



THE UNIVERSITY OF MELBOURNE

*Address for Office Dealing with
Study Abroad and Exchange Matters:*

Melbourne Global Mobility

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General Information

The University of Melbourne is a vibrant institution with a reputation for excellence built over 150 years. Our success has been achieved by insisting on international excellence and among our many scholars of international standing are three winners of the Nobel Prize. Our researchers are at the forefront of international scholarship in fields as diverse as human rights, art conservation and nanotechnology.

In a dynamic academic environment students will learn to study effectively in groups and to communicate knowledge in new ways and forms. They also have the flexibility of choosing their subjects from a broad range of disciplines allowing them to diversify and fully explore their interests.

The main Parkville campus is a unique blend of traditional and contemporary culture. It offers students a range of galleries, theatre and entertainment venues, bookshops, retail stores, cafes and restaurants all within walking distance from Melbourne's city centre.

They will find themselves mixing with students from over 100 countries and our student clubs offer something for everyone. There is also an extensive range of sport and recreational activities.

The University has developed an award-winning student support facility encompassing arrival, housing, counselling and learning support and careers and health related services. Exchange and Study Abroad students will also have access to the Melbourne Welcome and orientation programs.

Melbourne is Australia's most cosmopolitan city. Accredited as one of the world's most liveable cities, Melbourne is Australia's second largest city and it is a safe city. The city is serviced by a convenient public transport system which links all of the major sites in a network of trams, trains and buses. Proudly pre-eminent in business, international trade, arts entertainment, sport and major international events, Melbourne is home to approximately 4 million people.

For more information about the University of Melbourne and studying as a Study Abroad or Exchange student at the University of Melbourne please visit the following link:

www.mobility.unimelb.edu.au/inbound

Schools or Faculties

The University has seven campuses around Victoria and 12 Faculties or Schools:

- Faculty of Architecture, Building and Planning
- Faculty of Arts (Humanities and Social Sciences)
- Faculty of Business and Economics
- Faculty of Medicine, Dentistry and Health Sciences
- Melbourne Graduate School of Education
- Melbourne Law School
- Melbourne School of Engineering
- Melbourne School of Land and Environment
- Melbourne School of Graduate Research
- Faculty of Science
- Faculty of the Victorian College of the Arts and Melbourne Conservatorium of Music (VCA and MCM)
- Faculty of Veterinary Science

For more information about Schools and Faculties please see:

www.unimelb.edu.au/az/faculties.html

Special requirements may exist for students wanting to study with some faculties and a few areas are open only through exchange partnerships. See this link for additional information:

www.mobility.unimelb.edu.au/inbound/apply/faculty-requirements.html

For a list of all subjects available for study, use the University of Melbourne Subject Handbook:

www.unimelb.edu.au/handbook

Eligibility Criteria for Study Abroad and Exchange

- Completion of 2 semesters of full time tertiary study outside Australia at the time of entry to the University of Melbourne.
- Above average results, the equivalent to a minimum 3.0 grade point average from the US system.
- Admission into some subjects requires completion of prerequisites prior to commencing studies at the University of Melbourne.
- Proof of English language ability.

Application Form

The online-application form and instructions for the online-application are available at:

www.mobility.unimelb.edu.au/inbound/apply/

Please download and follow the instructions when completing the application.

Application Submission Dates:

All Exchange applications and Study Abroad (Fee Paying) applications to the Victorian College of the Arts and Music (VCAM)

- Semester 1 (February-July) applications are due by 1 November of the previous year
- Semester 2 (July-December) applications are due by 1 April

All other Study Abroad (Fee Paying) applications

- Semester 1 (February-July) applications are due by 1 December of the previous year
- Semester 2 (July-December) applications are due by 1 May

Note: VCAM application dates for Study Abroad are the same as for all Exchange students.

Subject Load

Terminology

- **Course:** A degree or program studied, for example, the Bachelor of Arts is an undergraduate course. Courses vary in length from three to seven years.
- **Subject:** A unit within a course, for example the subject "Aboriginal Art" can form part of the Bachelor of Arts course. You can search for undergraduate subjects using the online handbook.
- **Assessment:** A piece or pieces of work on which your success in a subject is measured. Also referred to as project, assignment, paper or essay.
- **Faculty:** An organisational structure within the University which coordinates the work of the departments where the teaching and research take place. For example the Faculty of Arts
- **Department:** A teaching unit within a faculty.

Students should take a full subject load of 50 points (usually 12.5 points x 4 subjects) for one semester. The minimum enrolment for student visa purposes is 37.5 points for one semester.

Study Abroad: Students are welcome to take subjects from any area as long as the subject is open and the student meets pre-requisites.

Exchange: If the exchange agreement between the home institution and the University of Melbourne is restricted to one faculty (i.e. Business), it may be necessary to get permission to take subjects outside that faculty.

If the exchange agreement is a general agreement students are welcome to take subjects from any area as long as the subject is open and the student meets pre-requisites.

Please note: Students are not permitted to take more than 50 points per semester.

For more information about selecting subjects and course load please visit this link:

www.mobility.unimelb.edu.au/inbound/your-studies/selecting-subjects.html

Please note: Transcripts are sent directly to the home institution. They are sent approximately 4-5 weeks after the end of the exam period.

English Requirements

The language of instruction is English. Applicants can satisfy the English language requirements in a number of ways, including:

For Undergraduate Students

- Satisfactorily complete secondary studies and gain the required score in an **approved** final-year English subject. Approved subjects include:
 - an approved **Australian Year 12 English** subject
 - **IB English:** Grade 5 Standard Level or Grade 4 Higher Level (for entry in 2012 Grade 5 Standard Level will be accepted)
 - an approved **Australian Foundation Program English** subject
 - **General Certificate of Education subjects.** A Grade of at least C is required in:

AS or AO level General Paper

AS Level General Studies

AS or A level English Language

AS or A level English Literature

AS or A level English Language and Literature

Applicants who have completed their GCE O Levels and A Levels in the United Kingdom can satisfy the University's English language requirements

by achieving either a grade of C in GCE A Levels or a grade of B in GSCE O Level English.

- Satisfactorily completed at least either the first year of a tertiary course taught and assessed entirely in English within the last two years or a two year tertiary course taught and assessed entirely in English within the last five years.

- **TOEFL or IELTS (academic test)**

IELTS (International English Language Testing System)	TOEFL (paper based test)	TOEFL (internet based test)
6.5 (no band less than 6.0)	577 + a 4.5 in the Test of Written English (TWE)	79 and scores of: Writing – 21 Speaking – 18 Reading – 13 Listening –13

Required scores must be achieved at the one sitting of the test. Your original TOEFL or IELTS test report form must be included with your application. **Certified copies and TOEFL examiner's score records are not accepted.**

- Pearson Test of English (Academic test) an overall score of between 58-64 inclusive and achieve no PTE communicative skills score below 50 within the last 24 months.
- CAE (Cambridge Advanced English) with a score of 58 and no less than Borderline each skill within the last 24 months.
- Obtain the following grade in English:

Country	Qualification	Required grade
Denmark	Studentereksamen	Grade 7 (English A) Grade 10 (English B)
Finland	Secondary High School	Grade 8
Germany	Abitur	Grade 10 (Leistungskurs)
Netherlands	VWO	Grade 8
Norway	Vitnemal	Grade 4
Sweden	Avgangsbetyg/Slutbetyg	VG or grade 4

- **CEFLS:** Common European Framework Language System – a score of C1

For Graduate Students

- **TOEFL, IELTS (academic test), Pearson Test or CAE:** Scores as above but please note that some specific courses at graduate level may have different TOEFL, IELTS, Pearson Test, or CAE score requirements. See the website for more information: www.futurestudents.unimelb.edu.au/admissions/entry-requirements/language-requirements/graduate-toefl-ielts
- Having satisfactorily completed either a postgraduate degree of at least two years duration or an undergraduate degree, where the degree was taught and assessed entirely in English. If the degree was completed within the last five years, applicants can provide evidence of sustained working in an English language environment and/or writing in English since completing the degree for consideration by the selection committee.
- Having satisfactorily completed a postgraduate degree of at least one year duration, where this degree was taught and assessed entirely in English and the English language entry standard for this degree was at least IELTS (Academic) overall band score 6.5 or equivalent within the last 2 years. If the degree was completed within the last five years applicants can provide evidence of sustained working in an English language environment

and/or writing in English since completing the degree for consideration by the selection committee.

- Completed schooling in one of Denmark, Germany, Netherlands, Norway or Sweden and 1) achieved the required score in English listed above; and 2) completed undergraduate studies that include the submission of written assignments in English within 5 years.

For further information see:

www.futurestudents.unimelb.edu.au/admissions/entry-requirements/language-requirements

University of Melbourne Grading System

GRADE	STANDARD MARK (%)	EXPLANATION
H1	80-100	First Class Honours
H2A	75-79	Second Class Honours Division A
H2B	70-74	Second Class Honours Division B
H3	65-69	Third Class Honours
P	50-64	Pass
N	0-49	Fail

Semester Dates

Semester 1, 2013

<i>Melbourne Welcome</i>	Friday 15 – Tuesday 19 February 2013
SAEX Enrolment Day (required)	Friday 22 February 2013
University of Melbourne Orientation week	Tuesday 26 February– Friday 1 March
Semester One Teaching	Monday 4 March - Sunday 2 June
Non-teaching Period	Good Friday 29 March – Sunday 7 April
Examination Period	Tuesday 11 June – Friday 28 June

Semester 2, 2013

<i>Melbourne Welcome</i>	Monday 15 – Friday 19 July 2013
SAEX Enrolment Day (required)	Monday 22 July
Orientation (required)	Tuesday 23 July – Friday 26 July
Semester Two Teaching	Monday 29 July – Sunday 27 October
Non-Teaching Period	Monday 30 September – Sunday 6 October
Examination period (including <i>swot vac</i>)	Monday 4 November – Friday 22 November

Please note:

- Orientation is mandatory.
Melbourne Welcome is optional:
www.mobility.unimelb.edu.au/inbound/life/melbourne-welcome.html
- All students are required to remain in Melbourne until the conclusion of the Examination Period. Return airfares should be booked for dates after the end of the exam period.

For more information see: <http://www.unimelb.edu.au/unisec/PDates/acadcale.html>

Health Insurance (OSHC)

It is an Australian Government requirement that all international students must have health insurance, known as OSHC, from an approved Australian provider. No confirmation of enrolment documents will be issued until a student has either purchased Overseas Student Health Cover (OSHC) through the University of Melbourne or provided evidence of having this insurance.

For more information please see:

www.services.unimelb.edu.au/international/visas/oshc.html

www.health.gov.au/internet/main/Publishing.nsf/Content/Overseas+Student+Health+Cover+FAQ-1#Do

Visa Requirements

Students coming from overseas to study at the University of Melbourne must have a student visa unless they are an Australian or New Zealand citizen. Students on study abroad or exchange apply for visa **sub-class 575, non-award**. They can do this once we issue a document called a Confirmation of Enrolment (CoE). We don't issue this until students have accepted their offers and met any conditions required.

In addition, the Australian government has recently introduced a new visa processing arrangement which enables them to issue visas more quickly. In order to do that, however, students may be required to provide more information to us before we can issue the CoE. The information can be about their health, if they have sufficient funds to support themselves while studying in Australia, what ties they have to their home country or country of residence to demonstrate that they will be returning there at the end of their time in Australia and if they have ever been refused an entry visa to a country. We will contact students and/or their agents/representatives if we feel we need to ask these questions.

Arrivals

The closest airport to the University of Melbourne is Tullamarine Airport which is about 20km from the city. The University offers an airport pick-up service for study abroad and exchange students, however, they must make a reservation. Please see this link for more information:

<http://cms.unimelb.edu.au/student services/international/planning/apply-for-airport-pickup>

Accommodation

It is imperative that students organise their housing early. As soon as the admissions application has been submitted students should begin to organise housing. They will need their Application ID (Student Number) and can begin as soon as they have received this number. Students who wish to receive assistance to find housing should contact saex-housing@unimelb.edu.au as the University of Melbourne has a staff member dedicated to helping study abroad and exchange students.

The vacancy rate in Melbourne's rental market is currently very low and students are encouraged to research and secure housing early to ensure they get the option that best suits their needs. Housing for students can be broadly categorised into residential college housing and "off-campus" housing which is student housing, in some cases across the road from the campus, or private rental accommodation in surrounding suburbs. It is best that they begin their research online, which will have the most up-to-date information on housing options, including application deadlines: www.mobility.unimelb.edu.au/inbound/life/housing.html.

Residential Colleges

The twelve colleges and halls of residence at the University of Melbourne are based on the Oxford/Cambridge tradition. Most colleges offer a single furnished room including a bed, desk, cupboard, telephone, and computer connection. Bathroom facilities, common room and computer facilities are provided on a communal basis. The colleges do not offer self-catering facilities, but provide most meals, including vegetarian. For further information please refer to: www.colleges.unimelb.edu.au/saex.html.

Students interested in residential college accommodation are advised to research individual colleges carefully as each has its own unique character and atmosphere. Places for Exchange/Study Abroad students in residential colleges are, however, highly competitive. Students must lodge their application online via OASIIS (<http://oasiis.acs.unimelb.edu.au/>) by the prescribed deadline.

Student Housing

The University maintains a list of student apartments and hostels off-campus but nearby (some are as close as across the road). For Exchange and Study Abroad students who are in Melbourne for one semester this may be a convenient choice as they are generally furnished, self-catering and student focussed. They are generally a cheaper option than the residential colleges. For further information look at www.mobility.unimelb.edu.au/inbound/life/housing.html and scroll down to *Off-campus Housing Specialised Study Abroad and Exchange Accommodation Packages*.

Private Accommodation

This is housing that is available on the private rental market. It is usually houses or flats (apartments) in the suburbs surrounding the University. They are often unfurnished and may only be available with a twelve month lease. Sometimes students arrange to join share houses with other students, and can purchase furniture second hand also from other students finishing their studies and leaving. You can find information about this at www.mobility.unimelb.edu.au/inbound/life/housing.html.

Share accommodation can also be found on notice boards around the University. Students who are interested in off-campus housing are responsible for making their own arrangements with the providers. The University of Melbourne, while it can provide advice, does NOT organise off-campus housing on a student's behalf (unless a student has applied and been unsuccessful in securing a place in a residential college, in which case their application will automatically be sent on to their recommended off-campus preference for consideration).

Weekly property rental prices vary according to a number of factors, such as:

- size of the property;
- condition of the property;
- location; and
- additional features (garden space, garage etc).

Cost of Living

For information about current living costs in Melbourne look at

http://services.unimelb.edu.au/finaid/planning/cost_of_living

Emergency Contact Details

If there is an emergency regarding an international student at the University of Melbourne, you can call the following numbers:

Tel.: +61 3 8344 4505 (business hours)

Business hours: 8.30 am - 5.30 pm, Monday to Friday

Tel.: +61 3 8344 6666 (after hours)

Fax: +61 3 9349 3204

Email: iss-info@unimelb.edu.au

Need more Information?

Please visit this link: www.mobility.unimelb.edu.au/inbound

To order brochures, posters and other promotional material for your office or fair please email: studyabroad-exchange@unimelb.edu.au

To download or order a Study Abroad and Exchange brochure, see this link: <http://schoolprograms.unimelb.edu.au/internationalorderform.aspx>

Contact People

Associate Director, Global Mobility Programs &
Manager, Melbourne Global Mobility
*Overall management of the MGM team, oversight
of policy and development of all student mobility
programs*

Mr Nigel Cossar
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Fax: + 61 3 9348 2054

Manager, Education Abroad Development
*Management of marketing and recruitment
strategies for incoming student mobility
programs*

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Fax: + 61 3 9348 2054

Student Mobility Program Manager
*Management of education abroad advising team
and oversight of incoming and outgoing
admissions processes*

Mr Stuart Hibberd
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Fax: + 61 3 9348 2054

Senior Education Abroad Advisor - Exchange
*Incoming/Outgoing for **Canada** and **Latin
America, Spain, the Middle-East and South-
Africa** and administration of the **U21 Global
Issues Program (GIP)***

Ms Alana Marriner
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Education Abroad Advisor - Exchange
*Incoming/Outgoing for **Europe – East (Austria,
Czech Republic, Denmark, Estonia, Finland,
Germany, Latvia, Lithuania, Norway, Poland,
Sweden and Switzerland)** and the **United
Kingdom***

Mr Aaron De Bono
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Education Abroad Advisor – Exchange
*Incoming/Outgoing for **Asia, Europe –
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Netherlands) and **New Zealand***

Mr Joran Monteiro
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Education Abroad Advisor – **Study Abroad**
Incoming/Outgoing for all regions

Ms Jessie Malignaggi
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Education Abroad Advisor – Exchange
*Incoming/Outgoing for the **USA***

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Fax: + 61 3 9348 2054

Student Mobility Outreach Advisor
*Co-ordination of study abroad and exchange
housing, arrival, Melbourne Welcome, orientation
and ongoing support once students are on
campus*

Ms Marisa Cerantola
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Fax: +61 3 9348 2054

Appendix: Instructions to Staff About the On-line Application Process

Our application is to be completed online by your students. They **must** follow the application instructions very carefully when applying. The instructions can be downloaded from the website. The instructions include screen shots of the application form and explanations of what is necessary. The link to the application form and to download the instructions is:

www.mobility.unimelb.edu.au/inbound/apply/

Please make sure they follow the instructions as it will mean they make fewer errors and therefore ensure faster processing of their applications.

Documents for Students to Upload

As part of the online application, students will be asked to upload a number of documents into the on-line application. Some of the common documents they are asked to upload include:

- study plan;
- letter of motivation;
- transcript;
- a copy of the details page of their passport; and
- evidence of English language proficiency (for example, certificate of Level C1 in the Common European Framework or IELTS results), where relevant.

There may be other documents requested in the application but the on-line application can be saved, closed and returned to later if necessary. We prefer the students to upload these documents as it will make the processing at our end faster.

Other Documents to Be Submitted by the Home Institution

Your students must download from our website and complete the first part of the Institutional Approval form. They should submit it to their home institution student exchange office with their original transcript of results. The appropriate person from the student exchange office must then complete the form and, ideally email it through to the MGM office for each student, together with the official transcript, we do not require the original transcript if a copy is scanned and emailed by your student exchange office.

We also ask for an academic reference as part of the application. If it has not been sent directly by the referee it can be sent by you. Students may not submit the reference directly.

It would be useful if you could scan these documents (or fax them if you are not able to scan them) to us for each individual student, rather than scanning them as a group. The scanned documents for all your students can be sent in one email. **Applications will not be processed until the Institutional Approval Form and verification of the student's transcript have been received.**

No Paper Applications

We do not need to receive any paper documents from your students, so there is no need to post us any applications. We would prefer that the students upload the documents requested directly into the online application and if that is not possible then it is fine for you to scan and email them along with the Institutional Approval form.

Student Number

Once your students begin the on-line application process, the first part is registering their details in the system. This results in them receiving an email and allocating a username. They will also receive a six digit number that will become their Student ID number, if they are successful in their application to the University of Melbourne. This number may also be referred to as an application or applicant ID number. Please make sure the students understand this and quote it in all their correspondence with the University.

More Information

If anything about this process is unclear, please don't hesitate to contact your advisor listed on the page above.

January 2013