

ACU International

Exchange and Study Abroad

Course Coordinators Guide

Welcome!

As an ACU Course Coordinator, you are a vital part of our international exchange and study abroad program. You have a major role in the management of both inbound and outbound students at ACU. The increasing popularity of international studies means the number of students participating in the program is growing rapidly. You provide advice, support and approval to students before, during and after their international studies. Therefore it is important for you to understand the major procedures and timelines that we work with.

This guide has been created with you, the Course Coordinator, in mind – and we hope that it will assist you when working with ACU Exchange and Study Abroad students. If, after reading this guide, you have any questions, please feel free to e-mail us at studyabroad@acu.edu.au.

We hope this guide will be a vital resource for you, and look forward to working with you.

Firstly, some definitions...

International Student Mobility - Students studying abroad for a year or less at a university in another country as part of their degree. The studies overseas may be for credit or non-credit. Some students pay fees to the host university, but others do not.

Student Exchange program - A reciprocal exchange of students between ACU and a partner university. For every outbound student ACU sends to the partner we will accept one inbound student from them. There is an official agreement between the two universities (usually with a five year term) that sets out the conditions of the program. The number of inbound and outbound students should balance out over the term of the agreement.

Exchange Student - A student studying abroad for a year or less at an exchange partner university through a student exchange program. These students pay fees at their home university and do NOT pay tuition fees to their host university, but they may be required to pay other departmental costs (eg: Field Experience, Internships). Exchange students receive credit for their exchange studies at their home university.

Outbound Exchange student -An ACU student going *from* ACU as an exchange student as part of their ACU degree. They may enrol at the partner university for up to one year. They pay no tuition fees to the partner university. Upon their return to ACU they will receive credit for their studies taken overseas.

Incoming Exchange student - A student coming *to* ACU as an exchange student from an ACU partner university. They may enrol at ACU for up to one year. They pay no tuition fees to ACU. They may enrol in units from one or more ACU faculties. Upon return to their home university they will receive credit for their studies undertaken at ACU.

Study Abroad student - A student coming *to* ACU for up to one year as part of their degree at an international university. The student may or may not be from a partner institution. They pay tuition fees to ACU. The units they take may or may not be credited towards a degree at their home institution or in their home country. It is possible that they undertake these units as personal extra-curricular units, or for credit of an overseas component of their degree. Credit at their home institution is the responsibility of the student. Students may choose to take part in field or clinical placement only and not study any units on an ACU campus. They may enrol in units from one or more ACU faculties. There is no obligation by ACU to accredit these units to an ACU degree at a later stage. In the event that a study abroad student applies to undertake further studies in a degree program at ACU, credit for all prior studies, (including those done at ACU) would be at the discretion of the faculty at the time of the application.

Full-degree student - Student studying at ACU to graduate with a full ACU degree. The International Admissions team assesses these applications for entry. Exchange and Study Abroad students cannot enrol in an ACU degree during their Exchange or Study Abroad program. For more information on full-degree students, please e-mail international.admissions@acu.edu.au.

Now some information about the procedures... →

The Inbound Study Abroad and Exchange Process and the Role of the Course Coordinator

Timeframe Guide	Who	Action
Inquiry	Student	Expresses interest in study abroad / exchange (SA & EX)
	ACU International	Provides program information, application process, campus and unit options.
Application	Student	Submits application to ACU
	ACU International	Assesses application. Student must meet: 1) Completion of one full year of study at university level with satisfactory grades 2) English language requirements 3) Exchange students: Nomination from partner university Forward the student's proposed study plan (units) to the relevant Course Coordinators(s) for approval. An academic transcript will be provided. The unit approval process is completed via email.
	Course Coordinator	Assess unit selection: - Approves units where applicable - Can request further information in order to meet pre-requisites - If units are not approved, suggest alternative options that may be suitable. - Email approval back to Inbound SA & EX Coordinator. Note: SA & EX students must be enrolled full-time (30-40cp) per semester. We prefer that students seek approval for 6-8 units per semester so that they have alternative units to change to, in the event of a timetable clash or unforeseen unit cancellations. SA & EX can take units from a variety of schools/faculties, as long as they are approved. Timeframe: 1-5 days
	ACU International	Once the study plan is approved, ACU International will formally accept the student into the program.
Acceptance	Student	- Accepts offer and list units in order of preference - Pays relevant tuition (\$7600 per semester in 2012) and OSHC
	ACU International	- Prepares CoE (visa documents) - Sends pre-departure information - Pre-enrols student into 4 pre-approved units
	Student	- Responsible for their own credit approval at their home university.
Orientation	ACU International	Conducts enrolments session during orientation - Student Connect and Timetabling - Outlines unit approval process
	Student	- Responsible for managing enrolment - Books appointment with Course Coordinator for approval of units not listed on their acceptance - Responsible for ensuring credit arrangements at their home university if they modify enrolment.
	Course Coordinator	Assesses / approves alternative units if required.
Transcripts	ACU International	Orders and sends official academic transcript to partner institution or student.

The Outbound Exchange Timeline and the Role of the Course Coordinator

A student who will go on exchange in **Semester 1:**

Timeframe Guide	Who	Action
April	Student	Expresses interest in exchange
	Course Coordinator	Refers student to ACU International.
	ACU International	Will advise student regarding available universities, units offered, and application criteria.
April – July	Student	Researches units/subjects at the host institution, compares the information to their ACU course and makes an appointment with the Course Coordinator for approval.
	Course Coordinator	Assesses unit selection and does one of the following: A. Approves → Student may apply for ACU exchange (by 1 August). B. Requests more information → Student comes back to ACU International for further advice. C. Does not approve e.g., units are not suitable for course or student not considered eligible for overseas study. → Student cannot apply for ACU exchange.
Early August – October	ACU International	Assesses and processes application. If eligible for host institution, ACU International will submit the application to the host institution on the student's behalf.
November/December	Host Institution	Processes official acceptance, Visa documents and sends to the student.
December – January	Student	Prepares for departure, and travels overseas.
	ACU International	Processes exchange forms including the CE Form.
January/February	Student	May make an enrolment change overseas: 1. Student to notify Course Coordinator and ACU International regarding change. 2. Student must submit a revised CE form with Course Coordinator's approval of new units to ACU International before ACU Census Date (31 March).
	Course Coordinator	Approves revised CE form, or advises alternative units.
	ACU International	Processes revised CE forms.
January – May	Student	Studies overseas for the semester
	Course Coordinator	Should check in with student regarding academic progress 2-3 times a semester
	ACU International	Checks in with the student every 3 weeks.
June/July	Student	Returns to Australia, and resumes studies in Semester
	Course Coordinator	If needed, re-approves units studied overseas.
	ACU International	Receives official transcript from host institution: A. <i>If transcript is in order</i> → ACU International processes "CG – Credit Granted" or "NN – Fail" and the Enrolments Office updates the student's record. B. <i>If There is a discrepancy between units studied and units approved</i> → Student must speak with the Course Coordinator and get the new units approved. Student must submit a revised CE form to ACU International for re-processing.

A student who will go on exchange in **Semester 2:**

Timeframe Guide	Who	Action
November	Student	Expresses interest in exchange
	Course Coordinator	Refers student to ACU International.
	ACU International	Will advise student regarding available universities, units offered, and application criteria.
December – February	Student	Researches units/subjects at the host institution, compares the information to their ACU course and makes an appointment with the Course Coordinator for approval.
	Course Coordinator	Assesses unit selection and: A. Approves → Student may apply for ACU exchange (by 1 March). B. Requests more information → Student comes back to ACU International for further advice. C. Does not approve e.g., units are not suitable for course or student not considered eligible for overseas study. → Student cannot apply for ACU exchange.
Early March	ACU International	Assesses and processes application. If eligible for host institution, ACU International will submit the application to the host institution on the student's behalf.
May – July	Host Institution	Processes official acceptance, Visa documents and sends to the student.
August	Student	Prepares for departure, and travels overseas.
	ACU International	Processes exchange forms including the CE Form.
September	Student	May make an enrolment change overseas: 1. Student to notify Course Coordinator and ACU International regarding change. 2. Student must submit a revised CE form with Course Coordinator's approval of new units to ACU International before ACU Census Date (31 August*). <i>*If possible. Due to the Census Date falling before most students commence overseas study, students are requested to inform ACU of changes as they occur, as a matter of urgency.</i>
	Course Coordinator	Approves revised CE form, or advises alternative units.
	ACU International	Processes revised CE forms.
September - December	Student	Studies overseas for the semester
	Course Coordinator	Should check in with student regarding academic progress 2-3 times a semester
	ACU International	Checks in with the student every 3 weeks.
January	Student	Returns to Australia, and resumes studies in Semester
	Course Coordinator	If needed, re-approves units studied overseas.
	ACU International	Receives official transcript from host institution: A. <i>If transcript is in order</i> → ACU International processes "CG – Credit Granted" or "NN – Fail" and the Enrolments Office updates the student's record. B. <i>If there is a discrepancy between units studied and units approved</i> → Student must speak with the Course Coordinator and get the new units approved. Student must submit a revised CE form to ACU International for re-processing.

Some other important information about Outbound Exchange:

Outbound Exchange Eligibility

ACU students are eligible to apply for exchange if they:

- Are a current Undergraduate student who has completed at least 1 year of study, or a current Postgraduate student who has completed at least 1 semester of study.
- Have a cumulative Credit average (GPA 5) or above.
- Have enough units to undertake full-time exchange during your semester.
- Have enough units to come back for at least 1 final ACU full-time (or equivalent part-time) semester.
- Have your support and you approve the units that the student will study overseas.

Please be aware, that the submission of an application for exchange does not automatically ensure that the student will be accepted by the chosen institution.

Students wishing to study at a partner university where classes are in a language other than English will need to satisfy the partner university's language requirements. Some partner institutions offer intensive language courses prior to the exchange semester.

Fees and Financial Assistance

While on exchange, students do not pay tuition to the host university, but they will be responsible for other associated costs and fees, such as: accommodation and living expenses, travel, books, health and travel insurance, language courses, student activity fees, etc.

We recommend that students start saving early and that they save at least \$1,500 for each month of exchange. To assist students with the costs associated with overseas study, there are some funding opportunities available:

ACU Vice Chancellor's Travel Grant

Students accepted to the ACU Exchange Program are eligible to receive the ACU Vice Chancellor's Travel Grant. The grant has been established to assist student with the costs associated with their travel, and they will be reimbursed for the tickets up to the amount of \$2,500. In exchange for receiving the grant, students are expected to assist the ACU Exchange Team promote the program during their semester overseas and upon their return.

OS-HELP Loan

OS-HELP is a government loan of up to \$5,824 that is offered to Australian undergraduate students going on exchange to a partner university. The OS-HELP loan is added to the student's HECS debt, and is paid back under the same requirements. If the student chooses to study overseas for 2 semesters, they may apply for a second loan. Please note that conditions apply for this loan. You can find more information regarding OS-HELP at: <http://www.acu.edu.au/63510>.

Centrelink Benefits

If a student is currently receiving Centrelink assistance (Youth Allowance, Austudy, etc.), they may be eligible to continue to receive their benefits. They must check with Centrelink prior to their departure, and if requested, ACU will provide the student with a confirmation letter for Centrelink. Students must inform Centrelink that they will be overseas.

Country Scholarships

Some of our partners and host country governments provide financial assistance to eligible students. Please check the ACU Partner Profiles for specific university information (<http://www.acu.edu.au/63517>), or e-mail studyabroad@acu.edu.au.

Credit and Enrolment

The Course Coordinator should use discretion when advising a student who wishes to undertake study abroad & exchange. As well as academic standing, the student's ability to cope, the prospect for personal enrichment, and the ability to act as an ambassador for ACU need to be taken into account.

During a student's exchange semester, they will remain enrolled at ACU. They are also required to be enrolled full-time at their host institution. The units (both overseas and at ACU) must be approved by you. Students must ensure that their unit enrolment during their exchange is correct and complete prior to departure and that their fees invoice (if applicable) will be paid by the due date in their absence. During their exchange semester, their enrolment will appear on BANNER with a "CE (Current Exchange)" grade. If, when the student arrives at their host institution, and they are unable to enrol into their approved units, they are required to contact you and the Exchange Team about enrolling into alternative units. They will need to submit a revised CE form with your approval to the Exchange Team if changes to their overseas enrolment is made.

Upon their return, and receipt of the official transcript from the host institution, the Exchange Team will convert the unit results from "CE" to either "CG (Credit Granted)" or "NN (Fail)".

Students can only be given credit for the number of units they have studied which:

- Are listed on their HECS statement
- Have been approved by you.

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

Unspecified Credit

Application of credit is at your discretion and should be discussed with the student and agreed upon prior to the student's departure. Where possible, students should enrol in specific ACU units. However, it is common for an ACU equivalent unit is not offered, or the specified unit is not available in the exchange semester.

The units listed below are to be used for enrolment of students who have approval to complete a unit when this is the case:

Faculty	Semester 1 units (10credit points)*	Semester 2 units (10credit points)*	Unit Name
Arts & Sciences	ASOA 010 ASOA 011 ASOA 012 ASOA 013	ASOB 010 ASOB 011 ASOB 012 ASOB 013	Approved International Unit of Study
Business	BUOA 010 BUOA 011 BUOA 012 BUOA 013	BUOB 010 BUOB 011 BUOB 012 BUOB 013	Approved International Unit of Study
Education	EDOA 010 EDOA 011 EDOA 012 EDOA 013	EDOB 010 EDOB 011 EDOB 012 EDOB 013	Approved International Unit of Study
Health Sciences <i>Exercise Science</i>	HSEA 010 HSEA 011 HSEA 012 HSEA 013	HSEB 010 HSEB 011 HSEB 012 HSEB 013	Approved International Unit of Study
Health Sciences <i>Nursing</i>	HSOA 010 HSOA 011 HSOA 012 HSOA 013	HSOB 010 HSOB 011 HSOB 012 HSOB 013	Approved International Unit of Study
Theology & Philosophy	TPOA 010 TPOA 011 TPOA 012 TPOA 013	TPOB 010 TPOB 011 TPOB 012 TPOB 013	Approved International Unit of Study

Insurance

ACU Outbound Exchange students are covered by the university's official insurance provider, Catholic Church Insurances (CCI) for the duration of their studies overseas. The policy offers protection for overseas medical expenses, personal luggage, loss of deposits and additional expenses. Some exclusions apply. The host institution may also require the student to purchase an additional health/medical insurance policy.

Other Travel

Many students plan personal travel before, during, or after their exchange experience. No allowance is made for a student's absence from their study at ACU except during the approved study period.

Visas

Enquiring about a student visa (at the relevant Diplomatic Post of the country the student intends to visit) should be done as soon as the application is sent to the University's International Education Office. Visa procedures can be both cumbersome and time-consuming and therefore the student should begin procedures as soon as possible.

A visitor's visa is usually generally not acceptable for study overseas. (Exceptions to this may be short courses run in Winter or Summer.) Arranging the Student Visa is the student's responsibility.

Contact Details:

Associate Director, International Relations and Partnerships

Kirk Doyle

ACU International Office

Phone: x 2224

Email: kirk.doyle@acu.edu.au

Outbound Exchange and Study Abroad Adviser

Kate Reilly

ACU International Office

Phone: x 2074

Fax: x 2001

Skype: studyabroad.acu

Email: kate.reilly@acu.edu.au

studyabroad@acu.edu.au

Inbound Exchange and Study Abroad Coordinator

Tim Johnson

ACU International Office

Skype: studyabroad.acu

Email: timothy.Johnson@acu.edu.au

studyabroad@acu.edu.au

ACU Exchange partner institutions

Austria

FH Kufstein-Tirol University of Applied Sciences
FH Wiener Neustadt

Brazil

Pontifical Catholic University of Parana

Canada

Nipissing University, Ontario
St Thomas University, New Brunswick
Wilfrid Laurier University, Waterloo, Ontario

Chile

Universidad Santo Tomas

China

Capital Medical University, Beijing
Shanghai Institute of Health Sciences

Finland

Rovaniemi University of Applied Sciences

France

Blaise Pascal University
ESC Chambéry
ESDES (Ecole de management a Lyon)
ESPEME School of Business
(campuses in Lille and Nice)
INSEEC Business and
Communication Schools, Paris
Pôle ESG
Université Catholique de Lille
Université Catholique de Lyon
Université Catholique de L'Ouest/ESSCA Ecole de
Management

Germany

University of Applied Sciences,
Konstanz
University of Freiburg
University of Heidelberg
University of Mannheim

10 State of Hessen partnerships with

ACU Brisbane campus:

Fachhochschule Frankfurt am Main
Fachhochschule Giessen-Friedberg
Fachhochschule Wiesbaden
Hochschule Darmstadt
Hochschule Fulda
Johan Wolfgang Goethe Universität Frankfurt
am Main
Justus-Liebig-Universität Giessen
Philipps-Universität Marburg
Technische Universität Darmstadt
University of Kassel

Ireland

Mary Immaculate College, University of Limerick
Waterford Institute of Technology

Italy

University of Verona

Japan

Hijiyama University, Hiroshima
Kagoshima Immaculate Heart University
Nagoya University of Foreign Studies
Sophia University
University of the Sacred Heart, Tokyo

Mexico

Universidad Anahuac del Sur
Universidad de Monterrey
Universidad Iberoamericana, Puebla
Universidad Panamericana Guadalajara
Universidad Marista de Mérida

The Netherlands

The Hague University
VU Amsterdam

Poland

John Paul II Catholic University of Lublin

Spain

Universidad Pontificia Comillas, Madrid

South Korea

Catholic University of Daegu
Catholic University of Korea, Seoul

Sweden

Lund University College of Health Science
Malmo University
University of Gavle

Turkey

Fatih University

UK

University of Bradford
University of Cumbria
St. Mary's University College
University of Wales Institute, Cardiff

United States of America

Catholic University of America, *(Nursing only)*
Fairfield University
Georgetown University, *(Nursing only)*
Georgia College,
Nazareth College of Rochester,
Notre Dame of Maryland University,
Regis University,
St John's University,
St Norbert College
Santa Clara University,
State University of New York - Oswego
University of Miami *(Nursing only)*
University of Massachusetts - Boston
University of North Carolina, Greensboro
University of St Thomas, Minnesota
West Virginia University