



# STUDY ABROAD AND EXCHANGE APPLICATION GUIDE

## 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>

## APPLICATION PROCEDURE

Students coming to QUT for Exchange should be nominated by their home institution via our nomination spreadsheet.

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>

Students should include the following documents with their application form:

- University Academic Records (grades), in English
- Both Bachelor and Master transcript for research students
- List of units/modules/ which are currently being studied prior to commencement at QUT
- Copy of passport details page
- Evidence of English proficiency if appropriate
  - See our list of English requirements at on our website:  
<http://www.qut.edu.au/international/study-abroad-and-exchange/applying/inbound-exchange/entry-requirements>
  - Please note: Students coming from Study Abroad and Exchange Partner Universities please see the information on page 6.

Applications should be submitted by email to [stae@qut.edu.au](mailto:stae@qut.edu.au)



## Choosing Units /Subjects at QUT

To **select the units you would like to study** at QUT:

<http://www.student.qut.edu.au/studying/units> (Use the Drop Down Boxes on top)

There is also a list of **pre-approved units** for Study Abroad and Exchange students. You are not required to choose units from this list but if you do you will not have to wait for our office to gain new course approvals from the QUT faculties. This process can take up to 4 weeks.

Please find the most up to date list here: <http://www.qut.edu.au/international/study-abroad-and-exchange/units-you-can-study/pre-approved-units>

To **search for units by semester** or description use please use this link:

[https://qutvirtual.qut.edu.au/portal/pls/portal/unout\\_search\\_p.show](https://qutvirtual.qut.edu.au/portal/pls/portal/unout_search_p.show)

Alternatively, you can use the **QUT Study Finder**:

<http://www.studyfinder.qut.edu.au/cgi-bin/WebObjects/StudyFinder>

**We recommend you choose at least eight (8) units** per semester to be approved so you have some backups just in case of timetable clashes or if courses are no longer offered by the faculty.

Please note 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

Please ensure you **discuss your units choices 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.



## Inbound Exchange and Study Abroad

### Pre-Requisites

When selecting units at QUT, it is important to remember that most units above first-year introductory level have prerequisites which must be satisfied before your admission to study is approved. If you wish to undertake second, third or fourth year level units, the School or Faculty at QUT will look at the academic record from your home institution to determine whether you have passed courses comparable in content to those QUT units which are specified as pre-requisite.

It is your responsibility to make sure you meet any pre-requisites before you apply! You must feel confident that you can successfully complete the units you intend to enrol into at QUT.

### Co-Requisites

In some cases units have co-requisites, which mean they are designed to be taken in conjunction with another unit.

### Workload

As an international student, Australian Government Immigration regulations require you to be enrolled as a full-time student which at QUT means studying a minimum 3 units totalling 36 credit points. However, the normal study load at QUT is 4 units totalling 48 credit points.

As mentioned above, when applying to QUT, we strongly recommend that you nominate at least eight units in case some of these are not approved for study.

### Changing Units

You are able to change units on arrival at QUT, provided you:

- Meet any prerequisite/s (this may require providing an up to date academic transcript)
- Have obtained the QUT course adviser's permission to do the unit (this can be done via the Study Abroad and Exchange Office)
- Have obtained approval from your home institution - failure to do so might result in difficulties in having the unit credited back to your home degree.

As long as you follow the requirements above, you have until the second week of classes to change your units.



## Inbound Exchange and Study Abroad

### Credit Transfer

On completion of the semester or year at QUT each student will be provided with an official transcript. This will be posted to the mailing address you list on QUT Virtual and it is important you update this prior to returning home. For students coming from Study Abroad and Exchange partner institutions, another transcript will also be posted your institution.

### Study Abroad and Exchange Admissions Team

#### Mr. Tim Cilento

North Asia: China, Hong Kong, Japan, Taiwan, Korea and Macau.

Europe: Denmark, Austria, Belgium, Finland, Hungary, Netherlands, Poland and Sweden, India, Africa, Turkey.

#### Ms. Dianne Farley

Europe: Germany, Norway, Switzerland, Czech Republic and Russia.

South-East Asia: Singapore, Malaysia, Indonesia and Thailand.

#### Ms. Natalie Pye

USA, Canada, Central and South America.

#### Ms. Eunice Isidro

Europe: France, Italy, Spain, Ireland, UK, Croatia, Portugal and Slovenia.

#### Mr. Febs Ierome

Partner Short Term Programs

You can contact all of our team via one central email: [stae@qut.edu.au](mailto:stae@qut.edu.au)

### Application Deadlines

To ensure timely processing, application deadlines are as follows:

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

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





## Inbound Exchange and Study Abroad

### 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	Apply to the QUT Study Abroad and Exchange Office (STAE).
Step 2: up to 4 weeks	<p>The STAE team will assess your application documentation and unit list.</p> <p>The units you have requested to study will be sent to the relevant QUT faculty for approval.*</p> <p>*If you have chosen your units from our pre-approved list this process will be much quicker.</p>
Step 3	<p>When faculty approval is received an offer letter will be generated and emailed to you.</p> <p>To accept the offer you need to:</p> <ul style="list-style-type: none"> <li>• Complete the acceptance of offer form</li> <li>• Complete the declaration page</li> <li>• Pay any relevant tuition or Overseas Health Cover (OSHC) fees ( a copy of the receipt will be required)</li> <li>• Email both forms and your receipt to the STAE office: <a href="mailto:stae@qut.edu.au">stae@qut.edu.au</a></li> </ul>
Step 4: up to 2 weeks	<p>When your forms are received and your fees payment has been processed at QUT you will be 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>



## English Requirements for Incoming Study Abroad and Exchange Partner Universities

**Please note: The following information does not apply to students coming from Study Abroad Agents.**

QUT has conducted a review of English requirements for incoming Study Abroad and Exchange students from QUT's partner universities. The requirements have been discussed with the relevant areas within our university and the Registrar has approved to waive the requirement of supporting documents for English Language Proficiency for incoming study abroad and exchange students from QUT's partner universities.

Students from QUT's partner universities are no longer required to demonstrate English Language Proficiency to be accepted on exchange or study abroad to QUT. This change will be in effect for any future exchange and study abroad applications from QUT's partner universities.

QUT continues to expect students to have an English Language Standard equivalent to an IELTS 6.5 with no sub-score less than 6.0. When selecting students to come to QUT on exchange, it is expected that our partners are confident their students will be sufficiently capable of handling studies undertaken in an environment with that expectation. Due to our successful relationship with our exchange partners, QUT is confident that this alteration will continue to yield high caliber incoming students.

We ask you to confirm in your nomination email to QUT that students being nominated meet or are equivalent to QUT's English language proficiency requirements, as detailed above.

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](#)

### Documentation Required:

Confirmation of English must come in writing (by email or a letter) from a representative of the Study Abroad and Exchange office at your home University and must state that you "confirm that you are confident the student meets an IELTS 6.5 and will be able to cope academically whilst studying at QUT".



## OVERSEAS STUDENT HEALTH COVER (OSHC)

OSHC is compulsory for obtaining an Australian Student Visa. You will confirm your OSHC at QUT when you make payment when accepting your offer to study with us.

For further information on the visa application process, refer to the Australian Department of Immigration & Citizenship at <http://www.immi.gov.au/students/students/chooser/index.htm>

## ARRIVAL INFORMATION

**Orientation for semester 1, 2015: 16 February – 20 February**

**Orientation for semester 2, 2015: 13 July – 17 July**

This session is compulsory to attend. We advise that students arrive approximately 1 week prior to this date so they can adjust to the time, weather etc.

We do not recommend that students make payments for flights until QUT issues the final Visa documentation.

### **Airport Transfer and Temporary Accommodation**

QUT provides an airport transfer to students. We can also recommend some local providers for short term accommodation close to campus. For more information please go to:

<http://www.student.qut.edu.au/international/airport-reception>

## Study Abroad Fees

You can see the current fees via our website below:

<http://www.qut.edu.au/international/study-abroad-and-exchange/applying/study-abroad/costs>