

STUDY ABROAD AND EXCHANGE APPLYING GUIDE

Congratulations on making the decision to study at QUT for one or two semesters! We look forward to welcoming you to our university.

To assist you in applying for our Study Abroad or Exchange Program, please read the information below carefully as it will tell you everything you need to know.

QUT ACADEMIC CALENDAR

Please see our academic calendar available online for the most up to date information:

<http://www.qut.edu.au/about/key-dates-and-academic-calendar/academic-calendar>

QUT runs on a 2 semester basis from approximately February to June (semester 1) and July to November each year (semester 2).

APPLICATION DOCUMENTS

Nomination

Students coming to QUT for Exchange should be studying at one of our [host institutions](#) and must be nominated by their home institution via our nomination spreadsheet. Please speak to your home institution's Exchange/Study Abroad office for information.

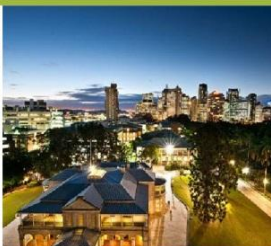
Students coming to QUT for Study Abroad do not require a nomination and are welcome from all overseas universities.

Application Form

Each student should complete the SE Application Form, which can be downloaded at:

<http://www.qut.edu.au/international/study-abroad-and-exchange/applying/inbound-exchange/applying-step-by-step-guide>

Exchange Students: Please get approval from your home institution's Study Abroad office before completing this form.



Inbound Exchange and Study Abroad

Required Supporting documents

In addition to the completed SE form, students are required to submit:

1. University Academic Records (grades), in English
2. Both Bachelor and Master transcript for research students
3. List of units which are currently being studied prior to commencement at QUT
4. Unit outlines for home institution in English
 - This is compulsory for application for Accounting, Economics, Management or Engineering units with pre-requisites and your application cannot be processed without these outlines.
5. Copy of current passport details page
6. Evidence of English proficiency
 - Exchange applicants: you must provide either the QUT Inbound Exchange Program English Authorisation Statement or your formal English Language test results
 - Study Abroad applicants: you must provide formal English Language test results

Applications should be submitted by email to stae@qut.edu.au by the relevant application deadline.

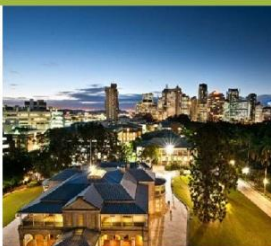
ENGLISH REQUIREMENTS

QUT expects students to have an English Language Standard equivalent to an IELTS 6.5 with no sub-score less than 6.0 for entry to the QUT Study Abroad and Exchange programs. Please refer to our list of [English requirements](#) on the QUT Study Abroad and Exchange website.

Students not meeting this requirement may be interested in first studying at the [QUT International College](#) (QUTIC) which is a qualified English Language School. We can assist you to enroll in a pathway from QUTIC to QUT's Study Abroad or Exchange Programs.

In regards to the Australian Government Department of Immigration and Citizenship (DIAC) Student Visa requirements and any required English Language Proficiency documentation, we advise that partners check the website for the most up to date information. For further information, we direct you to the following weblinks:

- [DIAC immigration information for students](#)
- [Non Award Sector: Temporary Visa \(Subclass 575\) - Streamlined Visa Processing](#)
- [Streamlined Visa Processing Arrangements](#)



UNIT SELECTION

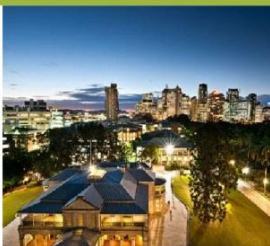
- Individual subjects are called “units” at QUT. You may select relevant units from various degree programs, however, please note this can sometimes cause timetable clashes.
- **We strongly advise students select at least eight (8) units per semester on their application to allow for timetable changes and clashes.**
- Please note, the standard study load per semester is four units, but we recommend having additional units approved in case of timetable clashes or unit cancelation. Please ensure you discuss your unit selection with your academic adviser at your home institution before applying to QUT. Your adviser will be able to confirm if the units you intend to study at QUT will give you credit towards your home institution degree.
- QUT is not responsible for the units you select for your Study Abroad or Exchange program. You must ensure you have the appropriate academic knowledge to study the units you choose.
- Please note: students studying Postgraduate programs at their home institution cannot study Undergraduate Business units at QUT.

Available units

- Inbound students are able to request units they believe they are academically capable of studying at QUT . Please note some study areas are restricted unless you have very specific knowledge.
- For any units with pre-requisites, your academic transcript and submitted outlines of completed units at your overseas university will be assessed to see if you meet these requirements. This process is required to ensure you have the relevant knowledge to be allowed entry to the QUT unit.
- The unit assessment process can take up to 4 weeks.

Pre-approved units

- There is a list of pre-approved units for inbound Study Abroad and Exchange students. These units can be approved without any assessment of your academic transcript.
- You are not required to choose units from this list but doing so will reduce the processing time for your application.



Inbound Exchange and Study Abroad

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 units at QUT. Students completing a bachelor degree should select undergraduate units at QUT.

The third letter of a QUT unit code denotes what level the unit is offered at. For example:

- ENB... identifies a unit at Bachelor level
- MGN... or KWP... identifies a unit at Masters level

QUT website links	
<u>Pre-approved units</u>	List of units that can be approved without consulting the student's Academic Record
<u>Complete unit list</u>	List of units offered at QUT; can be sorted by unit area and semester.
<u>QUT Study Finder</u>	List of units and degrees offered at QUT; organised by study area.

PRE-REQUISITES

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

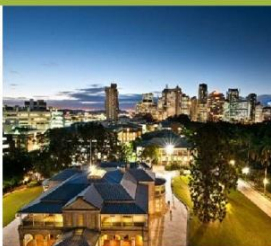
For example:

QUT unit	AMB208	Events Marketing
Pre-requisite	BSB126	Marketing

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

Things to remember:

- 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 University Academic Record from your home institution and the unit



Inbound Exchange and Study Abroad

outlines you have submitted will be reviewed. This is to determine whether you have passed courses comparable in content to those QUT units which are specified as pre-requisites.

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

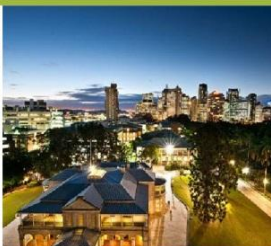
- As an international student, Australian Government Immigration regulations require you to be enrolled as a full-time student.
- At QUT this means studying a minimum of 36 credit points (3 units). However, the normal study load at QUT is 48 credit points (4 units). The majority of units at QUT are each worth 12 credit points. When applying, please select 8 units on your application to provide flexibility in case some units are not approved, cancelled or there are timetable clashes.

ENROLMENT

Students are strongly recommended to select 8 units on their application. Having a range of units approved for your Study Abroad or Exchange program at QUT will allow you flexibility in your unit selection.

Students can choose from their list of approved units and the pre-approved units when enrolling at QUT. Students complete their enrolment themselves and can choose their 3 or 4 units for the semester.

We strongly recommend you finalise your unit approvals and enrolment BEFORE you arrive on campus.



Inbound Exchange and Study Abroad

CREDIT TRANSFER

All students participating in an Inbound Study Abroad or Exchange program at QUT will receive one complementary official QUT Academic Record.

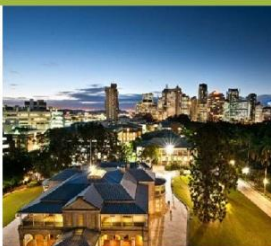
QUT Academic Records for the Inbound Study Abroad and Exchange Program are sent out within three months of the completion of students program. Official records cannot be sent any earlier than this.

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

All team members can be reached via one central email: stae@qut.edu.au

Officer	Region
Mr. Tim Cilento	North Asia: China, Hong Kong, Japan, Taiwan, Korea, Macau and India Europe: Denmark, Austria, Belgium, Finland, Hungary, Netherlands, Poland, Sweden and Turkey Africa: South Africa
Ms. Dianne Farley	Europe: Germany, Norway, Switzerland, Czech Republic and Russia South-East Asia: Singapore, Malaysia, Indonesia and Thailand
Ms. Natalie Pye	Americas: USA, Canada, Central and South America
Ms. Eunice Isidro	Europe: France, Italy, Spain, Ireland, UK, Croatia, Portugal and Slovenia
Mr. Febs Ierome	Short Term Programs



APPLICATION DEADLINES

Applications must be received via email by the followings dates:

For semester one (commencing February): **1 November**

For semester two (commencing July): **1 April**

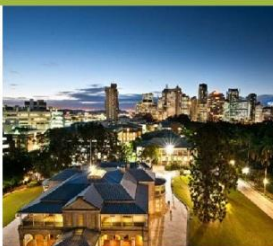
Late applications cannot be accepted. If you are struggling to meet out deadlines please contact the relevant team member above so we can see if allowances can be made.

APPLICATION TIMELINE

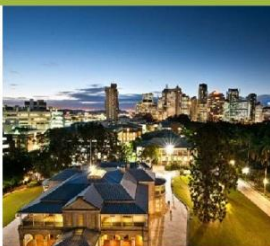
Please note:

- The times given below are an estimate and may change during peak periods.
- Don't delay accepting your offer as this will delay the time it will take to get your Australian Student Visa.

Step 1 Application Submission	<p>Apply to the QUT International Student Mobility Office stae@qut.edu.au by the application deadline.</p> <p>IMPORTANT: Students applying for Accounting, Economics or Management units (offered through the QUT Business School) OR Engineering units (other than first year units or units with no pre-requisite requirements) MUST provide detailed subject outlines for all completed or currently enrolled subjects to support the meeting of pre-requisite requirements for units they are applying for as part of their QUT study plan.</p>
Step 2: Application assessment Timeframe: Up to 4 weeks	<ul style="list-style-type: none"> • The QUT International Student Mobility team will assess your application documentation and unit list. If you have chosen your units from our pre-approved list this process will be much quicker.



<p>Step 3: Acceptance of Offer</p>	<p>When your application is processed an offer letter will be generated and emailed to you or your agent.</p> <p>To accept the offer you need to:</p> <ul style="list-style-type: none"> • Complete and sign the Acceptance of Offer Form • Complete and sign the Student Declaration Form • Pay any relevant tuition or Overseas Health Cover (OSHC, see next section) fees. A copy of the receipt will need to be emailed with the above documents. • If studying at QUT on a Working Holiday Visa (WHV) you must supply Visa grant notification email and a copy of Health Insurance Policy with acceptance documents. This policy must include cover for basic medical and hospital treatment; cover for repatriation to their home country if considered necessary and the return of mortal remains. • Email both forms and your receipt to stae@qut.edu.au
<p>Step 4: Confirmation of Acceptance</p> <p>Timeframe: up to 2 weeks</p>	<p>When your forms and payment (see above) are received you will be formally admitted to the Study Abroad or Exchange program and will be issued with a Confirmation of Enrolment (CoE) to apply for your Australian Student Visa.</p> <p>We do not recommend that students make payments for flights until QUT issues the final Visa documentation.</p>



OVERSEAS STUDENT HEALTH COVER (OSHC)

OSHC is compulsory for obtaining an Australian Student Visa.

- Students studying at QUT on a Working Holiday Visa are not required to purchase OSHC. Students must organise their own health insurance cover in this case.
- For further information on the [visa application process](#), refer to the Australian Department of Immigration & Citizenship.

STUDY ABROAD FEES

You can see the [current fees](#) via the QUT Study Abroad and Exchange website.

ARRIVAL INFORMATION

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, 2015: 16 February – 20 February

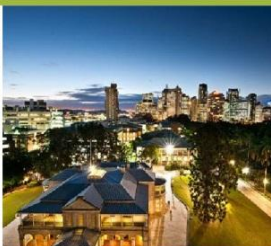
Orientation Week for Semester 2, 2015: 13 July – 17 July

The Study Abroad and Exchange Orientation Session is usually held on the first day of orientation week and is compulsory to attend. We advise that students arrive approximately 1 week prior to this date 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.

- If this is the case for you please email us as far in advance as possible so arrangements can be made for you. An email from your home institution confirming your exam dates will be required.
- For these students, the absolute last day you can arrive on campus at QUT is the Wednesday of week 2 of classes. This date is non-negotiable.



Inbound Exchange and Study Abroad

- Students who cannot arrive by this day will have to postpone their Study Abroad/Exchange semester and 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 Study Abroad and 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. Temporary accommodation is usually a hostel or hotel in Brisbane.

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 arrange their accommodation in Brisbane within two weeks.

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