

# UNSW EXCHANGE GUIDELINES INCOMING STUDENTS



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# EXPERIENCE THE WORLD THROUGH UNSW

UNSW manages a large and active exchange program with over 200 different student exchange opportunities in over 35 countries. UNSW embraces a policy of "internationalisation" across the whole university and we pride ourselves on being one of Australia's most International Universities.

If you are an overseas student from one of our partner universities, we encourage you to apply to spend either a semester or a year on exchange at UNSW.

## ABOUT UNSW

University of New South Wales is one of Australia's leading research and teaching universities. At UNSW, we take pride in the broad range and high quality of our teaching programs. Our teaching gains strength and currency from our research activities and our international nature; UNSW has a strong regional and global engagement.

UNSW is renowned for the quality of its graduates and its commitment to new and creative approaches to education and research. Its motto – Scientia Manu et Mente ("Knowledge by Hand and Mind") – encapsulates the University's central philosophy of balancing the practical and the scholarly.

UNSW is a founding member of the prestigious [Group of Eight](#) research intensive universities in Australia and a member of the [Universitas 21](#) international consortium.

Established in 1949, UNSW has expanded rapidly and now has over 50,000 students, including more than 14,000 international students from over 130 different countries. The University offers more than 300 [undergraduate](#) and 600 [postgraduate](#) programs, and has developed an extensive network of alumni chapters throughout Asia.

UNSW consistently scores highly in a range of national and international rankings. UNSW ranked 46th worldwide on the 2010 QS World University Rankings. In the 2011 Australian Good Universities Guide, UNSW scored the maximum five-star rating for eight key performance indicators.

The main campus is situated on 38 hectares at Kensington, an inner south-eastern suburb of Sydney about 20 minutes drive from both the central business district and the airport. UNSW is also located about 2 kilometres from Sydney's famous beaches, Coogee and Bondi. The University has two smaller campuses; Paddington campus (devoted entirely to the College of Fine Arts); and the University College (Faculty of Military Studies - Australian Defence Force Academy) in Canberra.

## FACULTIES

UNSW has a broad disciplinary base, with [Faculties](#) of Arts and Social Sciences; Built Environment; Engineering; Law; Medicine and Science, as well as the College of Fine Arts, UNSW@ADFA and the Australian School of Business.

## Arts and Social Sciences

The Faculty of Arts and Social Sciences is one of the largest and most diverse faculties for humanities and social sciences in Australia. The Faculty of Arts and Social Sciences is proud to host the UNSW Confucius Centre in Collaboration with Shanghai Jiao Tong University from 2009. [www.arts.unsw.edu.au](http://www.arts.unsw.edu.au)

The Faculty comprises of 5 schools:

- School of Education
- School of The Arts and Media
- School of Humanities
- School of International Studies
- School of Social Sciences

## Built Environment

The Faculty of the Built Environment is a unique interdisciplinary faculty with a wide range of disciplines in the design and management of cities, the environment and the future.

[www.fbe.unsw.edu.au](http://www.fbe.unsw.edu.au)

Undergraduate programs include:

- Architectural Computing
- Architectural Studies
- Construction Management and Property
- Industrial Design
- Interior Architecture
- Landscape Architecture
- Planning and Urban Development

## Australian School of Business

The Australian School of Business is Australia's leading Business School, offering a complete range of business degree programs. The Australian School of Business was formed in 2007 with the merger of the Faculty of Business and the Australian Graduate School of Management.

[www.business.unsw.edu.au](http://www.business.unsw.edu.au)

There are 9 schools to choose courses from:

- School of Accounting
- School of Actuarial Studies
- School of Banking and Finance
- School of Economics
- School of Taxation and Business Law
- School of Information Systems
- School of Marketing
- School of Organisation and Management
- School of Strategy and Entrepreneurship

## Engineering

The Faculty of Engineering is the largest Engineering School in Australia and is consistently ranked the nation's best. Recognition as the leading provider of engineering education in the Asia Pacific region underpins our strong international reputation. [www.eng.unsw.edu.au](http://www.eng.unsw.edu.au)

The Faculty of Engineering consists of 10 Schools:

- School of Biomedical Engineering
- School of Chemical Sciences and Engineering
- School of Civil and Environmental Engineering
- School of Computer Science and Engineering
- School of Electrical Engineering and Telecommunications
- School of Mechanical and Manufacturing Engineering
- School of Mining Engineering
- School of Petroleum Engineering
- School of Photovoltaic and Renewable Energy Engineering
- School of Surveying and Spatial Information Systems

## Law

The UNSW School of Law is an internationally recognised centre of academic excellence and is offered at both the undergraduate and postgraduate level. At UNSW undergraduate students can study law as part of a Combined Law degree. [www.law.unsw.edu.au](http://www.law.unsw.edu.au)

## Science

UNSW is a leader in research, and its scientists are among the best in the world in DNA technology, quantum computing, bioengineering, weather prediction, wildlife management, drug development, cosmology, psychology and mathematics to name a few.

[www.science.unsw.edu.au](http://www.science.unsw.edu.au)

The schools include:

- School of Aviation
- School of Biological, Earth & Environmental Science
- School of Biotechnology & Biomolecular Science
- School of Chemistry
- School of Materials Science & Engineering
- School of Mathematics & Statistics
- School of Optometry & Vision Science
- School of Psychology
- School of Physics

## College of Fine Arts

COFA is one of Australia's premier art and design schools located in the heart of Paddington on stylish Oxford Street. COFA is the only art college in Australia to offer the traditional options of Painting, Drawing and Sculpture alongside cutting edge courses in Time Based Art, Digital Animation, Film & Video and Design (including Jewellery and Textiles) in addition to Art Education and Art History & Theory (including Art Administration).

COFA is a 10 minute drive from the main campus and there is a free shuttle bus that runs during the semester between the two campuses. [www.cofa.unsw.edu.au](http://www.cofa.unsw.edu.au)

COFA consists of the following schools:

- School of Art
- School of Design Studies
- School of Media Arts
- School of Art History and Art Education

## **Medicine**

The Faculty of Medicine is one of Australia's largest and most diverse medical faculties. It enjoys close affiliations with a number of hospitals, research institutes and health care organisations. The School of Medical Sciences is the largest School in the Faculty of Medicine.

[www.med.unsw.edu.au](http://www.med.unsw.edu.au)

## **ACADEMIC CALENDAR**

The UNSW academic year is divided into two semesters, each containing 13 weeks of teaching followed by the examination period. Orientation Week ('O-Week') is the week proceeding the Week 1 and includes the Vice-Chancellor's Welcome, Faculty Welcomes and student activities.

Semester One normally commences in late February and finishes in June. Semester Two starts in mid July and finishes in November. Students should plan accordingly to include the orientation week and examination weeks when arranging their exchange at UNSW. It is not possible to arrange changes to the examination timetables for individual students who are not able to attend examinations during this period.

<https://my.unsw.edu.au/student/resources/AcademicCalendar.html>

## **STUDENT SUPPORT SERVICES**

All exchange students have access to the same student support services as other UNSW students. Normally the Global Education and Student Exchange Office is your first point of contact. Some other services include but are not limited to:

### **The Arc**

Arc is your student organisation. Their mission is to make life at university more interesting and are there to provide everything you need outside of the classroom. [www.arc.unsw.edu.au/](http://www.arc.unsw.edu.au/)

### **Learning Centre**

The learning Centre provides a wide range of academic support services to students. Assistance is available through academic skills workshops, academic English programs and individual consultations. All programs are free and consultations are confidential. The academic skills workshops help students adjust to the new academic environment and its expectations.

[www.lc.unsw.edu.au](http://www.lc.unsw.edu.au)

### **UNSW Health Service**

The University Health Service is a fully accredited general medical practice located on the Kensington campus. It provides general medical practice, psychiatric services and dental facilities to students, staff, dependants and visitors. Students are encouraged to consult this service for advice on health matters. There are male and female doctors available for consultation. <https://my.unsw.edu.au/student/atoz/HealthService.html>

### **Counselling Service**

UNSW Counselling Service COMPASS Programs offer support in helping students to find their own way at university. The vast majority of these services are offered to UNSW students free of charge. All the counselling staff at the Counselling Service are registered psychologists with an interest in student well being and development. The UNSW Counselling Service offer individual counselling, programs, workshops and seminars and self help resources.

[www.counselling.unsw.edu.au](http://www.counselling.unsw.edu.au)

## Equity and Diversity

The Student Equity and Disabilities Unit provide a range of services to students with disabilities, including note takers, readers, sign-interpreters, examination provisions, library assistance, liaison with academic staff, parking provisions and disability resource materials. A Resource Centre located in the Library provides a study and rest area and assistive technology. Services are offered to all students with disabilities and are provided on a free and confidential basis.

Students are strongly advised to contact the UNSW Student Equity Officers (Disability) prior to their departure to ensure the appropriate services are in place by the time they arrive at UNSW. If you need to bring any medication, or aids with you, please check with your doctor and Australian Immigration prior to departure as health regulations and availability of medications may vary from your home country. [www.studentequity.unsw.edu.au](http://www.studentequity.unsw.edu.au)

## Campus Security

The university offers extensive services on campus to ensure the safety of students and staff. These services include Cycle Escorts and the Security Shuttle Bus. The Security Shuttle Bus operates after hours in and around the campus and is free for students. There is also a lighted corridor that runs through the campus and emergency help points throughout the university. [www.security.unsw.edu.au](http://www.security.unsw.edu.au)

## Living in Sydney

### SYDNEY LIFESTYLE

Sydney is a dynamic, energetic and multicultural city with plenty of activities on offer to suit almost everyone. It boasts fabulous harbour views and spectacular landmarks including the Harbour Bridge and Opera House, Circular Quay, Botanic Gardens, Darling Harbour, the Rocks, not to mention some of the best beaches in the world.

Sydney has a vibrant arts, cultural and restaurant scene where you can indulge in the many different flavours of Australia and the world. The popular café scene allows for outdoor eating where you can make the most of Sydney's beautiful weather.

UNSW's prime location means it is close to the CBD, Bondi and Coogee beaches and other major attractions and shopping areas in the Sydney city area.

Paddington is home to the College of Fine Arts and is only 10 minutes from the main campus. It is well known for its fashion boutiques and is regarded as the place to see the latest trends in fashion and design. Paddington along with the neighbouring suburbs of Surry Hills and Darlinghurst create a trendy atmosphere with their art galleries, cafes, pubs and fashion outlets.

Bondi Junction is a popular place for shopping and is located close to Bondi Beach. It is easy to access by public transport from UNSW and the city and has a huge shopping centre that houses all the major department stores and retail outlets in one convenient place. The centre also includes a large cinema and entertainment complex.

Bondi Beach is only 8 kms from the Central Business District and Coogee Beach is only 10 minutes from UNSW. Both beaches are perfect for swimming and body surfing. Learn to surf or take a walk along the promenades and experience the true Australian surf lifestyle! Don't forget to experience the spectacular ocean views along the popular coastal walk from Bondi to Coogee.

Moore Park is minutes away from UNSW and contains two major sports stadiums (Sydney Cricket Ground and Aussie Stadium), entertainment, dining and shopping venues. Next door is Centennial Park located on 189 hectares of beautiful parklands where people can walk, picnic, rest from the hassle and bustle of every day life and enjoy outdoor activities.

There are express busses from UNSW to the city and Central Railway Station. Close to Central Railway Station is Sydney's China Town with an exciting mix of affordable restaurants and shops from all over Asia. Just a short walk away is Darling Harbour where you can find museums, Sydney Aquarium and plenty of speciality shops.

There is always plenty to do in Sydney, lots of friendly people and the great weather makes it the perfect destination to spend 6 -12 months on exchange.

## **ACCOMMODATION**

### **UNSW Housing Office**

The Accommodation Services Central Office assists students to find accommodation while they are at UNSW. [www.housing.unsw.edu.au](http://www.housing.unsw.edu.au)

### **On Campus Accommodation**

UNSW has several College and apartment options to choose from.

### **Residential Colleges**

The eight residential colleges at the UNSW work to create supportive learning communities and to give students the most worthwhile experience they can possibly have while studying.

As these residences are often in high demand, we recommend that you apply directly to the College of your choice as early as possible and that you take care in submitting your application to ensure it is complete.

Each College is autonomous and has its own application procedures. As a result all enquires should be directed to the College concerned.

The Kensington Colleges – [www.kensingtoncolleges.unsw.edu.au](http://www.kensingtoncolleges.unsw.edu.au)

Creston College - [www.crestoncollege.edu.au/](http://www.crestoncollege.edu.au/)

New College – [www.newcollege.unsw.edu.au](http://www.newcollege.unsw.edu.au)

Shalom College – [www.shalomcollege.unsw.edu.au](http://www.shalomcollege.unsw.edu.au)

Warrane College – [www.warrane.unsw.edu.au](http://www.warrane.unsw.edu.au)

International House – [www.ihunsw.edu.au](http://www.ihunsw.edu.au)

### **University Apartments**

The University Student Apartments are designed for independent living for undergraduates and postgraduates. [www.housing.unsw.edu.au/apartments.php](http://www.housing.unsw.edu.au/apartments.php)

Accommodation Services - [www.asc.unsw.edu.au](http://www.asc.unsw.edu.au)

New College Village - [www.ncv.unsw.edu.au](http://www.ncv.unsw.edu.au)

UNSW Village - [www.unswvillage.com.au](http://www.unswvillage.com.au)



## **Off campus Accommodation**

Many exchange students prefer to find share housing close to campus in the beachside suburbs of Coogee, Randwick, Kensington, and Bondi. Housing close to UNSW can take a few days to arrange, particularly in January and February. It is best to arrive 1-2 weeks before classes start to allow time to look for suitable accommodation.

Accommodation is a matter of personal choice and depends on individual preferences and circumstances. It is recommended that students view all lodgings in person before signing any documents and not arrange permanent off-campus accommodation in advance.

## **Study Abroad Housing**

The Study Abroad Office has properties located in the beachside suburbs of Randwick, Coogee, Maroubra and Bondi. The apartments are furnished with equipped kitchens and require minimal upkeep. Study Abroad housing can be ready for students on their arrival in Sydney - [www.studyabroad.unsw.edu.au](http://www.studyabroad.unsw.edu.au)

## **International Student Housing Assistance**

International Student Housing Assistance (ISHA) offers assistance to find suitable accommodation to new international students at the start of each semester. ISHA lists a variety of properties varying in price, security, quality and proximity to campus and these can be accessed at the SDI office. During this period there is also a service available to drive new students around to inspect properties.

[www.internationalstudent.unsw.edu.au/student\\_services/isha.html](http://www.internationalstudent.unsw.edu.au/student_services/isha.html)

## **TRANSPORT**

Sydney's public transport network consists of buses, trains, taxis, ferries and a few private bus companies serving outer suburbs.

Public transport to the University is by bus. There are numerous bus routes which connect the University with the city and nearby suburbs. The College of Fine Arts in Paddington is also well served by many bus routes. During the university session, there are special express buses between the University's Kensington campus and the Central Railway Station and Circular Quay.

Transport planning - [www.131500.com.au](http://www.131500.com.au)

CityRail - [www.cityrail.com.au](http://www.cityrail.com.au)

Sydney Buses - [www.sydneybuses.info](http://www.sydneybuses.info)

## **CLIMATE**

Sydney has four seasons, which range from 18 –35 degrees in the summer and 8-18 degrees in the winter. Due to the range of seasonal temperatures you should bring clothing that is suitable for both summer and winter. It is also advisable to bring some transitional clothing for the autumn and spring months.

## **LIVING COSTS**

UNSW estimates that students require approximately AUD \$18,000 - \$21,000 per annum as a minimum to live in Sydney. We recommend that students prepare to bring AUD \$2,000 for initial



'set up' expenses and emergencies. Although International students are permitted to work on the Australian Student Visa, students should not depend on earnings from part-time work to meet their living expenses while in Australia. [www.international.unsw.edu.au/living-sydney/cost-living/](http://www.international.unsw.edu.au/living-sydney/cost-living/)

## PERSONAL SAFETY

Generally Sydney is a safe place to live in, however like in most large cities it is important to exercise sensible caution. While certain situations cannot be prevented no matter what precautions are taken, there are some things you can do to decrease your chances of becoming a victim of crime. Your safety is paramount to UNSW and all students are encouraged to exercise common sense and sound judgment when study on campus and going about their normal off campus activities.

### DO

- Lock the doors and windows of your apartment even when you are at home.
- Let family and friends know your travel plans
- Abide by local advice and rules.
- Call the police if you feel threatened on '000'. This is a free call. The police are approachable and friendly and are there to help.

### DON'T

- Leave home without full travel insurance
- Give your address or personal details (including bank details) out to strangers
- Keep your PIN number with your bankcard. Always keep them separate
- Leave your keys in the mailbox.
- Leave your wallet, bag or other items of property unattended. Keep your valuables in a safe place
- Carry large amounts of money around with you.
- Walk in dark unlit streets alone at night. If you must go out alone at night, take a taxi.
- Resist if someone approaches you demanding money. Notify the police as soon as possible.

Don't become complacent! Avoid putting yourself in a position where your safety and valuable property is put at risk. Enjoy your time at UNSW. Study safe and live safe!

## BECOME A GLOBAL STUDENT

### HOW DO I APPLY?

The UNSW Exchange application form is online and in order to apply you first need to be nominated by the Exchange Office at your Home University. The contact person at this office just needs to log onto our application site and enter your details, thereby nominating you. An email is then sent to you with information on how to complete and submit your UNSW online exchange application.

**Our application process is completely online. We do not require hard or scanned copies of any documents.**

## APPLICATION DEADLINES AND DOCUMENTS

To ensure efficient processing and turnaround of student exchange applications, it is important that online application is submitted by the following deadlines.

- UNSW Session 1 commencement (February) - 15 October
- UNSW Session 2 commencement (July) - 1 April

Applications submitted after this date may not be accepted or have the relevant visa documentations issued in time for students to obtain a student visa.

### Application procedures

As part of the online application, you will be asked to upload the following supporting documents. You should also bring the original or certified copies with you to Australia:

1. Most recent academic transcript (with English translation if applicable). The transcript needs to be uploaded as one document in a PDF format only.
2. ID page of your passport;
3. Proof of the English language proficiency if applicable.

Portfolio: If you are applying for studio based art/design/architecture subjects (COFA or FBE) you also need to submit a portfolio of around 12 works on a CD. Portfolios should be posted to the UNSW Global Education and Student Exchange Office.

## CHOOSING YOUR COURSES

The UNSW online handbook is available at [www.handbook.unsw.edu.au/](http://www.handbook.unsw.edu.au/). The handbook is searchable by course name, code and description. In some cases a more detailed course description, outlines, timetables and additional information may be found at individual faculty or school web sites.

Each course description gives details of the Provider [Faculty, School and Campus], an outline of the course, whether it is undergraduate or postgraduate [Career], Units of Credit, Contact hours per week, Semester when offered and Resources for the course.

This is a great tool in assisting you to develop your study program at UNSW. It is important to list the correct course code and course name for each of your courses on your application form and to check that the course will be offered in the semester you will be on exchange at UNSW.

## ENROLMENT

Students accepted into the Exchange Program are given provisional admission on the basis of their UNSW study plan as indicated in their exchange application. The Global Education and Student Exchange Office will endeavour to enrol you in your preferred courses before you arrive at UNSW, however, this cannot always be guaranteed. Enrolment is subject to course availability and Faculty approval. Students are contacted if there are any problems with their proposed enrolment otherwise they are able to change their enrolment after arrival.

As with a lot of our partner universities, exchange students are not able to enrol online. Many courses have pre requisites or assumed knowledge and Faculties need to check that students have an appropriate academic background for the courses requested. Instead the Global Education and Student Exchange Office will assist you with your enrolment. While every attempt will be made to meet your course requirements, you may not be able to gain access to all of your nominated classes. It is therefore important that students be flexible with their subject choice and have sufficient back up courses as some courses do fill up quickly or may not be offered in a particular semester.

## CREDIT POINT SYSTEM

Academic load at UNSW is based on Units of credit (UoC). To be considered as full-time, students must enrol in 24 UoC per semester or 48 units of credit per academic year. Most courses at UNSW are worth 6 units of credit each and a full-time student will be enrolled in 4 x 6 units of courses per semester.

UNSW does not allow students to enrol in more than 24 UoC in any one session. Overloading may only be permitted where specific written advice has been received from an exchange partner university.

## COURSE RESTRICTIONS

While most Faculties and Disciplines will accept suitably qualified exchange students, the following areas either have some restrictions or are not open to exchange students:

**AGSM MBA** – not open to exchange students as the AGSM MBA operates its own exchange program.

**MEDICINE** - The Faculty of Medicine generally does not accept exchange students into their medical program however students can generally enrol in courses from the School of Medical Science.

**ADFA** - The Australian Defence Force Academy in Canberra is not open to exchange students and students will not be permitted to enrol in courses starting with 'z'. Students should instead select courses from the main campus.

**ARTS and SOCIAL SCIENCES** – Students wishing to take stage 3 ARTS courses must be majoring in the desired field. Enrolment in MDIA code courses is limited to those students from partner universities where we have a faculty specific agreement.

**LAW** – Enrolment in Law subjects is limited to those students from partner universities where we have a law specific agreement. As there is a significant demand for courses, students are asked to be flexible with their subject choice. While students are not able to enrol in law core subjects they can select from a range of undergraduate elective courses and postgraduate elective courses (where the course is open to undergraduate students). Undergraduate law students are limited to 2 of the above postgraduate courses as they are required to enrol in at least 2 undergraduate courses. Law students are not permitted to take Juris Doctor courses unless enrolled in a Juris Doctor Program at their home institution. Please note that JD students cannot take both LAWS and JURD courses simultaneously.

**STUDIO COURSES** - Please note that studio based courses are often limited and students need to be flexible with their subject choice.

**SUMMER/WINTER SESSION** - Courses offered during the summer or winter session are fee based and not available to exchange students.

**COURSE RESTRICTIONS** - The following courses are also not available to exchange students:

- Any INST courses
- JURD courses (for non JD students)
- EDST6760 Professional Experience 1
- EDST6761 Professional Experience 2
- EDST67xx Teaching Methods
- MARK4999 Industrial Training 3 (Co-op)
- MARK3999 Industrial Training 2 (Co-op)
- MARK2999 Industrial Training 1 (Co-op)
- FINS3200 Industrial Training 3 (Co-op)
- FINS3100 Industrial Training 2 (Co-op)
- MARK 6xxx courses
- Zxxx courses (offered by the ADFA in Canberra)
- All Dance courses (DANC course prefix)
- Online courses
- GBAT 9102 and GBAT 9106
- Courses that are part of Honours degree
- Any MDIA courses are restricted by to special agreements (ask your Exchange Office)

## LANGUAGE REQUIREMENTS

The language of instruction at UNSW is English. Students from countries where English is not the language of instruction will be asked to supply proof of competence in English with their exchange application. UNSW has a long history of admitting international students, mainly from our neighbours in the Asia-Pacific region. This experience has prompted UNSW to adopt high English language criteria to maximise the chances of personal and academic success for international students admitted to our courses.

The following levels are requirements for degree students and non-degree exchange students (<http://www.unsw.edu.au/english-requirements-policy>):

**IELTS** - Score of 6.5 with minimum score of 6.0 in the Listening, Reading, Writing, Speaking sub-tests

**TOEFL** - (computer based) Overall score 233 with a minimum of 25 for Structure/Writing and Essay rating of 5.0

**TOEFL** - (paper based) Overall score 577 with a minimum score in the Test of Written English of 5.0

**TOEFL** – (internet based) Overall minimum score of 90 with a minimum of 24 in Writing.

**Please note** that in many cases the Australian Government limits the type of English language tests for the issuance of a student visa. Please check if this applies to you as undertaking an English language test may lengthen the visa application process.

Since exchange students are not taking a UNSW degree and the responsibility for the academic outcomes is shared between both the home and host institutions, we have been able to negotiate

special concessional entry for our exchange partners where English is a second language, and where the required level of competency had not been met.

## **CONCESSIONAL ENTRY LEVELS**

For entry to all courses, an overall IELTS score of 6.0 with no sub-test score lower than 5.5, on condition that the students take a reduced study load and have concurrent English language study as required. The performance of students granted concessional entry will be reviewed after four weeks of classes and their progress assessed. Where students are experiencing difficulty they may be required to undertake concurrent English courses through the Learning Centre on campus or a reduced study program. Under some circumstances an alternative internal language assessment conducted by our exchange partners may be accepted but this must be negotiated well in advance.

## **VISA ISSUES**

### **OVERSEAS STUDENT HEALTH COVER**

Overseas Student Health Cover (OSHC) is a student visa condition as required by the Australian Government and is compulsory for all exchange students. OSHC provides medical and hospital cover similar to that available to Australian citizens.

It is important that you purchase and maintain OSHC for the entire time that you are in Australia and for the duration of your student visa. Students who have been accepted into the Exchange Program will be given details on how to purchase their own OSHC online.

Swedish, Norwegian and Belgian students who have the following health cover do not need to take out OSHC:

- The Swedish National Board of Student Aid (CSN) or Kammarkollegiet OR
- The National Office for Social Insurance Abroad - Norway (FFU) OR
- The Reciprocal Health Care Agreement with Australia (Belgium)

As OSHC is an Australian Government requirement, health insurance from your home university or country is not sufficient to have the OSHC fee waived.

### **STUDENT VISA**

All exchange students are eligible to apply for a student visa for a semester or year of study. Exchange students are classified as a non-award student (Student visa sub class 575).

It is extremely important that you check the requirements of the student visa for your nationality. Students who are citizens of countries other than that of their home university will need to be particularly careful of Australian immigration requirements. Please do not leave applying for a visa to last minute.

Some students may be asked to take a medical test even if applying for a visa online. The cost of these examinations varies according to the approved medical officers fees and the examinations need to be completed before the visa can be issued.

Students may be required to provide English language test results and this can lengthen the visa process.

For all information on applying for a student visa please consult the Department of Immigration and Citizenship (DIAC) website - [www.immi.gov.au/students/index.htm](http://www.immi.gov.au/students/index.htm) , or your nearest Australian Diplomatic Office.

## Obtaining a Visa

To apply for a student visa, students need a valid Confirmation of Enrolment (CoE). Students are issued and emailed their Confirmation of Enrolment (CoE) once we have received a copy of their Overseas Student Health Cover receipt.

When completing the UNSW Exchange application form it is important you write the same name as is listed on your passport. It is also important that you list your country of birth, nationality and the Australian Consulate/Embassy you will be applying to so that we can ensure the details on your CoE are correct.

Exchange students are eligible for Streamline Visa Processing. Students may apply at a consulate OR online for their visa but **MUST** obtain their Student Visa before arriving in Australia. Students should allow between 4-6 weeks for issue if the visa application is lodged at an Australian Consular post.

### Online Student Visa Application

Student visa application procedures for some countries have been eased by the Australian Department of Immigration and Citizenship (DIAC) to allow prospective students to apply for a student visa online at [www.immi.gov.au/e-visa/students.htm](http://www.immi.gov.au/e-visa/students.htm). This process generally only takes a few days and students are issued with a visa identification number, which they must record and bring with them to Australia.

## STUDENT VISA CONDITIONS

Student visa conditions require students to be enrolled in a full-time course load while on exchange. Please see the 'Credit Point System' section for information on what is a full time study load at UNSW. Students in breach of their student visa conditions run the risk of having their visa cancelled under the reporting requirements of the Australian ESOS Legislation.

The ESOS Act 2000 is Australian Government legislation that ensures providers of education are regulated in the delivery of education services to international students. The Act also provides for obligations and restrictions on students to comply with the conditions of their student visa. The University is required to notify the Department of Immigration (DIAC) if students fail to comply with their visa conditions. <https://my.unsw.edu.au/student/resources/ESOSstudent.html>

### Permission to Work

People granted a student visa receive permission to work with their student visa grant. Students are allowed to work once they have commenced their course at UNSW. They can then work up to 40 hours a fortnight while their course is in session. Students can work unlimited hours when their course is **not in session**.

It may be difficult to secure casual paid work so you should not depend on income from work to cover your living expenses. We generally would not advise that exchange students undertake work during their exchange sessions at UNSW.

## ORIENTATION

Orientation is compulsory for all exchange students and we hope, lots of fun. The program ensures that students are correctly enrolled and settled before the commencement of session. It is also a great opportunity for students to meet other students, attend social activities and get to know Sydney. We recommend that students arrive 1-2 weeks before orientation to arrange accommodation and settle in as accommodation close to campus can be difficult to find at short notice.

SESSION 1 - 2013 Orientation 25 - 28 February  
SESSION 2 - 2013 Orientation 22 – 25 July 22-25 (TBC)

## AUSSIE MATE PROGRAM

The Global Education and Student Exchange Office coordinates the 'Aussie Mate' Program to help students to settle into Sydney and interact with other Exchangers and UNSW local students. The Aussie Mates are UNSW students who volunteer their time to help welcome you to UNSW and our wonderful city. Most of the UNSW students will be going on exchange in the following session, so they are keen to meet people from locations where they might be going.

Aussie Mates assist in organising social events for the program participants, provide you with some local knowledge and are a great way to meet our busy and active local students. If you are interested in being part of the program please ensure you sign up by the deadline.

## MOBILE PHONES

Mobile phones and SIM cards can easily be purchased in Australia and there are plenty of options to choose from. Prices vary considerably so it pays to shop around. Some companies even allow you to organise your phone number before you leave home. The most common phone companies include but are not limited to:

Optus – [www.optus.com.au](http://www.optus.com.au)  
Telstra – [www.telstra.com.au](http://www.telstra.com.au)  
Vodafone – [www.vodafone.com.au](http://www.vodafone.com.au)  
Virgin – [www.virginmobile.com.au](http://www.virginmobile.com.au)  
Global Gossip - [www.globalgossipmobile.com](http://www.globalgossipmobile.com)

## GLOBAL STUDENTS EXPO

Each year the Global Education and Student Exchange Office holds the Global Students Expo to give prospective exchange students an idea on the student mobility options available to them. This is a great way to represent your university and tell our students about your country. We always welcome participation from students.



## FINAL GRADES AND TRANSCRIPTS

At the end of your exchange we will send 3 copies of your academic transcript to the office at your university responsible for your exchange program. Please note that we are unable to release your transcript if you have any outstanding fines (eg library fines). It is therefore advisable to pay any fines prior to departure to avoid delays in receiving your transcript.

## OTHER INBOUND GLOBAL EDUCATION OPTIONS

### PRACTICUM EXCHANGE PROGRAM

The Practicum Exchange Program is designed for students from partner institutions who wish to come to UNSW for up to 6 months to obtain research experience, professional or industrial practice.

As the program is for research purposes only, practicum students are not permitted to undertake coursework while enrolled in the program. Students who are interested in participating in the Practicum Exchange Program need to secure an appropriate and willing supervisor in the School/Department in which they would like to undertake their program.

[www.international.unsw.edu.au/inbound-exchanges/exchange-options/research-exchange-program/](http://www.international.unsw.edu.au/inbound-exchanges/exchange-options/research-exchange-program/)

Exchange students wishing to combine their exchange with a subsequent practicum can only do so under the provision that their completed practicum application reaches our office at the same as their exchange application. Students are not able to apply for the Practicum Program once they are in Australia.

### STUDY ABROAD PROGRAM

If you are not a student from one of our partner institution or do not wish to apply through the exchange program, you may wish to consider the Study Abroad Program. UNSW Study Abroad offers a wide range of program options, which gives overseas students the opportunity to articulate through its short courses and semester program offerings.

[www.studyabroad.unsw.edu.au/](http://www.studyabroad.unsw.edu.au/)

### INTERNSHIP OPPORTUNITIES

The UNSW Study Abroad office may be able organise internships for exchange students. Exchange students will be charged an application fee. [www.studyabroad.unsw.edu.au](http://www.studyabroad.unsw.edu.au)

## USEFUL WEBSITES

#### **Sydney Information**

[www.sydney.cityserach.com.au](http://www.sydney.cityserach.com.au)

[www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au)

[www.randwickcitytourism.com.au](http://www.randwickcitytourism.com.au)

[www.visitnsw.com/sydney.aspx](http://www.visitnsw.com/sydney.aspx)

## **UNSW**

UNSW – [www.unsw.edu.au](http://www.unsw.edu.au)

Exchange Office - [www.international.unsw.edu.au/inbound-exchanges/exchange-options](http://www.international.unsw.edu.au/inbound-exchanges/exchange-options)

Housing - [www.housing.unsw.edu.au](http://www.housing.unsw.edu.au)

Course Handbook - [www.handbook.unsw.edu.au/](http://www.handbook.unsw.edu.au/)

Student Services - [www.unsw.edu.au/currentStudents/undergrad/ced/csugservicesdir.html](http://www.unsw.edu.au/currentStudents/undergrad/ced/csugservicesdir.html)

Student Union/organisation - [www.arc.unsw.edu.au/](http://www.arc.unsw.edu.au/)

Faculty Web site listing: [www.unsw.edu.au/gen/pad/faculties.html](http://www.unsw.edu.au/gen/pad/faculties.html)

## **Newspapers**

[www.smh.com.au](http://www.smh.com.au)

[www.theaustralian.news.com.au](http://www.theaustralian.news.com.au)

[www.news.com.au/dailytelegraph](http://www.news.com.au/dailytelegraph)

## **Department of Immigration and Citizenship**

Information on visa regulations and work permission rules [www.immi.gov.au](http://www.immi.gov.au).

## **Department of Foreign Affairs and Trade (DFAT)**

Links to your home country's Embassy or Consulate contact information [www.dfat.gov.au](http://www.dfat.gov.au)

## **Sydney Transport Information**

[www.131500.com.au](http://www.131500.com.au) (131500 is also a telephone Information line on all transport services across Sydney. Call to find out where to get a bus, train or ferry and when it leaves next!)

[www.transport.unsw.edu.au](http://www.transport.unsw.edu.au)

[www.sydneybuses.nsw.gov.au](http://www.sydneybuses.nsw.gov.au)

# **CONTACTS DETAILS**

Global Education and Student Exchange Office is part of UNSW International and is committed to making your experience at UNSW an enjoyable one.

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**After hours Emergency contact details**

UNSW Security Office - + (612) 9385 6666