

# RMIT PARTNER INFORMATION SHEET

## Information for Exchange Partners, Study Abroad and Agents

### Location

#### Melbourne, Australia

- » City campus (City centre)
- » Brunswick campus (5 kms/3.1 miles from City)
- » Bundoora campus (18 kms/11.2 miles from City)

[www.rmit.edu.au/about/campuses](http://www.rmit.edu.au/about/campuses)

### Nominations and balances

Partners should contact the relevant Student Mobility Advisor (refer to page 6) at the Education Abroad Office (EAO) for your region, prior to nominating students, to check the number of applications we can accept each semester.

RMIT is required to maintain an even balance of numbers on our agreements within a one to two year period, within two to three places. Each semester studied at RMIT is considered one place.

### Eligibility

- » Completed at least one full year of studies at home institution
- » Minimum GPA of 2.5 or 60% or equivalent
- » Met RMIT's English language requirements
- » Be 18 years of age or over (at the time of applying)

### English Language requirements

For Undergraduate and TAFE programs (Postgraduate courses may require higher test results):

- » IELTS Academic – 6.0 (no band less than 5.5)
- » TOEFL (Paper based) 577+ (TWE 4.5+)
- » TOEFL (Internet-based test) – Overall score 79, minimum 19 in all sections
- » RMIT English Worldwide – Advanced 1

For details on other English language tests accepted please refer to the following web site:

[www.rmit.edu.au/programs/international/englishequivalent](http://www.rmit.edu.au/programs/international/englishequivalent).

Please note: Students can not be issued an electronic Confirmation of Enrollment (eCOE) until they have met all eligibility criteria, including English language requirements.

It is important to note that English language requirements may be waived for some applicants (please refer to [www.rmit.edu.au/programs/international/englishequivalent](http://www.rmit.edu.au/programs/international/englishequivalent)) but may still be required in order to obtain a student visa. This is based on the country assessment level of which the applicant is a citizen. This is an Australian Federal Government requirement not an RMIT University requirement and cannot be waived.

*N.B. RMIT has recently reviewed the ELR for Finland, Germany, Denmark, Netherlands, Norway and Sweden. Please see the above web site.*

*The above is only a guide. RMIT University reserves the right to request additional evidence of English proficiency as some programs have a higher requirement.*

### Links to all courses

#### Higher Education and TAFE

If your exchange agreement with RMIT is school specific i.e. not institution wide, then students should only select courses from that school.

Students may choose any courses listed on the Student Elective page at: [www.rmit.edu.au/students/studentelectives](http://www.rmit.edu.au/students/studentelectives). All electives listed are taught at Undergraduate level only.

#### To search courses by program

Students can view all RMIT programs at: [www.rmit.edu.au/students/enrolment/search](http://www.rmit.edu.au/students/enrolment/search)

Each program summary shows a list of courses offered within the program, and the semester in which it is offered.

Students must choose only courses offered in the semester that they are interested in (Semester 1 – February or Semester 2 – July) and should only select one semester of courses even if they are only applying for one year. Students should also note the course codes.

To check go to: [http://sts.rmit.edu.au/sts/readonly/ro\\_index.jsp](http://sts.rmit.edu.au/sts/readonly/ro_index.jsp) select the appropriate school and 'Sem1 or 2 HE 2010'. If experiencing any difficulties please contact the relevant EAO Student Mobility Advisor.

#### To search courses by course code/name

All course guides (subject descriptions) are available at:

- » Higher Education  
[www.rmit.edu.au/students/courses/he](http://www.rmit.edu.au/students/courses/he)
- » TAFE  
[www.rmit.edu.au/students/courses/tafe](http://www.rmit.edu.au/students/courses/tafe)

By typing in the course code. e.g. HUSO2036, the course description is shown.

## RMIT dual-sector

### Technical and Further Education – TAFE

RMIT is a dual-sector Institution. In Australia, any institution that offers both higher education (coursework and research) and TAFE (vocational education and training) programs is considered as dual-sector.

TAFE is typically suitable for students who are studying at a Community College, vocational institution or technical institution, however, any student is welcome to select courses from this area as long as they meet the pre-requisites and are studying a full time on-campus load of TAFE courses only.

TAFE semesters start at different times to the higher education semester's, therefore, students can only apply for one or the other, that is, all courses at higher education level or all courses at TAFE level.

TAFE courses are offered in the following areas:

- » Business TAFE  
[www.rmit.edu.au/businessstafe](http://www.rmit.edu.au/businessstafe)
- » Design TAFE  
[www.rmit.edu.au/designstafe](http://www.rmit.edu.au/designstafe)
- » Engineering TAFE  
[www.rmit.edu.au/engineeringstafe](http://www.rmit.edu.au/engineeringstafe)
- » Life and Physical Sciences TAFE  
[www.rmit.edu.au/lifephysicalsciences](http://www.rmit.edu.au/lifephysicalsciences)

If you are unsure if your students are suitable for these courses please contact the relevant Student Mobility Advisor at the EAO.

Further information about TAFE in Australia is available on the following web site:  
[www.studiesinaustralia.com/technical\\_and\\_further\\_education](http://www.studiesinaustralia.com/technical_and_further_education)

Please see links on next page for Higher Education courses.

## Course prohibitions

### Architecture programs

Please be aware that courses in Architecture are very competitive and limits are set by the school on the number of students that can be accepted each semester. The deadline for students applying for courses in Architecture, are earlier than for general applications. Applications must be received by the EAO no later than the following dates:

- » RMIT Semester 1 (March)  
Architecture students only – 30 September
- » RMIT Semester 2 (July)  
Architecture students only – 30 March

Applicants will not be notified of the outcome for Architecture courses until end of November or early December for Semester 1 and early May for Semester 2. Therefore, it is best to advise your students to select back-up courses in case they are not successful.

### Folio format for architecture exchange/study abroad applications

#### Preferred option

- » Hard copy printed folio of either A3 or A4 Size (printed in colour)

#### Secondary option

- » Digital format to the following specification:
  - A3 or A4 Size PDF Document ONLY
  - Maximum 30 pages
  - Maximum 10 MB

## Studio space

Where a course requires studio space such as graphic design, landscape architecture, interior design, industrial design, fashion, art, photography, textile design, students will be required to compete for studio space by a 'ballot system'. This will be explained to students at orientation. Failure to attend orientation will result in the student losing a studio place and possibly losing their place in that particular course.

## Selecting courses

Students should note the following carefully when preparing their study plans:

- » Students should select eight courses for their first semester of study in case some are unavailable. Students who have applied for one year (two semesters) do not have to select courses for their second semester at this stage.
  - » Once at RMIT, students will enrol in a full time load, selecting from the courses they have had pre-approved as shown on their offer letter. Please advise students to select courses carefully as it is difficult to change courses upon arrival. If students cannot find enough detail for each course i.e. course outlines, please request this information from the relevant Student Mobility Advisor at the EAO.
  - » Students must select all courses from undergraduate or postgraduate programs or all courses from TAFE programs; they cannot do a selection of both as classes commence at different dates.
  - » Courses should be at the first, second or third year level; the fourth year courses can only be selected if the student has completed a minimum of three years of undergraduate in the same area at their home institution.
  - » Postgraduate students are considered on a case by case basis.
  - » Students should check that courses are offered in the relevant semester.
  - » All courses must be selected from the one campus, e.g. all at Bundoora or all at City campus.
  - » Due to the proximity of the City and Brunswick campuses, it may be possible to do a mixture of courses between these two campuses.
  - » All courses are subject to final class timetables. There is no guarantee that students will be able to enrol into the courses they have been approved for. Exchange and Study Abroad students compete for class space at enrolment along with all other RMIT students.
  - » Prerequisites – Some courses require students to have completed studies at their home institution in the same discipline area as they are applying for at RMIT. These prerequisites apply to exchange and study abroad students.
  - » Additional Information is required if your students are selecting Computer Science and IT courses. They will need to supply information on their experience with programming languages or operating systems and if these are studied as part of their current course or if the experience was through work or other projects please provide details about your activities.
    - Programming languages – they have studied or used, including level of experience in java and C programming languages e.g. how many semesters of study?
    - Operating systems they have studied or used, including level of experience in the unix operating system.
- A space to enter this information has been included in the new hard copy Incoming application form which will be up on the EAO web site at the end of June. There is no space in the on-line application; Apply International, therefore this will have to be attached if applying on-line.

## Full-time load

### Higher Education

36 to 48 credit points is a normal full-time load per semester. Students must undertake a minimum of 36 credit points and are not permitted to exceed 48 credit points (overload). Dropping below 36 credit points is a breach of the Student Visa.

### TAFE

TAFE have a different course structure to higher education students; they do not work on a credit point system. Courses are based on the number of hours a student is enrolled in. At least 360 hours worth of courses should be taken per semester, or as directed by the school, in order to maintain a full time load.

## Academic semester dates

### Higher Education

- » Semester 1 2011  
28 February – 24 June 2011
- » Semester 2 2011  
18 July – 11 November 2011
- »

### TAFE

- » Semester 1 2011  
7 February – 17 June 2011
- » Semester 2 2011  
4 July – 11 November 2011

## Orientation

It is compulsory for all students (Higher education and TAFE) to attend the EAO Orientation week. Students should arrive in Melbourne by Monday 12 July 2010 for semester 2, 2010.

- » Semester 1 2011  
Wednesday 16 February  
Thursday 17 February  
Friday 18 February
- » Semester 2 2011  
Tuesday 12 July  
Wednesday 13 July  
Thursday 14 July

**Students must arrange their travel so they can attend.**

## Health insurance

Overseas Student Health Cover is compulsory as part of the Australian visa requirements. The Australian Department of Immigration (DIAC) has recently made changes to visa requirements in relation to overseas health cover. Students are now required to purchase health cover for the duration of their visa and not the duration of their course. The Education Abroad Office will advise students in their offer letter what they are required to pay. This will now vary depending on time of entry and is based on the standard issue dates by DIAC for a 575 student visa. If a student elects to extend their visa they are responsible for ensuring they are covered by health insurance.

As a guideline students studying at RMIT for one semester will pay approximately \$215 in 2011. The rate in 2011 for a student coming for one year will depend on the time of entry e.g. February or July, these amounts will range from \$393 to \$471 with the higher amount being for entry in July.

[www.medibank.com.au/Client/StaticPages/OSHCHome.aspx](http://www.medibank.com.au/Client/StaticPages/OSHCHome.aspx)

This is compulsory for all students with the exception of students from Norway and Sweden. That is, a Norwegian National Insurance Scheme cover holder or a Swedish national with cover through the Swedish National Board of Student Aid (CSN).

## Applying

### Hardcopy

You can download an application form from the following URL and forward it directly to EAO:

- » Exchange and Study Abroad students  
<http://mams.rmit.edu.au/fgk2oubby5wjx1.pdf>

### Application requirements

- » Completed Exchange/Study Abroad Application form
- » Certified true copy (or original) of latest academic transcript. Transcripts not in English must be translated into English and certified
- » 2.5 GPA or 60% equivalent
- » Proof of English proficiency (if English is not first language) translated into English and certified.
- » Two passport photograph
- » Statement of purpose explaining why student wants to study at RMIT, approximately 500 words.
- » Portfolio if applying for Art and Design courses

*N.B. If any of the above required documents are not provided, the application cannot be processed.*

## Study Abroad fees

### Higher Education and TAFE students

For non-exchange partner institutions:

- » 2011 – AU\$9,000 per semester

Fees charged are for one semester of study regardless of whether a student studies three or four courses. Students are normally not permitted to overload (i.e. five courses) but if an overload arrangement is agreed upon, further tuition fees may be charged.

### Partner Discount

A discount of AU\$500 per semester is available for Exchange Partner Institutions sending Study Abroad students.

## Send applications to

### Education Abroad Office

RMIT University

### Physical address

Building 15, Ground Floor  
124 La Trobe Street,  
Melbourne VIC 3000  
Australia

### Postal address

GPO Box 2476  
Melbourne VIC 3001  
Australia

Email: [eao@rmit.edu.au](mailto:eao@rmit.edu.au)

*Note: Do not use postal address if sending documents by courier.*

## Application deadlines

### Semester 1 (March)

- » 30 October
- » Architecture students — 30 September

### Semester 2 (July)

- » 30 April
- » Architecture students — 30 March

## Approval process

Please advise your students that they are not accepted into RMIT until the Education Abroad Office has sent them a formal offer letter.

### Balances

In the case of exchange nominations, the exchange balance between RMIT and the Partner Institution is checked at the time of receiving all applications (i.e. application closing dates), unless agreement has already been reached before the nominations are sent to RMIT. If there are any problems with balances, the relevant Student Mobility Advisor will advise you as soon as possible. However, it is recommended that partners check the balances, or number of students that can be nominated each semester, with the relevant Student Mobility Advisor at the EAO before nominating students.

### Initial assessment

The EAO staff will acknowledge receipt of applications as soon as they are received.

The Education Abroad Office carries out the initial assessment of applications, checking that the applications are complete and that all eligibility criteria have been met, including English proficiency. If there are any missing documents or issues with the courses selected, either the Mobility Officer or the relevant Student Mobility Advisor will contact you.

Because the EAO handles both incoming and outgoing student programs, incoming applications received well before the deadline will not necessarily be processed immediately. They will, however, be processed as soon as possible and, at the latest, by the closing dates for applications.

### Study plan approval

Once the initial assessment has been completed, applications with course selection (study plan) are sent to the relevant schools for approval. Schools are entirely responsible for assessing whether students have the necessary prerequisites and academic background to undertake their selected courses. This is not the EAO's decision. A study plan may require multiple approvals in more than one school, a process which can take from two to eight weeks (from application closing date). Every effort is made to have the study plan approvals completed as quickly as possible so we can move onto the next stage of processing.

School staff may request course outlines and other material from a student's home institution to assess the student's suitability for a particular course. Such requests will normally be forwarded via the EAO staff on behalf of the school.

In cases where delays in study plan approvals are such that time is running out to apply for a visa, the EAO will make a formal offer once three to four courses have been approved and will continue seeking approvals for the remaining courses.

### Offers

Once the study plan has been approved, EAO will issue a formal offer letter. The offer will include a list of all courses requested with the outcome of each e.g. approved, pending, etc. plus an offer acceptance form.

Accompanying the letter will be an EAO Pre-Arrival Guide. Details of the orientation will also be forwarded at this stage if they have been finalised otherwise a separate email will be forwarded at a later date.

### Acceptance of offer

The student must sign and return the acceptance of offer and the proxy forms by mail or fax to the EAO along with proof of payment of the following:

- » the compulsory health insurance (see Overseas Student Health Cover); and,
- » for Study Abroad; payment of the study abroad semester fees, unless arrangements have been made to pay a deposit i.e. scholarship students.

## Electronic Confirmation of Enrolment (eCoE)

Within seven days of the EAO receiving all forms and proof of payment, an eCoE will be emailed directly to the student, except for partners and agents who have specifically asked us to send the eCoE directly to them. The eCoE is required by the student in order to apply for an Australian student visa. As the eCoE is recorded electronically in the Australian Government visa system, it is not possible to apply for a visa before this document has been issued.

It should be noted that an eCoE cannot be issued until the student's offer acceptance form, proxy form, and proof of payment of relevant fees, have been received. Please see below for further information on visas.

### Timeline

The above process normally takes a minimum of six weeks and can take up to ten weeks. We make every attempt to issue the eCoE to students as far ahead of their due arrival date as possible. However, late or incomplete applications and delays in study plan approvals mean that it may arrive quite close to the student's departure date. Where there are delays we will keep both the student and partner informed. You are welcome to contact us at any time if you are concerned about any application. You should contact the Student Mobility Advisor responsible for your region, see contact details on page 6.

## Student visa

Exchange and Study Abroad students must study in Australia on a sub-class 575 student visa (non award) – **not** a tourist visa.

Before they can apply for a visa, students will need a letter of acceptance from RMIT University and an electronic Certificate of Enrolment (eCoE) issued by the Education Abroad Office. ECoE's are not issued by our office until the student has accepted our offer and returned all signed documents, including payment of healthcare or tuition if applicable.

Please refer to the Department of Immigration and Citizenship (DIAC) web site at [www.immi.gov.au/students](http://www.immi.gov.au/students) for detailed information about student visas. The charge for a student visa for 2010 is AU\$540.

Student visas are normally issued for one month prior to commencement of the semester and will be valid up to one month after completion of studies.

### Country assessment levels

Students should apply for visas as early as possible as each country has different requirements resulting in some applications taking longer than others. Visa requirements are determined by the assessment level of the student's country of citizenship. To find our assessment levels, go to the following web site: [www.immi.gov.au/students/student-visa-assessment-levels.htm#a](http://www.immi.gov.au/students/student-visa-assessment-levels.htm#a). For example, USA and Canada for a 575 non-award student visa is a level one, India and China are a level three (as at September 2008). Assessment levels will also determine the need for English language tests, health checks, supporting financial documentation etc.

### Pre-visa Assessment (PVA)

Students from assessment level three and four countries will first need a Pre-visa Assessment (PVA). An application for PVA has to be lodged with the Australian Department of Immigration (DIAC) prior to the student applying for a visa. The process is outlined on the Department of Immigration and Citizenship web site: [www.immi.gov.au/students/students/575-3/apply-person.htm](http://www.immi.gov.au/students/students/575-3/apply-person.htm)

If the student has received a letter from DIAC advising they are considered a 'genuine' student (PVA has been issued with approval for them to apply for a visa) then a scanned copy of the PVA is sent to our office and we will then issue the eCoE if they have met the ELR so they can apply for a student visa.

Please be aware that acquiring pre-visa approval (a PVA) will add significantly more time to the application process. Students and partners need to take this into account when sending applications. A student must have a visa in time to arrive for our Orientation.

## Working on a student visa

A sub-class 575 student visa (non award) permits exchange and study abroad students to work up to 20 hours per week during semester and longer during academic breaks. A separate work visa is not required.

### Living costs

- » Accommodation set-up  
AU\$500 – AU\$1,800 once-off  
(for example, bond, utilities, furniture, phone set-up)
- » Accommodation  
AU\$600 – AU\$800 per month.
- » Books and stationery  
AU\$300 – AU\$400 per semester.
- » Food  
AU\$250 – AU\$300 per month.
- » Personal expenses  
AU\$300 – AU\$350 per month.
- » Transport  
AU\$50 – AU\$120 per month.

*The above costs are approximate as at 2010.*

## Accommodation

RMIT does not offer on-campus accommodation. However, we do have an agreement with a private local provider called RMIT Village. They give priority to RMIT students; students may book and pay a deposit directly to the village. A full refund will be provided if accommodation is cancelled prior to start of the accommodation contract. In order to secure accommodation students should apply directly to RMIT Village as soon as they are nominated by you to RMIT. [www.rmitvillageom.com.au](http://www.rmitvillageom.com.au)

Students looking for off-campus accommodation should be instructed to arrive at least 3 weeks prior to Orientation as accommodation is difficult to find and can take a while.

Melbourne city has many private student apartments. RMIT Housing Advisory Service assists students with permanent housing. [www.rmit.edu.au/housing](http://www.rmit.edu.au/housing)

More information on accommodation is provided at the end of this information sheet.

## Requesting to stay at RMIT for another semester

Students who wish to extend their studies at RMIT by another semester are required to do the following:

- » contact the EAO to seek permission. In the case of exchange students the EAO staff will check the institutions balances and then email the relevant partner for approval for the student to stay another semester
- » it is the student's responsibility to get course approval (credit transfer approval) from their home institution
- » the student must also select courses for the next semester and seek approval from the relevant RMIT schools directly.

If RMIT and the host institution has approved the student to stay on the student must then:

- » pay for an additional semester of health cover (OHSC)
- » pay additional semester tuition fees in the case of a Study Abroad student
- » take proof of payment of health cover (and tuition fees for study abroad) to the EAO where another eCoE will be issued.
- » the student will then need to apply for another student visa.

## Staying in Australia after studies

Students wishing to extend their stay in Australia once they have completed studies will need to apply for a tourist visa. Tourist visas are granted as long as students do not have an 8534 or 8535 condition on their student visa (details about these conditions can be found on the DIAC web site). Students will need to provide a letter confirming completion of studies with their application for extension of stay in Australia. Further information about tourist visas can be found on the Department of Immigration and Citizenship web site:

[www.immi.gov.au/allforms/visiting\\_tourism.htm](http://www.immi.gov.au/allforms/visiting_tourism.htm)

## RMIT presentation at your institution

If you would like to do a presentation at your institution or agency on RMIT and coming to Australia we can send you a PowerPoint presentation.

Just contact one of the Student Mobility Advisors, the Manager or the Senior Coordinator and request they either email you the presentation or send it on a CD by mail.

## Contact details

### Kate Rintoul

Student Mobility Adviser

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Email: Kate.rintoul@rmit.edu.au

*USA, Canada, Mexico, South America, New Zealand, India, Africa, Malaysia, Philippines, Thailand, Indonesia, Singapore*

### Anielle Leung

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*Denmark, Finland, France, Italy, Netherlands, Norway, Sweden, China, Hong Kong, Japan, Korea, Taiwan*

### Vacant

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### Judi Cowie

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### Zoe Lai

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### Catherine McConville

Mobility Officer

Tel. +61 3 9925 9035

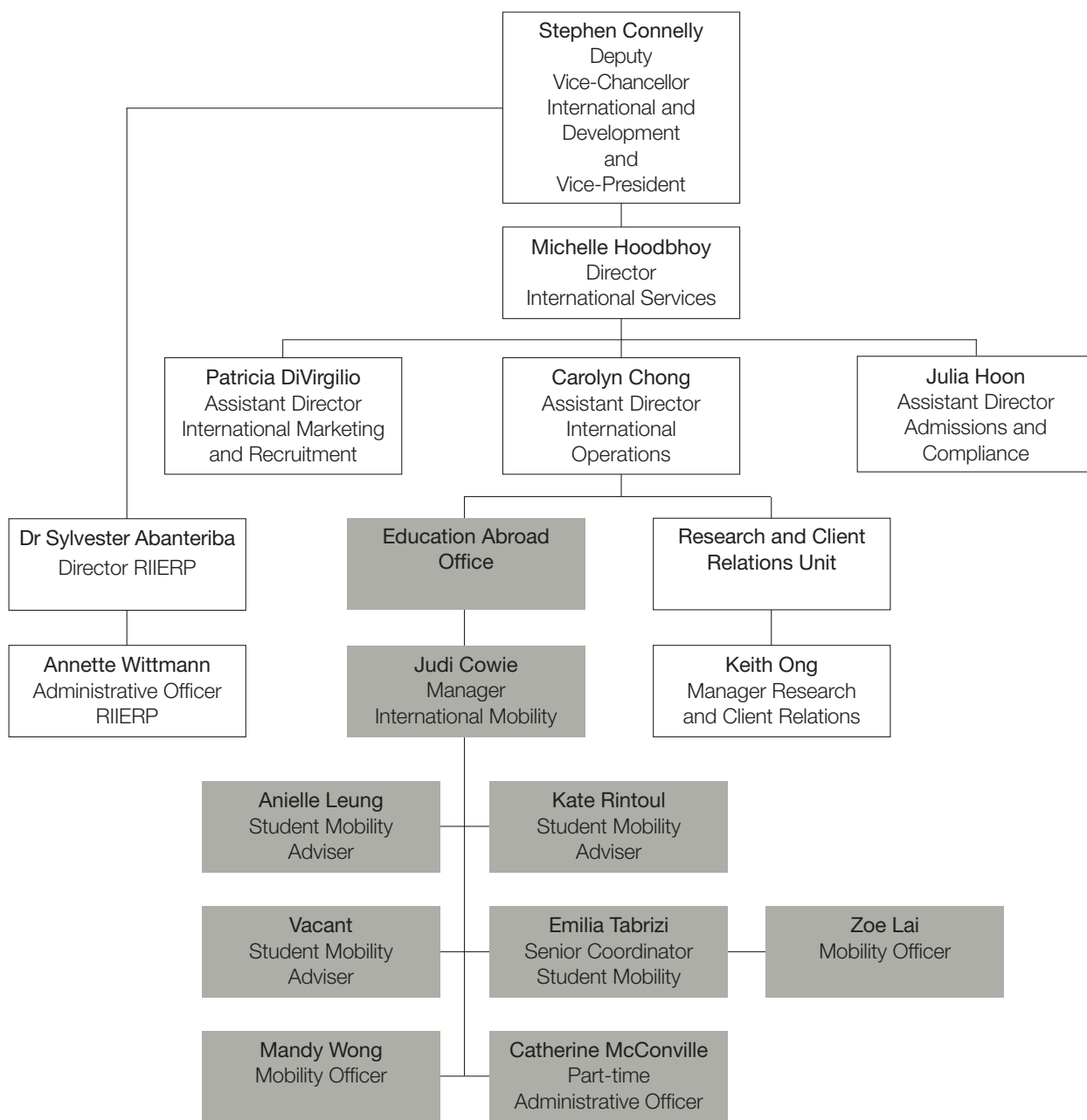
Fax: +61 3 9925 5235

Email: Catherine.mcconville@rmit.edu.au

*Part-time – Tuesday and Thursdays only*

## High level organisational chart of International Services

September 2010



## Terminology at RMIT

### College

The grouping of academic areas within RMIT. Also known as Faculties at Australian universities. RMIT has three Colleges and the various Schools sit within each College.

### School

Schools are within Colleges e.g. Architecture and Design is one of the schools that comes under the College of Design and Social Context.

### Discipline

Specific area of study within a school e.g. Architecture, Fashion, Interior Design etc. are disciplines that are taught within the School of Architecture and Design.

### Program

Program refers to a period of study after which students, upon passing, receive an award (e.g. degree, diploma, certificate etc.).

### Bachelor degree (Bachelors)

An undergraduate qualification—usually between three to five years in length, also referred to as a program at RMIT.

### Course

An individual unit of study. Can also be referred to as units or subjects at other Australian universities.

### Course code

Code assigned to each course. Important to have this for enrolment and doing a timetable.

### Credit points

Number of credits each course is worth. The majority of courses at RMIT are worth 12 but some may be worth 24. The workload is determined by the number of credit points.

### Full-time load

36 credit points per semester. Generally made up of 3 x 12 or 4 x 12 credit point courses.

### Higher Education

In the Australia Qualifications Framework, higher education courses are those leading to the award of associate degree, bachelor's degree, graduate certificate, graduate diploma, master's degree or doctoral degree. Universities are higher education providers.

### TAFE

Technical and Further Education (interchanged with VET)

### VET

Vocational Education and Training – same as TAFE but referred to as VET in the wider Australian education system.

### Dual sector

Dual sector refers to the fact that RMIT offers programs in TAFE (Technical and Further Education) and higher education (undergraduate and postgraduate).

### Undergraduate

Program studies that form part of a bachelor degree, associate degree, dual award or double degree i.e. Higher Education.

### Postgraduate

Programs of study at a higher level than a bachelor degree (e.g. graduate diploma, masters, and doctorate) all taught in the higher education system in Australia.

### Prerequisites

Courses (subjects) that students must have completed at their home institution to be eligible for entry into a RMIT program, or a particular course that requires prior studies.

### Electives

The same as courses but offered to RMIT students across disciplines. Majority of degrees are structured with core course (compulsory course within a student's discipline) and electives that can be chosen from many different disciplines.

### Lecture

Class of 50 – 200 students where an academic delivers a lecture, generally no class interaction.

### Tutorial

Class of 5 – 20 students where an academic (lecturer or tutor) leads the class, significant student interaction and often group projects.

### Laboratory

Class conducted separate to a lecture, often in smaller groups and conducted in a lab.

### Teacher guided hours

Also known as 'contact hours'. The amount of time a student spends in a class or other educational setting.

### Learner directed hours

The number of additional hours a student is expected to undertake in their own time for a course.

### Folio

Some courses such as architecture, fashion or design may require that you submit a portfolio as a sample of your work.

### TOEFL

Test of English as a Foreign Language.

### IELTS

International English Language Testing Scheme.

### Exchange student

A student who studies at RMIT for one or two semesters where their home institution has a formal Exchange Agreement with RMIT i.e. 'Partner Institution'. The student pays fees to their home institution not to the host institution.

### Study Abroad student

A student who studies at RMIT for one or two semesters and pays full tuition fees as their home institution does not have a formal Exchange Agreement with RMIT.





## Australia and New Zealand Exchange Fair Circuit 2010 and 2011

Thank you to all our partners who participated in the 2010 RMIT Education Abroad Fair. The fair was a huge success with more than 2,000 RMIT students attending throughout the day. We hope 2011 will be bigger and better so start planning. We would love to see you here in 2011.

The circuit is a collaboration between universities in Australia and New Zealand, and is a major initiative to get more Australian and New Zealand students studying overseas. This is the ultimate opportunity to visit all your Australian and New Zealand partners at once to attract more Australian and New Zealand exchange students to your campus.

For more details on the National Exchange Fair Circuit, accommodation and activities please refer to:

[www.ieaa.org.au/exchangefairs](http://www.ieaa.org.au/exchangefairs).

We would love to have you here to showcase your institution. This is a particularly good opportunity to promote exchange to your institution, where we may have an imbalance.

**The Education Abroad Fair will be held on Wednesday 30 March 2011.**

### Further information

Judi Cowie

Manager, International Mobility

Email: [judi.cowie@rmit.edu.au](mailto:judi.cowie@rmit.edu.au)



## Accommodation in Melbourne

Please note that student accommodation in Melbourne fills up very quickly. Finding suitable housing should be considered a priority and arranged as soon as possible. The following is recommended:

- » When you nominate your students to RMIT (at the time you send us the applications) if your students would like to live in 'on-campus style' accommodation then they immediately apply to the RMIT Village for a room. They will be required to pay a bond of AU\$750 as a deposit to secure the room but this will be refunded should their Exchange/Study Abroad application be rejected. [www.rmitvillageom.com.au](http://www.rmitvillageom.com.au). Please see at the end of this sheet information on how to apply to the RMIT Village and receive a priority booking.
- » If your students want to look for off-campus accommodation, they should plan their arrival to Melbourne at least three weeks before the commencement of semester in order to look for accommodation. In addition they should be encouraged to research off-campus accommodation through our University housing service prior to arrival.  
[www.rmit.edu.au/housing](http://www.rmit.edu.au/housing)

The RMIT Housing Advisory Service provides information, advice and assistance on finding suitable off-campus accommodation.

For information, please visit [www.rmit.edu.au/housing](http://www.rmit.edu.au/housing).

Before students start to search for accommodation it is important to be aware of the location of the campus they will be studying at as this will determine the most suitable suburbs to live in. For housing information for each campus, please refer to the following web links:

- » City campus  
<http://mams.rmit.edu.au/99amflg9wmsnz.pdf>
- » Brunswick campus  
<http://mams.rmit.edu.au/1tg8qyjpvnnsz.pdf>
- » Bundoora campus  
<http://mams.rmit.edu.au/a6cyoyjpvnnsz.pdf>

The following types of student accommodation are available and suitable for Exchange and Study Abroad students:

### Self-contained student apartment complexes

While allowing students to live independently, these large complexes also provide student facilities and services resulting in a secure and supportive residential environment.

More information and a list of student complexes can be found at <http://mams.rmit.edu.au/ibmmsmjlg37y.pdf>.

## Share-house accommodation

Moving into an established household that has a vacant bedroom is often cheaper than living in student apartment complexes and a good way of meeting some locals. Students pay rent for a bedroom (furnished or unfurnished) and share the bathroom, kitchen and living areas with other people.

For information on share-house accommodation, please visit <http://mams.rmit.edu.au/es1sd7stmwguz.pdf>.

As it can take time to find a room in a shared house, we strongly recommend that students organise temporary accommodation through RMIT International Services for the first couple of weeks in Melbourne while searching for permanent accommodation.

An extensive list of available temporary accommodation, can be found at: <http://mams.rmit.edu.au/z6r3jgxb3oo31.pdf>.

To book temporary accommodation through RMIT, please visit [www.rmit.edu.au/programs/international/temporaryaccommodation](http://www.rmit.edu.au/programs/international/temporaryaccommodation).

## Homestay

Full-board is usually provided in a suburban household with students having their own fully furnished room, two to three meals per day and all household bills except telephone calls included in the overall cost.

More information is available at:

<http://mams.rmit.edu.au/4gcw5xsr0xltz.pdf>.

### Alert

There have been two instances where overseas students have arranged accommodation through a private provider (private home) prior to arriving in Australia and paid a AU\$1,000 deposit. Unfortunately this was a scam run from a web site in the U.K. and these students did not have accommodation when they arrived in Melbourne; they lost their money.

Students should not pay money to secure private accommodation in Melbourne before they arrive. They need to be here to view the accommodation and make sure everything is legitimate. Also, under the Australian Residential Tenancies Act 1997 it is illegal to secure a rental property without having seen the property in person.  
[www.tuv.org.au](http://www.tuv.org.au)

It is fine to pay accommodation deposits for student specific places such as RMIT Village.

## RMIT Village Old Melbourne

### 2010 booking process

1. All applications for new residents are on-line at [www.rmitvillageom.com.au](http://www.rmitvillageom.com.au).
2. Applications for 12 month contracts from 1 January to 31 December 2010 are now open.
3. Only 12 month individual contracts are available in 2010 (excludes international study abroad students where six month + six month contracts are offered subject to availability).
4. Rent is payable irrespective of whether the tenant is physically in the apartment or not.
5. Offers to new residents will be made via email from Monday 19 October 2009, for contracts commencing 1 January 2010 and from Monday 3 May 2010 for contracts commencing 1 July 2010.
6. Offers to new residents are only valid for up to five working days from the offer sent date.
7. Payment of the AU\$750 Bond, signing and returning of contracts confirms acceptance of an offer. The first payment by Study Abroad and exchange residents is more to cover the cost of the package inclusions.
8. Two bedroom studio apartments are the only room type likely to be available to new residents for 2010 – 80% of our room stock are two bedroom studio apartments.
9. Offers will be made September 2009 to existing residents who will have four weeks to confirm if they wish to stay into 2010.
10. Requests for accommodation in 2011 can be made via our web site from mid 2010.

### Cancellations prior to contract start date

1. All cancellations must be sent via email to [info@rmitvillageom.com.au](mailto:info@rmitvillageom.com.au).
2. Cancellations received before 12 noon (AEST) on Friday 18 December (for contracts commencing 1 January 2010) and Friday 11 June 2010 (for contracts commencing 1 July 2010) will receive a full refund of the AU\$750 bond.
3. Cancellations received after 12 noon (AEST) on Friday 18 December 2009 (for contracts commencing 1 January 2010) and Friday 11 June 2010 (for contracts commencing 1 July 2010) up to the contract commencement date will forfeit the AU\$750 payment.

### Cancellations after contract start date

1. Written cancellations must be on the prescribed contract termination form available from Village reception.
2. Resident must pay an Administration Fee of two weeks rent.
3. Residents must continue to pay the residential fee up to the contract commencement date of an approved replacement tenant or their own contract end date, whichever comes first.
4. The Village must approve all replacement tenants. Replacement tenants cannot be existing contracted tenants with whom the Village has a contract.
5. The out-going tenant should allow at least 3 working days for cleaning and maintenance to be done after their departure and prior to the contract commencement date of the incoming tenant.

For all enquiries, please email [info@rmitvillageom.com.au](mailto:info@rmitvillageom.com.au).  
Site inspections welcome but please phone before-hand to check that we have a vacant room available for showing.

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### Further information

RMIT University  
Education Abroad Office  
Building 15, Ground Floor  
124 La Trobe Street  
Melbourne VIC 3000 Australia

**Tel.** +61 3 9925 3947

**Fax:** +61 3 9925 5235

**Email:** [eao@rmit.edu.au](mailto:eao@rmit.edu.au)

[www.rmit.edu.au/globalpassport/educationabroad](http://www.rmit.edu.au/globalpassport/educationabroad)