

Living Costs

These will vary from campus to campus (for example, larger cities are generally more expensive than smaller towns) but the following is a guide:

Estimated monthly costs

Accommodation	AUD\$320 - AUD\$760
Homestay Accommodation	AUD\$760 (\$190/week)
Food	AUD\$160 - AUD\$240 (self-catering, does not apply for Homestay)
Transport to and from campus	AUD\$80 - AUD\$110
Clothing	AUD\$75 - AUD\$100
Entertainment	AUD\$40 - AUD\$100
Textbooks	AUD\$30 - AUD\$50
TOTAL MONTHLY COST	AUD\$705 - AUD\$1,360

Clothing

This can be costly in Australia, except for occasional bargains. If coming from a warm climate to a cooler climate (such as to Canberra, Ballarat or Melbourne in winter) students should either bring warmer clothes or budget additional funds to purchase them after arrival in Australia.

Entertainment

Most students tend to organise entertainment amongst themselves, or take part in on-campus activities. Student Representative Councils on each campus gladly welcome International students to sit on the Council, or to offer activity suggestions.

Meeting at Airport

Students will usually be met at the airport if they request it (i.e. Melbourne, Sydney, Brisbane, Canberra). Those who choose to make their own way to a campus by taxi should allow AUD\$30-AUD\$80 (depending on the campus).

Overseas Students Health Cover (OSHC) & Travel Insurance

The Australian Government requires all international students, including Exchange students and their dependants, to obtain health insurance for the duration of their visas. For a single student this is currently* AUD\$168. for six months and AUD\$316. for a year (rates subject to change). This cover must be paid before a Confirmation of Enrolment will be issued (**which you will need to obtain your visa**). This entitles a student to 85% of the government scheduled fees for private doctors, pathology and x-ray costs (students must make up the short-fall) as well as full cover in Public Hospitals. *Please note: OSHC will not cover any pre-existing conditions (ie those which existed within the 18 months before the student began study in Australia) or pregnancy.*

* Price correct at time of printing. ACUNational will quote the current price on all student Offer Letters

The University has in place a personal accident insurance policy to cover injuries to students arising while participating in approved University activities. The personal accident policy covers only accidents related to University activities and does not replace medical insurance or travel insurance. Travel insurance, which includes emergency evacuation and repatriation, is **highly recommended**. Students should ensure that they are in good physical health before they go overseas.

Employment

Although many students are successful in obtaining casual and part-time employment to help subsidise their living costs while studying, Exchange Students should *not rely* on obtaining such work when calculating a budget. It is not always possible to obtain employment. Support staff at each campus can provide information on how to seek casual employment in Australia but they can give no guarantee of its availability.

Application for Permission to Work on a student visa can only be applied for once a student has commenced their studies in Australia. An application fee does apply. Students can obtain further information from their International Student Adviser.

In Australia, international students, including Exchange Students, who do succeed in obtaining employment may work for up to 20 hours per week during semester time, and unlimited hours per week during vacations (for example over the three month break of December to February).

Visas

All international students in Australia require a Student Visa, obtained in their home country before their departure for Australia. Students should contact the nearest Australian Diplomatic Post about a visa as soon as they have decided to study in Australia.

SERVICES AND FACILITIES

Exchange Students have access to all general services and facilities available to local students.

Recreation and sporting facilities

All campuses provide basic student recreational facilities such as student common rooms and outdoor sporting and recreational areas. There are sporting and recreational facilities within reasonable distance of all the campuses (eg: Mount Saint Mary Campus is close to the aquatic and sporting venues for the Olympic 2000 games).

Library

Exchange students have full access to all ACU National library facilities and services. Various reciprocal arrangements have been made with libraries in other universities, which extend the resources available to students. The campus libraries also provide access to information housed in other locations through such facilities as CD-ROM, databases, on-line searching facilities and Telnet services.

Commercial facilities

All campuses have their own student bookshops and cafeterias, and most campuses are within easy reach of commercial centres (ie: shops, banks etc)

Computer facilities

Student computer facilities include: IBM PCs, a variety of Apple and Macintosh systems, IBM compatibles, MS-DOS PCs, BBC Network, Commodore, and assorted printers. A range of software for both classroom and professional purposes is also provided. These computer facilities are available to all students for computer-assisted learning, and data and word processing.

Teaching facilities

The University makes use of state-of-the-art teaching methods including video conferencing facilities and computer-assisted learning techniques.

Student organisations

Each campus has a Student Representative Council, to promote the welfare of students. Cultural, sporting, recreational and religious organisations are actively encouraged.

International Student Advisor

This is the first contact point, in each state, for all international students (including Exchange Students) on arrival. Each officer provides assistance, advice and information on enrolment, visa procedures, obtaining academic credit, changing courses, financial issues, accommodation, and other issues of concern to international students.

Campus Ministry

Each campus has a Ministry team, which provides professional counselling, and welfare services. The team is generally concerned with pastoral care of students and works with students and staff in enhancing faith in the community, raising consciousness of social justice issues, and promoting the involvement and participation of all in university life. Chapel services are regularly conducted throughout the semester. The chapels are also places where all students can go for meditation and reflection. Chaplains are available for spiritual direction and counselling. Other Ministry activities include retreats and the co-ordination of special interest groups. The services of the Ministry team are available to students of all faiths. Students can also be placed in contact with religious leaders of other faiths.

Counsellor

Counsellors are available on campus to provide free confidential service to students, on an individual or group basis, regarding issues such as stress management, depression, grief, relationship difficulties, study, finance and university procedures. Similarly, Exchange Advisors are available for advice and assistance to students throughout their stay.

Orientation

Attendance at Orientation is essential. Students who begin their study in the University's first semester (late February to early March) will be able to take part in the international student orientation programs, which take place two weeks before the commencement of the semester. The focus is on familiarising new students with issues of studying and living in Australia. Information is included on Australian education systems, Australian social customs and culture, general procedures to be followed by international students and includes information about using the library systems and the rights & expectations of studying at ACU. Students also get to meet each other at special "Welcome to ACU" luncheons.

All students meet with their Academic Adviser during orientation to complete and submit enrolment papers.

Students who arrive in second semester will receive personal assistance in the above areas.

Study skills and English tutorials

As well as the initial information sessions included in the orientation programs Exchange Students are provided with ongoing academic support, if required. This may be provided in small group sessions or on a one-to-one basis. It may involve tuition on dealing with Australian academic study methods such as giving a class presentation or writing an essay. A specialist teacher is available to assist students with assignments and preparation for exams.

ACCOMMODATION

At all campuses the International Student Officers can assist international students who are seeking the following kinds of accommodation:

On-campus accommodation

Available only at Ballarat and Brisbane campuses as follows:

Aquinas (Ballarat) - "Camillus" consisting of furnished single rooms, with access to facilities. Accommodation is self-catering.
Cost: AUD\$2,400 for the full academic year (40 weeks) for room only. This is payable in advance for the academic year.*

McAuley at Banyo

Residential Fee per Semester are approx. AUD\$4,028 plus key deposit and bond charges. Current prices and conditions will be provided upon request.*

* Correct at time of printing. Student pre-arrival packs will list current prices.

Private accommodation including Student Dormitories

Students may choose to live alone, share with a friend, or board at a hostel. At some campuses it may be possible to make arrangements to stay in church-run accommodation off-campus. Privately run and owned student dormitory style accommodation is also readily available in most cities.

The International Student Officers in each state can provide advice on obtaining this type of accommodation.

Homestay

This is an ideal way for students to learn about the Australian way of life and culture. Homestay usually involves living with a family and sharing general facilities, though students have their own private room. The cost is about AUD\$200 per week. (A Homestay Allocation fee of about AUD\$200 may apply.) Homestay families provide a kind, friendly environment which makes students feel at home in Australia. Host families will usually try to include you in their family activities/ outings.

Host Family will provide

- A warm and supportive family environment
- A suitably furnished single room. Shared room upon request
- Normal balanced Australian meals. Breakfast and dinner on weekdays, three meals a day on weekends
- Use of all facilities within the home
- Opportunity to participate in family activities
- Information on transport to and from the campus
- Information on places of interest in and around the city
- General assistance and advice

Students Should

- Approach homestay with an open mind and positive attitude
- Be willing to participate actively in family life and be treated as part of the family
- Try to talk to all members of the host family as much as possible
- Respect the house rules of the family
- Keep the family informed of your whereabouts
- Be friendly and cooperative and be willing to experience new things
- Bring photos of your family and friends to show your host family

Families are interviewed by the University before they are introduced to students.

If you wish to obtain Homestay accommodation please tick the relevant section on the application form so the Exchange Advisor can contact you to begin the process of locating a suitable family for you.

Although every effort is made to help students find suitable accommodation the University provides no guarantees about the type or availability of accommodation.

ACADEMIC PROCEDURES

Accreditation

The University requires students obtain the necessary permission from their own academic supervisors to undertake a course of study at Australian Catholic University (see section "Academic Supervisor's Approval" on the application form).

NB: Students should be aware that unit choices, as listed on the application form, are not final. Official registration of courses will take place only after a student's arrival. It is the responsibility of students to ensure that any change in course program meets with the approval of their Course Advisor or Exchange officer. It is the responsibility of each student to ensure that the courses being studied at the University are accredited by and transferable to their home courses. In order to ensure that any prerequisites for chosen units have been met students should bring with them as much information about previous study as possible.

Explanation of grades

Student performance in Scheduled Units is recorded using the following system:

Grades	Percentage Range
High Distinction (HD)	85-100%
Distinction (DI)	75-84%
Credit (CR)	65-74%
Pass (PA)	50-64%

Fail (NN)	0-49%
When a unit is assessed on a Pass/Fail scale	
Pass(PS)	50-100
Fail(NN)	0-49

Study and Assessment Methods

Methods at Australian universities may differ from those in other countries. At Australian Catholic University students must attend lectures, tutorial classes and seminars, sit for examinations, and undertake practical and field trips as prescribed. Assessment is based on satisfactory completion of individual unit requirements. Emphasis is on student-centred learning.

Transcripts

An Official ACU Transcript is produced upon completion of your studies (when all semester results have been submitted and finalised), and includes details of grades given. Under the Exchange Agreement, transcripts will be forwarded to the International Programs Office of the student's home institution for credit. Those Official Transcripts are usually then included in the student's file until graduation (check the procedures of your home institution).

ADMISSION REQUIREMENTS

Academic

Applicants must be enrolled in a course of study at a Partner University (or college) and have successfully completed at least one year of study towards an award of at least Bachelor level. Students will be notified of any requirements for Field Experience programs.

English Levels

The University requires that all students have a good command of written and spoken English to have a successful exchange experience.

Applicants whose secondary and/or tertiary education was undertaken in a language other than English will need to demonstrate the required proficiency level in English by one of the following:

- Satisfy Australian year 12 examination requirements
- IELTS (International English Language Testing System) with an overall band score of 6.5 or better including a score of 6.0 in all sub-tests
- TOEFL (Test of English as a Foreign Language) score of 550

This is in-line with the Australian Department of Immigration, Multicultural and Indigenous Affairs (DIMIA) recommendations for Tertiary study in Australia.

Other

Your home university will have its own selection criteria for admission to the exchange program. You must have approval from your home International Programs Office to be eligible for study at Australian Catholic University.

McAuley Campus - Nursing Applicants Please Note

It is a requirement of Queensland Health that all students undertaking clinical placements be fully immunised against Hepatitis B. You will be required to provide evidence of your immunisation and seroconversion prior to undertaking a placement. The immunisation process for Hepatitis B takes six months and you should ensure that your immunisation is completed prior to commencing the course.

Upon Receipt of Your Application

The International Education Office (IEO) will forward the completed application, with Academic Transcript to the Faculty under which the student has applied to study. The Faculty will assess the application and upon finding the applicant suitable will instruct the IEO to make Offer of a Place. The student will then receive an Offer Letter and further instructions for accepting the offer and obtaining the papers required completing their Student Visa application.

Please allow 6-8 weeks from submitting your application for this process.



HOW TO APPLY

Complete Form

Please fill in the attached application form and return it to the International Education Office of Australian Catholic University listed below.

If your application is successful you will be sent a Letter of Offer detailing the courses you have been accepted into and any further information you may require.

Choosing Units

As there is no guarantee that particular courses will be available in a semester or that there will be a place available, please indicate your first 5 choices. You will be informed before arrival in Australia of the courses that the University is likely to be able to offer you, though there may be some minor changes at official enrolment after your arrival.

Application deadlines are:

Semester 1 (Feb – June) - October 31 of the previous year

Semester 2 (July – Nov) - April 30 of the same year

Obtaining a Student Visa

All international students in Australia are required to have a Student Visa. Students should make initial enquiries at the nearest Australian Diplomatic Post.

Upon approval from the Head of Department and receipt of the health cover payment from the student the University will issue a Confirmation of Enrolment statement. This will be required by the Australian Diplomatic Post issuing the Visa as proof of acceptance into the course.

Students who are undertaking a short summer or winter school of less than three months may travel to Australia on a tourist visa. Such students should ensure they have medical (travel) insurance for their visit.

For Further information, please contact:

Exchange & Study Abroad Advisor

Australian Catholic University

St Patrick's campus

115 Victoria Parade

Fitzroy VICTORIA 3065

AUSTRALIA.

Ph: (61 3) 9953 3074

Fax: (61 3) 9953 3145

Email: studyabroad@acu.edu.au



ACU National

INCOMING STUDENT EXCHANGE PROGRAM

APPLICATION FORM

- ◆ Before completing this form please refer to the *Exchange Guide for Incoming Students*.
- ◆ Applications must be submitted by **October 31 for Semester 1 intake**
and **April 30 for Semester 2 intake**

Application for: Internship Summer (US) School
 Exchange

Period of Proposed program:

NB: Australian academic year commences February & finishes December each year.	eg. 1 or 2 Semesters & Commencing Semester by month as listed below. Semester 1 [February], Semester 2 [July]
Semester 1. February – June 20 (yr)	Semester 2. July – November 20 (yr)

Unit Preferences (INCLUDE UNIT CODE & TITLE. Please list at least 5)

1. Unit	Unit Code & Title please to assist with processing	Location (Campus)	
2. Unit		Location (Campus)	
3. Unit		Location (Campus)	
4. Unit		Location (Campus)	
5. Unit		Location (Campus)	
6. Unit		Location (Campus)	

Personal Details

Family Name			
Given Names			
Previous Family Name (if changed)		Title (Mr, Mrs, Ms, other)	
Sex <input type="checkbox"/> male <input type="checkbox"/> female	Date of Birth	day	month year
Country of permanent residence?			
Country of birth? (if different to above)			
Address (Home Country)			
Telephone Numbers (include international area code)	Home	()	
Work/Business	()	Mobile	
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.			

Privacy Statement

Australian Catholic University is committed to ensuring the privacy of all information it collects. Personal information supplied to the University will only be used for administrative 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 at http://www.acu.edu.au/privacy_policy.cfm

Student Declaration

I declare that, to the best of my knowledge, all information in 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 Exchange Guide, and am satisfied with the level of services and facilities as described therein.

I agree to abide by the rules and regulations of Australian Catholic University whilst enrolled at that institution.

Signature		Date	
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Preferred Accommodation

<input type="checkbox"/> Homestay	<input type="checkbox"/> Private (self-arranged)	<input type="checkbox"/> Hostel	<input type="checkbox"/> On-campus (Ballarat & Brisbane only)
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Please submit the following with this Application

Preferably Original or certified copies of all previous tertiary studies (a full academic transcript showing all subjects attempted)

Certified translations of original documents where these are not in English

If applicable, evidence of English language proficiency (i.e. IELTS or TOEFL)

Income Statement (evidence of minimum of AUD3,000 required)

Written statement on you: (300 words or less)

"How my friends would describe me and their reaction when I told them I was going to study in Australia for a Semester".

Please mail to:

Exchange & Study Abroad Advisor

ACU National,

Locked Bag 4115, FITZROY MDC

VIC. 3065, AUSTRALIA

Phone: (61 3) 9953 3074 Fax: (61 3) 9953 3145 Email: Studyabroad@acu.edu.au Website: www.acu.edu.au