

QUT Exchange Application Guide

Please read the information below carefully, for everything you need to know about applying for the QUT Exchange Program.

QUT has 2 semesters
periods each year: **Semester 1** - February to June
 Semester 2 - July to November

QUT Academic You can view our [semester dates](#) via our website.
Calendar:

APPLICATION DOCUMENTS

Nomination

Students coming to QUT through the Exchange program will need to be enrolled at one of our [partner institutions](#). You must be successfully nominated to QUT by your home institution before completing an application for exchange.

To complete the online nomination, your home institution is required to submit the following documentation **in English**:

1. Nominee's current university academic record (grades);
2. Academic transcripts. Masters degree students will need to include both Bachelors and Masters transcripts;
3. Nominee's evidence of English proficiency.

Student Application

Students should apply online through the QUT Global Portal. After the nomination is received from the home university, our team will make an initial assessment. Upon QUT approval of the nomination the student will receive an invitation to apply online.

To complete the online application, students are required to submit the following documents **in English**:

1. List of units which are currently being studied prior to commencement at QUT.
 - If these are showing on your current home university transcript you do not need to supply this information again.
2. Unit outlines from home institution (in English).
3. A photocopy of your current passport details page.

Students are also required to research the QUT units they want to study before completing their online application (refer to *Unit Selection* below for more details).

ENGLISH REQUIREMENTS

Students must have an English Language Standard equivalent to an IELTS 6.5 with no sub-score less than 6.0 for entry to the QUT Exchange program. Please refer to our current list of [English requirements](#) on our website.

There are two ways to provide proof of a student's English Language proficiency:

1. Current results from a QUT approved English language test (as listed on website above).
 - a. As an alternate option, where evidence of an official language proficiency test has not been completed by the student, we will accept the QUT English Language Authorisation Statement.
 - i. This statement must be signed by an authority at the home university that can attest to the student's level of English language, confirming it is equivalent to an IELTS 6.5.

Students who do not meet our English language requirement may be interested in first studying at the [QUT International College](#) (QUTIC) which is a registered English Language School. We can assist you to enroll in a pathway from QUTIC to QUT's Exchange Programs.

Please note these programs do not fall under our Exchange agreement, tuition fees will apply.

The Australian student visa requirements are administered by the Department of Immigration and Border Protection (DIBP). We advise students to check the DIBP website for the most up to date information relating potential requirements for language proficiency documentation and visa application requirements.

For further information, we direct you to the following web links:

- [DIBP immigration information for students](#)
- [Student visa \(subclass 500\)](#)

UNIT SELECTION

- Individual subjects are called "units" at QUT.
- You may select units across multiple faculties and degree programs, provided that you meet any pre-requisites listed for the unit/s.
- **Students must submit a minimum of 6 units to be considered for a one semester Exchange program (12 if you are applying for a year). The units must be submitted via your online application.**
- The standard study load at QUT is 4 units per semester. You may also choose to study 3 units, which is still considered full time study at QUT.
 - Please ensure you discuss your unit selections with your academic advisor at your home university before applying to QUT.

- Your advisor will be able to confirm if the units you intend to study at QUT will give you credit towards your home institution degree (should you require this).
- QUT cannot take responsibility for the units you select for your Exchange program. You must ensure you have the appropriate academic knowledge to study the units you choose as well as approval from your home university.
- Please note: students studying a Masters degree at their home institution cannot study Bachelors level units at QUT.

Available units

Units open to exchange students are available on our website:

<https://www.qut.edu.au/international/study-abroad-and-exchange/subjects-you-can-study>.

- The above link summarises all QUT units open to exchange students, including those where prior background knowledge (called pre-requisites) is required.
- For any units with pre-requisites, your home university academic transcript and submitted unit outlines will be assessed to see if you meet these requirements. This process is required to ensure you have the relevant knowledge to study the QUT unit.
- Assessment of your units will be delayed if you do not provide outlines for units you have previously studied. QUT academic staff need this information to make an assessment of your prior knowledge.

Study level

Students will be required to study at the same level as their current degree overseas.

- Students completing a Masters degree should select postgraduate QUT units.
- Students completing a Bachelor degree should select undergraduate QUT units.
- The third letter of a QUT unit code denotes what level the unit is offered at. To confirm:
 - B - Identifies a unit at Bachelor level. Eg. EN**B**101
 - N or P - Identifies a unit at Masters level. Eg. AM**N**123 or EB**P**456

MBA Units

For special consideration into the MBA units offered by QUT, student must meet the following requirements:

- Having completed a recognised Bachelor degree in any discipline with a minimum GPA of 4.5 on QUT's 7-point scale (overall 65%);
- GMAT score of at least 550;
- A minimum three years full-time equivalent relevant managerial or professional work experience post-degree (internship experiences are not sufficient to meet this requirement)
- Two completed referee report forms.

To apply for MBA units you would be required to provide the above supporting documentation with your Exchange application to QUT.

PRE-REQUISITES

Pre-requisites are units required to have been completed before entering a more advanced unit.

For example:

QUT unit	AMB208	Events Marketing
QUT pre-requisite unit	BSB126	Marketing

Most units at QUT that are above introductory (first year) level have pre-requisites.

Things to bear in mind when selecting units at QUT:

- Review the pre-requisites and be confident you have the required knowledge before selecting the unit for your application.
- It is your responsibility to make sure you have reviewed the pre-requisites for any units you select on your application.
 - You must feel confident that you can successfully complete the units you intend to study at QUT.
 - When your application is processed, QUT staff will refer to your supporting documents to assess your selected units. Your home university academic record and the unit outlines you have submitted will be reviewed to assess your prior knowledge.

CO-REQUISITES

In some cases units have co-requisites, which mean they are designed to be taken concurrently (at the same time) with another unit. What this means:

- If you want to study a unit with a co-requisite on your application, make sure you also list the co-requisite unit.
- You will need to take the co-requisite unit in the same semester.

STUDY LOAD

- As an international student in Australia, immigration regulations require you to be enrolled as a full-time student.
- At QUT this means studying a minimum of 36 credit points (3 units). However, the normal study load at QUT is 48 credit points (4 units). The majority of units at QUT are each worth 12 credit points.

ENROLMENT

Key enrolment dates can be found on [Enrolments Key Dates Search](#). You will be notified by QUT when the online enrolment will be available via [QUT Virtual](#).

Once you have enrolled in your units, you must complete your Class Registration. Each unit may deliver classes on a range of days and times that are available for you to choose from. It is your responsibility to manage your Study Plan and generate a clash-free class timetable. In order to maintain a full-time study load at QUT, you must be enrolled in a minimum of 36 credit points (3 units). However, 48 credit points (4 units) is the standard full-time load at QUT.

QUT will provide you with more detailed information about how to enrol with your electronic Confirmation of Enrolment (eCoE).

QUT ACADEMIC RECORD

All students enrolled in the QUT Exchange program will receive one official QUT Academic Record. This will be mailed to your home institution within 3 months of you finishing your semester/year with us.

Students who require an additional or earlier copy of their QUT Academic Record will need to purchase the document by completing an online [Request for Academic Records](#).

QUT INTERNATIONAL STUDENT MOBILITY OFFICERS

- Inbound team / students applying to QUT: Choity Jones and Dianne Farley.
- Outbound team / QUT students going abroad: Natalie Pye, Joel Binfield and Truc Huynh.

As our team works across inbound and outbound work during peak periods, all team members can be contacted via one central email: stae@qut.edu.au

APPLICATION DEADLINES

Applications must be submitted online by the relevant application deadline:

QUT semester 1 (February - June): 1st November of the previous year.

QUT semester 2 (July - November): 1st April of the same year.

Please contact stae@qut.edu.au if there is a need for a late application.

APPLICATION TIMELINE

It is important you accept your QUT offer in a timely manner to allow sufficient time for travel and student visa arrangements.

Step 1 Application Submission	<ul style="list-style-type: none"> • Apply online by the relevant application deadline. • Your home university must nominate you via our online system and a link will be emailed to you for completion. • Please ensure you submit <u>all required supporting documentation</u> via your online application. • Missing documentation will delay the application processing period.
Step 2: Application assessment	<ul style="list-style-type: none"> • Our team will assess your application and unit requests. • We will liaise with QUT academic staff for assessment of units requiring pre-requisite knowledge.
Step 3: Acceptance of Offer	<p>Upon a successful application, QUT Global will contact you and your home institution with a letter of offer.</p> <p>To accept the offer you need to upload the following information to the QUT Global Portal:</p> <ul style="list-style-type: none"> • Completed and signed Acceptance of Offer • Completed and signed Student Declaration • Pay any relevant Overseas Health Cover (OSHC, see next section) fees. A copy of the payment receipt must be uploaded to the portal. <ul style="list-style-type: none"> • If you will be studying at QUT on a Working Holiday Visa (WHV) you must supply your Visa Grant Letter along with a translated copy of your Health Insurance Policy with acceptance documents.
Step 4: Electronic Confirmation of Enrolment (eCoE)	<ul style="list-style-type: none"> • When your forms and payment (from Step 3) are received you will be formally admitted to the Exchange program and will be issued with an electronic Confirmation of Enrolment (eCoE) to apply for your Australian student visa. • We do not recommend that students make payments for flights until QUT finalises the acceptance and issues eCoE.

OVERSEAS STUDENT HEALTH COVER (OSHC)

The OSHC is compulsory for obtaining an Australian student visa. For further information regarding the OSHC requirements refer to the [information provided by the Australian Department of Health](#).

- Students studying at QUT on a Working Holiday Visa are not required to purchase OSHC. Students must arrange their own health insurance cover in this case and the policy must include cover for basic medical and hospital treatment; it is your responsibility to ensure your insurance meets all of your health and personal needs during your time in Australia.

ARRIVAL INFORMATION

You will be emailed a detailed arrival guide with your formal QUT acceptance and visa documents. Until then here is some information you should consider upon application.

Compulsory Orientation

The week before semester commences is [Orientation Week](#) or “O’ Week” at QUT. This week will hold important information sessions for all QUT students.

Orientation Week for Semester 1, 2017: 20 February – 24 February

Orientation Week for Semester 2, 2017: 17 July – 21 July

The Exchange Orientation Session is usually held on the first day of O’ Week and is compulsory to attend. We recommend students arrive approximately 1 week prior to orientation week so they can adjust and prepare for their semester with at QUT.

Late Arrival Information

The only reason we may make an exception to not attend orientation is if students have exams to attend at their home institution during this week.

The absolute last day you can arrive on campus at QUT is the Monday of week 2 of classes. This date is non-negotiable. Students who cannot arrive by this day will have to postpone their Exchange semester and may be able to come in a future semester.

Airport Transfer

QUT provides a free 24 hour [airport reception](#) service to students at the commencement of their program at QUT. The airport reception service will be able to transport you to your pre-arranged accommodation. Inbound Exchange students can book this service online.

Temporary Accommodation

We recommend students book [temporary accommodation](#) for their first few weeks in Brisbane and use the time to search for more permanent accommodation. If booking permanent accommodation prior to your arrival, be sure to read the terms and conditions of your lease/rental agreement carefully before signing or making any payments.

Permanent Accommodation

QUT has an Accommodation Office to assist inbound students in locating a suitable place to stay during their time at QUT. In Brisbane, there are a range of [permanent accommodation options](#) including Student Accommodation providers, Homestay service and share houses. Many students look for a share house after arriving in Brisbane and are usually able to arrange their accommodation in Brisbane within two weeks.

Thank you for choosing QUT for your Exchange program, we look forward to seeing you on campus soon!