

ACAP STUDENT EXCHANGE ABROAD (OUTBOUND)

Information guide

For ACAP students considering undertaking student exchange with an ACAP overseas exchange partner.

About this Information Guide

The information in this guide is intended for ACAP students considering applying to participate in the ACAP Student Exchange Abroad (Outbound) program.

About ACAP's Student Exchange Abroad Program

ACAP values expanding the educational horizons of students via its active student exchange program. Student exchange can be a rewarding and memorable life experience, and provides students with the opportunity to apply their knowledge and skills in a different cultural context, gain an international perspective on their courses and career, and build a global network of friends and contacts.

What is the ACAP Student Exchange (Outbound) program?

This is a program for ACAP students seeking to undertake study overseas for a part of their course with an **ACAP partner (host) institution** and have these studies recognised as credit towards their ACAP course*

You do not pay tuition fees to the partner institution and instead continue to pay your tuition fees to ACAP.

*A study plan must be prepared in consultation with your Academic Course Advisor (and gain initial approval by your Undergraduate or Postgraduate Program Coordinator in the School of Counselling) and be granted final approval from the Head of School of Counselling or Head of School Psychological Sciences prior to applying to a partner institution to ensure overseas study completed is comparable and can be recognised as credit towards your ACAP course.

Why participate in ACAP Student Exchange Abroad (Outbound)?

Studying and living overseas provides a range of experiences that can bring lasting benefits for your personal and professional growth, self-confidence, independence and your understanding of other cultures and the unfamiliar.

These experiences can include:

- Engaging with other cultures, different teaching styles, educational systems and different ways of thinking
- Travelling and gaining new life experiences in unfamiliar environments, and
- Making new personal and professional contacts.

Are you interested in studying a part of your ACAP course overseas on a student exchange program?

Things you need to know before you apply

Before you apply to participate in ACAP's Student Exchange Abroad (Outbound) program you will need to be clear about:

- whether you are eligible
- what you can study
- where in the world you can study
- how long you can study
- how much it may cost, and
- the application process and timeline



Who is eligible to apply?

To participate in ACAP's Student Exchange Abroad (Outbound) exchange program you will need to apply to and be accepted by both ACAP and the partner institution.

To be eligible to apply for the ACAP Student Exchange Abroad program, you must:

- be an ACAP student enrolled in an ACAP higher education course and have successfully completed a minimum of six units
- have gained a minimum Credit grade average for all units attempted, and
- hold a current passport valid for at least six months after your intended return date.

What can you study?

You need to match units in your ACAP course with those at the partner institution. When you are choosing units, remember that even though a unit may look similar to the units in your ACAP program, they may have specific pre-requisites that you will have to meet. Refer to the partner institution's unit descriptions for further information.

You will need to discuss and gain approval for your individual study plan with your ACAP Academic/Course Advisor as part of the application process. If you are a student in the School of Counselling, you should contact the Undergraduate or Postgraduate Course Coordinator.

As not all units that you intend to undertake may be delivered at the partner institution during the period of your exchange, we recommend you select one or two extra unit options, above the full-time study load recommended at the partner institution, for approval. Please remember that these extra units should still enable you to gain credit towards your enrolled ACAP course.

Where in the world can you study?

You may study with one of ACAP's current student exchange partner institutions listed on the ACAP website at (<http://currentstudents.acap.edu.au/student-exchange>).

How long can I study abroad on exchange?

ACAP Exchange Abroad students can study at selected ACAP partner institutions for a minimum of one standard study term or up to a maximum of one calendar year. Study at the partner institution must be full-time in accordance with their full-time study load guidelines.

* ACAP students participating in the ACAP Exchange Abroad program who are Australian citizens or permanent residents with a Humanitarian Visa can defer all or a part of their ACAP tuition fees through the Australian Government's FEE-HELP scheme. ACAP students participating in the ACAP Abroad exchange program who are international students or Australian permanent residents without a Humanitarian visa or New Zealand citizens will be required to pay their ACAP tuition fees up-front to ACAP. For further details on ACAP's tuition fees and refund policies go to: <http://www.acap.edu.au/Costs.html>

What does it cost?

Tuition Fees

ACAP Exchange Abroad (Outbound) students pay ACAP tuition fees* to ACAP (your home institution) for each unit attempted at the partner institution that forms part of the approved study exchange arrangement. Fees apply whether or not you successfully complete the units at the partner institution. To attain the prior approved academic credit towards your ACAP course you must successfully complete the agreed units at the partner institution.

Although ACAP Exchange Abroad (Outbound) students pay no tuition fees to the partner institution abroad (your host institution) for studies undertaken at the partner institution as part of the approved exchange, you may need to pay fees for mandatory student services and amenities to your partner institution. For further details refer to the partner institution's web page.

Living and Accommodation Costs

The amount of money you will need for your exchange will depend on a variety of factors. As an exchange student you do not pay tuition fees to the partner institution, but you continue to pay tuition fees to ACAP as outlined above.

As an international exchange student studying on a student visa, you will also need to cover such costs as:

- overseas health cover
- host country visa/student visa
- travel insurance for the duration of your exchange
- text books and readings
- student activity fees
- accommodation
- travel from and back to Australia, and
- living costs.

As a general guide, we recommend that you have access to approximately AUD\$6,000 to AUD\$9,000 per study term and up to \$AUD18,000 for a full academic year, depending on living costs in the country in which you choose to undertake your exchange.

Before embarking on the application process we recommend that you do background research on the partner institution and country and become fully aware of the costs involved and that you prepare a budget to show how you will meet those costs.

The partner institution website will provide details of likely costs you will incur.

Financial Assistance/Scholarships Centrelink payments

You may be eligible to continue to receive study-related payments from Centrelink while you are on exchange. ACAP cannot provide advice on any Centrelink payments, so we recommend that you contact or visit your nearest Centrelink office with any queries. If you are eligible you will need to provide Centrelink with a letter from ACAP's International Exchange Office that confirms your participation in the exchange program, which you can organise during your pre-departure session.

Scholarships

The availability of scholarships or financial aid to offset living costs for ACAP Student Exchange Abroad (Outbound) study should be discussed with the ACAP International Student Exchange Officer, Sydney campus.

How do I apply to participate in the ACAP Student Exchange Abroad (Outbound) program?

To participate in the ACAP Student Exchange Abroad (Outbound) program you need to successfully complete the application process. You can download the **application form** (<http://currentstudents.acap.edu.au/student-exchange>) here and then follow the steps below for the application process.



ACAP Application Assessment Process and Timeline

It is recommended that you begin the application process at least 3 months before your intended commencement date at the partner institution. This permits enough time for you to prepare your application, for your submitted application to be considered for approval by ACAP and the host partner, and for you to finalise your exchange preparations before departure if your application is approved.

Each host partner will have specific student exchange application closing dates for any academic year and term/semester. You will need to review the host partner's website to check for these dates to ensure that you have allowed sufficient time to apply for the specific institution and term/semester you are interested in attending.

Step 1

Research the host partner institution and their unit offerings for exchange students – including unit outlines, level of unit (to determine whether it is at the appropriate level for your progression in your course) any pre-requisites, assessment modes and application deadline dates for particular term/semester intakes. Check that English is the language of tuition for the particular units you are interested in studying.

Download the partner institution application form to review their requirements. Do not complete it at this stage.

Step 2

Select your preferred units at the partner institution that resemble or match units in your ACAP course. Ensure you have obtained detailed outlines of each unit including content, scope, outcomes and assessments. You need to ensure that you will be undertaking a full time study load at the partner institution for the term(s) or semester(s) that you will be attending. Part-time study is not permitted.

Download the Application Form for ACAP Exchange Abroad Students (Outbound) on our website www.acap.edu.au and review ACAP's requirements for exchange.

Step 3

Draw up a draft Study Plan on your ACAP Application form and **meet with your Academic Advisor/Course Co-ordinator** to discuss your proposed Study Plan section of the ACAP Application. If you are a student in

the School of Counselling, you should contact your Undergraduate or Postgraduate Courses Coordinator. Ensure you can provide detailed information on each of the partner institution's units that you have nominated. Provisional approval needs to be obtained at this stage for whether these units meet the requirements for your particular course.

Step 4

When this first step in the approval process is granted, you will then need to obtain Academic References, an Statement of Results, write a Statement of Purpose **and complete all other elements of the ACAP Application.**

Note: If spaces for a partner institution are limited, your academic merit, academic references and personal statement will be assessed to help determine nomination for the partner institution in a particular year.

Step 5

Complete the partner institution's student exchange application. Ensure you have read and can satisfy all the requirements specific to your partner institution. These may differ for each institution, for example:

- pre-requisites for courses
- academic referrals/reports
- original documents they may require to be sighted
- visa arrangements
- any specific and comprehensive health checks
- insurances

Step 6

Attach the completed partner institution's application, together with your ACAP Application (complete with provisional approval, all completed attachments and signed by you) and lodge it with the Registrar's Office to submit on your behalf to your Head of School for final assessment/approval.

All exchange applications must be submitted to ACAP's Registrar.

Do not send applications direct to your nominated partner institution.

Please keep copies (or originals) of all certified documents submitted in your application.

Step 7

The Head of School returns the partner institution's application together with the ACAP completed, approved and signed application to the Registrar's office in Sydney as per submission details on the ACAP application form – including all attachments required for both applications.

If your application is granted final approval, your Head of School will provide an **Approval/Nomination Letter** for your proposed study exchange program. Generally, your partner institution will require this document as part of their assessment process.

Step 8

If the Head of School has granted final approval for your application, the Registrar's office will lodge your exchange application with the partner institution on your behalf.

The submission process via the Registrar's Office enables all dealings with the partner institution to be managed through a central office within ACAP prior to advice from the partner institution as to the application's outcome.

If your application to the partner institution is accepted and approved, you will be issued with a Pre-Departure Guide and Checklist that ACAP has prepared to assist you in being exchange ready. This will be provided to you by the International Officer (Registrar's Office) once your application to the partner institution is approved.

NB: It is important for you to be aware that although most students' applications are accepted by the partner institution, the partner institution has the final say in accepting your application.

The next step, therefore, only applies to successful applicants.

Step 9

Attend Pre-Departure Briefing with the International Officer to review preparation for exchange as outlined in the Pre-Departure Guide and Checklist.

acap.edu.au

Melbourne Campus

Level 3, 206 Bourke Street
Melbourne VIC 3000 Australia

Sydney Campus

Level 5, 11 York Street
Sydney NSW 2000 Australia

Brisbane Campus

East Tower, 410 Ann Street
Brisbane QLD 4000 Australia

T 1800 061 199
E info.acap@navitas.com