



2004

Student Exchange Guide For Outgoing Students

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Institutional Agreements

Summary Table of Institutions

Canada	Nipissing University, North Bay, Ontario
Canada	St Thomas University, Fredericton, New Brunswick
China	Shaoguan University
France	ESPEME School of Business
France	Universite Catholique de Lyon
France	Universite Catholique de Lille
Germany	The Albert-Ludwig University of Freiberg
Germany	The University of Heidelberg
Germany	The University of Hohenheim
Germany	The University of Karlsruhe
Germany	The University of Konstance
Germany	The University of Mannheim
Germany	The University of Stuttgart
Germany	The University of Tuebingen
Germany	The University of Ulm
Ireland	National University of Ireland, Maynooth
Japan	Hijiyama University
Japan	Kagoshima Immaculate Heart University
Japan	Nagoya University of Foreign Studies
Japan	Sophia University
Japan	University of the Sacred Heart
Korea	The Catholic University of Korea
Korea	Catholic University of Daegu, Taegu
Mexico	Universidad Iberoamericana, Puebla
Netherlands	Haagse Hogeschool
Sweden	Lund University College of Health Sciences
Sweden	Malmö University
Sweden	University of Gävle
UK	St Martin's College of the University of Lancaster
UK	University of Ulster, Northern Ireland
UK	University of Glasgow, Faculty of Education
USA	College of Notre Dame of Maryland, Baltimore
USA	Georgia College & State University, Georgia
USA	Nazareth College of Rochester, New York
USA	Regis University, Denver Colorado
USA	Santa Clara University, California
USA	St John's University, Jamaica, New York City
USA	St Norbert College, De Pere, Winconsin
USA	State University of New York at Oswego
USA	The University of North Carolina at Greensborough
USA	University of St Thomas, Houston, Texas
USA	West Virginia University

Descriptions of Institutions

These are basic summaries of institutions with which ACU has agreements. The International Education Office has more detailed information in its office library at St. Patrick's campus, Melbourne. The list of agreement institutions is correct at time of issue. Institutional agreements may be added or deleted from time-to-time.

CANADA

Nipissing University, North Bay, Ontario

www.nipissingu.ca

Offer studies in Business, Economics, Sociology, Geology, Mathematics, Physics, Orientation to Teaching, Geography, English Studies, History, Social Welfare, Psychology, Computer Science, Educational Psychology, Special Education, Language and Literacy, Music, Language Arts, Curriculum Development and Evaluation, Mathematics Education, Social Studies, Curriculum Methods, Science, Education and Schooling, Aboriginal Education.

St Thomas University, Fredericton, New Brunswick

www.stthomasu.ca

Offers studies in Economics, Education, English, History, Italian, Philosophy, Psychology, Social Work.

CHINA

Shoaguan University

www.sgu.edu.cn

Shaoguan University consists of three campuses: Datangshan, Hanjiashan and Huangtianba, and the university headquarter is situated on Datangshan campus.

In recent years, the university has made rapid progress in teaching quality, scientific research and administration.

FRANCE

ESPEME School of Business

www.espeme.com

Offers studies in Humanities, Social Science, Management, Marketing, Accounting, Finance, Sales and Communication, Law, and Information Technology.

Universite Catholique de Lille

www.fupl.asso.fr/Site_anglais/gen_info/agenda.htm

Offers studies in Business, Nursing, Religious Studies, Science, Social Work, Theology.

Catholic University of Lyon

www.univ-catholyon.fr

Offers studies in Business, Humanities, Philosophy, Science, Theology.

GERMANY

The Albert-Ludwig University of Freiberg

www.tu-freiberg.de

Studies are offered in Applied Science, Earth Science, Economics, Mathematics, Philosophy, Theology.

The University of Heidelberg

www.heidelberg.de

Studies are offered in Economics, Mathematics, Modern Languages, Oriental and Ancient Studies, Philosophy and History, Social Behavioural Science, Theology.

The University of Hohenheim

www.uni-hohenheim.de

Studies are offered in General and Applied Science, Economics, Social Studies.

The University of Karlsruhe

www.uni-karlsruhe.de/Uni/index.en.shtml

Studies are offered in Bio- and Earth Science, Humanities and Social Sciences, Mathematics, Economics.

The University of Konstance

www.uni-konstanz.de

Studies offered in Administrative Science, Economics and Statistics, Mathematics and Computer Science, Philosophy, Social Science.

The University of Mannheim

www.uni-mannheim.de/index-E.html

Studies are offered in Business Studies, Economics, Languages and Literature, Mathematics and Information, Philosophy, Social Science.

The University of Stuttgart

www.uni-stuttgart.de/en

Studies are offered in Computer Science, Economics and Social Science, Geo and Bioscience, History, Mathematics, Philosophy.

The University of Tuebingen

www.tuebingen.de

Studies are offered in Computer Science, Cultural Science, Economics, Geography, History, Mathematics, Modern Languages, Philosophy, Social and Behavioural Science, Theology.

The University of Ulm

www.uni-ulm.de

Studies are offered in Computer Science, Mathematics and Economics, Science.

IRELAND

National University of Ireland, Maynooth

www.may.ie

NUI, Maynooth has a population of approximately 5,000 students studying in the faculties of Arts, Science, Engineering, Philosophy and Celtic Studies. Including laboratories for geography, education and music technology, and extended computer facilities in economics, history, mathematics and mathematical physics.

JAPAN

Hijiyama University, Hiroshima

www.hijiyama-u.ac.jp

Studies offered in Culture and Japanese, Japanese Literature.

Kagoshima Immaculate Heart University

www.kagoshima-u.ac.jp

Kagoshima Immaculate Heart University is a new university for women, which opened on April 1st, 1994. This university takes an interdisciplinary, holistic approach to education, based on the underlying principles of Christian humanism.

The university has two schools, School of international studies, and School of Nursing. Located in Sendai City in Kagoshima Prefecture, which is situated in the southernmost part of Kyushu, one of the four main islands that make up Japan.

Nagoya University of Foreign Studies

www-e.nufs.ac.jp

Studies offered in Business, Foreign Languages.

Sophia University, Tokyo

www.sophia.ac.jp

Based on the Christian principles of education, Sophia University attests to the four hundred year old interest of the Jesuit order of Japan.

Sophia University has three campuses within Tokyo and in neighbouring Kanagawa Prefecture. The main campus in Yotsuya has served as the centre for education and studies since the University was founded in 1913. The Ichigaya campus, is a ten minute walk away from the Yotsuya campus, while the Shakuji Campus is home to the Faculty of Theology.

Yotsuya is located in the very heart of Tokyo, near the imperial Palace, the Geihinkan, and the Akasaka Detached Palace. The area is known for an abundance of greenery and offers a tranquil environment.

The Faculty of Comparative Culture consists of two departments: the Department of Comparative Culture, which encompasses study in the humanities and social sciences, and the Department of Japanese Language and studies, which focuses on the study of Japanese language, culture and society.

University of the Sacred Heart

www.u-sacred-heart.ac.jp

Women's University situated in Tokyo. Studies offered in Arts: Education, History, Literature, Psychology and Japanese.

KOREA

The Catholic University of Korea, Seoul

www.cuk.ac.kr

The motto of the Catholic University of Korea is Truth, Love, Service.

The Catholic University of Korea is organised into three campuses by their major fields of study. The Songsim campus consists mainly of education in theology, Songsim campus of education in the humanities, social sciences, natural sciences and art and the Songeui campus of medicine and nursing.

Accommodation will be arranged for you with a local family.

Catholic University of Daegu

www.cataegu.ac.kr/english

Studies offered in Economics and Commerce, Education, Fine Arts, Humanities, Theology, Social Sciences, Music.

MEXICO

Universidad Iberoamericana, Puebla

www.pue.uia.mx

Studies offered in Computing, Economics, Education, Humanities

NETHERLANDS

Haagse Hogeschool

www.haagsehogeschool.nl

Offers studies in International Business and Management.

SWEDEN

Lund University College of Health Sciences

www.lu.se/lu/engindex.html

Lund University has a cultural tradition going back hundreds of years, lives side by side with dynamic developments in education and research for the benefit of society, today and tomorrow. The university has all the advantages of a wide academic range and highly qualified staff. Lund University is Scandinavia's largest institution for education and research.

Offers programs in Nursing.

Malmö University

www.mah.se/english

The university was founded on 1 July 1998 as Sweden's newest venture in higher education. It has presently more than 1100 staff members and 20,000 students

Offers programs in Education, Nursing and Social Work.

University of Gävle

www.hig.se/international/english.html

The University of Gävle is committed to developing an international dimension in all of the academic activities carried out on the campus. International co-operation in research, student and staff exchanges make a valuable contribution to the quality development of the University.

Offers programs in Business, Computing, Education, and Nursing.

UNITED KINGDOM

St Martin's College of the University of Lancaster

www.stmartins.ac.uk

Offers studies in Education, Nursing, Exercise Science and Theology.

University of Glasgow, Faculty of Education

www.stac.ac.uk

Offers studies in Education.

University of Ulster, Northern Ireland

www.ulst.ac.uk

Studies offered in Business, Education, Informatics, Humanities, Health Sciences, Science, Social Sciences.

USA

College of Notre Dame of Maryland

www.ndm.edu

The College of Notre Dame of Maryland (CNDM), located in the northern suburbs of Baltimore City, is a four year, independent liberal arts college for women. The College is noted for its rich traditions, its contemporary outlook, and the values oriented approach it brings to all academic programs.

Notre Dame's facilities are extensive and their athletic and student centre is an example of this. The Knott Sports and Activities complex features and NCAA-regulation gymnasium for basketball and volleyball, glass backed racquetball courts, dance and exercise rooms, fully equipped training room, and a games room. The complex is the centre of all student activities. Residence halls are on campus with study rooms and a lounge with kitchenette on each floor. Washington DC is 45 minute drive from CNDM, 4 hours from New York City, and is very close to other cultural and natural attractions.

Areas of study include: Business, Education, Humanities, Human Movement, Nursing.

Georgia College & State University, Georgia

www.gcsu.edu

Georgia College is conveniently located in the centre of Georgia state, 2 hours drive from Atlanta and 3 hours from the Georgia Coast. There are over 5,700 student enrolled in more than 100 degree programs including Business, Education, Humanities, Human Movement, Nursing.

Nazareth College of Rochester, New York

www.naz.edu

Studies are offered in Arts, Music, Science and Nursing.

Regis University, Denver, Colorado

www.regis.edu

Studies are offered in Business, Humanities, Natural Sciences & Mathematics, Nursing, Philosophy & Religious Studies and Social Sciences.

Regis University is home to approx. 1,200 students from 41 states and many countries. The ratio of men and women is equally balanced, and students come from a broad mix of religious and socio-economic backgrounds.

Santa Clara University, Santa Clara, California

www.scu.edu

Studies are offered in Arts & Sciences, Business & Information Systems, Engineering and Education. The 104-acre campus Close to San Francisco, Santa Cruz and the famous Monterey Peninsula, is set in spectacular and historic gardens. Includes 12 residence halls, two libraries, a student center, the Ricard Observatory, the de Saisset Museum, Mayer Theater, and extensive athletic facilities.

St John's University, Jamaica, New York City

www.stjohns.edu

Studies offered in Arts and Sciences, Business Administration, Education.

St Norbert College, De Pere, Wisconsin

www.snc.edu

St Norbert College was founded in 1898. It is located in De Pere, Wisconsin which is just south of Green Bay, a metro area with a population of 250 000. Studies offered in Business, Computing, Environmental Science, Habilitation, Humanities, Human Movement. Enrolment reached 2000 in 1997.

St Norbert College is an internationally focused institution. There is an international centre which has extensive international links to promote research collaboration. The campus atmosphere is a very dynamic one.

State University of New York, Oswego

www.oswego.edu/intled

The State University of New York (SUNY) is one of the largest public university systems in the United States. The college is alive with 100 extracurricular organisations covering a wide range of social, academic, cultural, and intellectual interests. Oswego also offers a full slate of both

intercollegiate and intramural sports for men and women. Theatre, art, film, and dance events complete the campus cultural calendar. The current enrolment of full-time undergraduates number approximately 3,150 men and 3,650 women including 500 graduate students and international students from over 30 countries.

Studies offered in Business, Education, Humanities, Native American Studies, Science, Women's Studies.

The University of North Carolina at Greensborough

www.uncg.edu

The University is a public, co-educational, doctoral granting, residential university, chartered in 1891. UNCG is organised into the Graduate school, the College of Arts and Sciences, and six professional schools: School of Business and Economics, School of Education, School of Health and Human Performance, School of Human Environmental Sciences, School of Music and School of Nursing.

Undergraduate degrees: Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Education, Bachelor of Human Movement, Bachelor of Music, Bachelor of Science, Bachelor of Science in Nursing.

UNCG have approximately 12,000 students (35 percent male, 65 percent female). Of these 2,000 are post-graduate students. 96% of more than 600 full-time academic staff hold a PhD or equivalent degrees in their fields. Student/staff ration: 14:1

The calendar is two semesters, August to May and two summer sessions.

University of St Thomas, Texas

www.stthomas.edu

Studies offered in Arts and Sciences, Business, Education, Theology.

West Virginia University

www.wvu.edu

West Virginia University is a State university in the United States of America. Degrees are awarded at the baccalaureate, masters, doctoral and professional levels.

The University offers 173 degree programs throughout the departments/divisions of fifteen colleges and schools. Studies offered in Business & Economics, Creative Arts, Engineering & Mineral Resources, Human Resources & Education, Humanities, Arts & Sciences, Journalism, Dentistry, Medicine, Pharmacy, Physical Education, Nursing, Visual Arts, Agriculture, Forestry, & Consumer Sciences.

West Virginia University has over 26 000 students.

For further information on studying in the United States, please refer to NAFSA Guide, available in the International Education Office.

Eligibility to Participate in Exchange Program

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

1. A good academic record

- ◆ Preferably a credit average in your studies at Australian Catholic University. (At least one year of university study must be completed.)
- ◆ Preference will be given to students in the 'middle years' of their degree programs.
- ◆ Full time enrolment during the exchange period

2. Academic Supervisor's approval

- ◆ The student will need to show the International Education Office that their Course Co-ordinator is able to fit their academic program to the constraints of studying overseas (it may depend on how many electives the student is able to do).
- ◆ The student will also need to ensure that their Co-ordinator believes that their academic results will not suffer as a result of studying overseas.
- ◆ The student must also ensure that their supervisor has been provided with the Course Co-ordinator's Guide, available from the International Education Office, St. Patrick's Campus, Melbourne, or electronically from studyabroad@acu.edu.au.

3. Sufficient funds to support the student overseas without relying on work. This can be in the form of a bank statement.

Common Questions and Answers Addressed

Centrelink Payments

If the student is currently receiving Youth Allowance, Austudy or Abstudy, then exchange will not jeopardise this. The student should still be eligible to receive payments. The student should check their particular circumstances with the Department of Social Security to ensure that payments continue.

Academic Credit

The students' Course Co-ordinator will need to approve their choices of units for study overseas. If suitable units are not available at the students preferred overseas institution; they may choose another institution. If suitable units cannot be determined, to the satisfaction of their ACU studies, the student will be unable to participate in the exchange program.

The student is required to enrol in the units that they would normally enrol in (and will receive credit for) at Australian Catholic University during the period of the exchange. Students will receive a YY (Year Long) notation for these units until the transcript is received from the overseas institution. All units successfully completed 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**
- and
- ♦ **Have been approved by the Course Co-ordinator**

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

NB: Official Transcripts from Exchange partners are sent to the Study Abroad Adviser at the International Education Office, who will then forward it for application of credit. **Credit for units studied will ONLY be applied from an Official Transcript forwarded to Student Records from the International Education Office.** The transcript will be kept in the student's file and issued to the student upon graduation.

Period of Exchange

Students can only apply for a maximum of 2 semesters of approved exchange. Please be aware that due to the constraints on numbers in any exchange agreement, the International Education Office will consider firstly one semester per application to allow fair distribution of limited places. Extension of the period of approved exchange is at the discretion of the IEO.

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.

Fees

The student is obliged to pay Tuition and Student Service 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 Australian Catholic University. They will not be required to pay tuition fees at the overseas institution in which they are enrolled.

NB:

- ♦ **THE EXCHANGE AGREEMENT COVERS TUITION FEES ONLY**
- ♦ **STUDENTS MUST BE ENROLLED IN A FULL-TIME LOAD AT BOTH INSTITUTIONS**

Health & Travel Insurance

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. Requirements for health insurance vary from country to country and may be compulsory for Student Visa holders. The International Education Office ***strongly recommends*** taking out private health insurance prior to your departure overseas that will cover any medical costs incurred in the country you intend to visit. Travel insurance, which includes emergency evacuation and repatriation, is also highly recommended. Students should ensure that they are in good physical health before they go overseas.

Therefore, students travelling overseas (i.e. exchange students) **MUST** maintain all mandatory insurance requirements of their host institution and country, and should investigate both private health and travel insurance to adequately supplement those covers.

Language

It is essential that the student is able to communicate in the language of the country they would like to study in. In some countries instruction at universities is in English where the national language is other than English. In this case the student would still be required to satisfy the International Education Office and the overseas institution of their proficiency in the national language to be eligible for the exchange program.

Orientation

The overseas institution will provide the student with an orientation program to introduce them to their institution, life in their country, and what is expected. The student will be met at the airport, and introduced to local students.

Travel

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.** Application assessments and procedures at both ACU National and the agreement institutions can take some time before an offer of placement is made (see application instructions in this guide). It is therefore advised that students take into consideration these time frames as well as those of the visa application (see below) before booking or paying for flights.

Visas

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. In most instances the host institution will issue a letter of offer and other papers required for completing the visa application. **A visitors visa is not acceptable for study overseas.**

The student will also require a current passport. Applications for passports can be made at any Australia Post office.

Other costs to consider

Accommodation, Food, Clothing, Transport, Textbooks, Entertainment

Further information is available through the International Education Office who can contact these overseas institutions for you.

Contact

In person:

Exchange & Study Abroad Adviser

Australian Catholic University
St Patrick's Campus
115 Victoria Parade
Fitzroy VIC 3065

Postal Address:

Exchange & Study Abroad Adviser

Locked Bag 4115DC
Fitzroy VIC 3065
Phone: (03) 9953 3074
Facsimile: (02) 9953 3145
Email: studyabroad@acu.edu.au

Application for Student Exchange

Complete the Form

The attached application form is to be completed by the student and returned to the International Education Office, St. Patrick's campus, Melbourne.

*The International Education Office will assess the application and inform the student of any further forms required by the host institution. **NB: Placements at partner institutions are limited. Where the number of applicants exceeds the number of places available the IEO will form a committee to assess the 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, it will then be sent to the relevant overseas institution which will reply with a Letter of Offer detailing the courses the student has been accepted into.*

If the student is planning to participate in an exchange in the United States of America, then 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 confidential.

Course Co-ordinator Approval

The University requires that students obtain the necessary permission from their own Course Co-ordinator to undertake a course of study overseas. The co-ordinator will determine if credit will be available for the units undertaken overseas. **Students MUST return with Course Outline's for all units undertaken overseas, which are eligible for credit.** The student must ensure that their course co-ordinator is familiar with the Course Co-ordinators Guide.

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 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 major modifications to the proposed study plan that was agreed upon.

Obtaining a Student Visa

All students are required to have a Student Visa. Students should make initial enquiries at the nearest Diplomatic Post of the country they will be visiting.

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 Co-ordinator**.

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

Checklist:

- Please attach a \$82.50 (GST inclusive) cheque, processing fee for exchange program. This is **non-refundable**.
- Attach official ACU academic transcript. (Available from the Student Centre. Fee applicable)
- Course Coordinator's approval (included in application form).
- Income statement (if required).

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 in English, and includes the grading system used.

COURSE COORDINATOR'S APPROVAL

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

_____ Yes No

Will your University recommend the credits earned by the student in this program for credit towards an award? Yes No

The student must pass with an average of _____ grades per course (i.e. HD, DI, CR, PA)

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

- ♦ \$82.50 (GST inclusive) Application Processing fee – non-refundable.
- ♦ Certified copies of all previous tertiary studies (**a full academic transcript showing all subjects attempted**)
- ♦ Income Statement (of required)

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

Please return 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