



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

International
Student
Exchange
Program

INTERNATIONAL



www.newcastle.edu.au

OUT TO ACHIEVE



SIMON RUDD

“ I spent the first 2 weeks of my overseas trip in Russia by myself backpacking. I stayed mostly in backpackers and I got the people who worked there to write down key phrases or places that I wanted to go. Then I would just point to the word, like Kremlin, to the bus driver. Also I found that the younger people spoke some English, and I even had a guy be my tour guide for the day just so he could practice his English. ”

LEEDS UNIVERSITY, UK
STUDYING BACHELOR OF ECONOMICS/
BACHELOR OF LAW



LORENA PAISSOTO

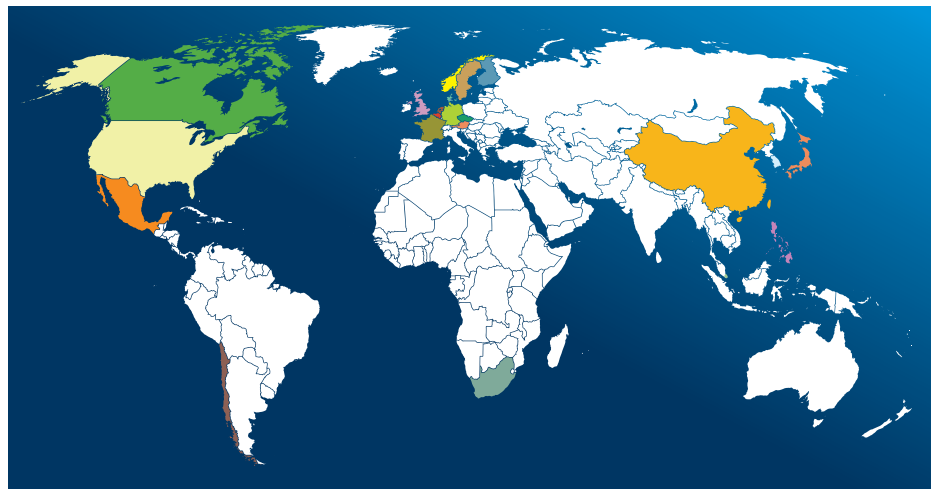
“ I think it has opened my eyes to a new area in regards to chemical engineering, such as sustainable development. That was a course that I did that isn't offered over here. As a result I am working at a sustainable development consulting firm on a part-time basis, whilst I am still studying. ”

CHALMERS, SWEDEN
STUDYING BACHELOR OF ENGINEERING,
CHEMICAL ENGINEERING

TEN REASONS

WHY GOING ON EXCHANGE IS SOMETHING YOU REALLY SHOULD DO

1. Our overseas partners can offer courses, facilities and research opportunities that you might not have access to here.
2. You'll get to experience a different culture, as well as gain an international perspective in your area of study.
3. You'll get to view life from a different perspective.
4. You'll have the opportunity to make academic and career contacts outside of Australia.
5. You'll become more eligible for employment, both at home and overseas.
6. You can improve your foreign language skills.
7. You'll make loads of new friends from all around the world.
8. You'll get to be more independent.
9. You'll learn more about yourself.
10. You'll have a whole lot of FUN!



Where can I go?

There are over 21 different countries to choose from. For a full list of countries visit the website: www.international.newcastle.edu.au/exchange/partner.html

Cooperative overseas universities

When you are accepted into the exchange program, the University of Newcastle's Study Abroad and Exchange office will assist you in contacting the overseas institution.

The overseas university will be able to help you sort out your subjects and accommodation, etc. Please refer to the individual institution websites for information regarding courses, accommodation options as well as general information about the country you are interested in going to and the partner institute itself.



KCASEY MCLOUGHLIN

“

I think it was a real kind of exercise in independence. You are thrown completely out of your comfort zone, make new friends, deal with money, walk around at 3 am trying to find a hostel. It was a big learning curve for my parents! That had to learn how to use msn messenger.”

LEEDS, UK
STUDYING BACHELOR OF ARTS/BACHELOR OF LAW

“

A lot of people seem to be worried about the money. But you can get scholarships and centrelink which is a help. Normally that is the first barrier but it can be worked out.”

CASEY MCKENDRY



CLEMSON UNIVERSITY, USA
STUDYING BACHELOR OF ELECTRICAL ENGINEERING

WHAT IS THE EXCHANGE PROGRAM?

The idea behind the program is to give students an opportunity to study overseas and to credit that period of study back to their degree program in Newcastle.

You could study in Norway or Germany for just a semester, or you could take the plunge and opt for a year at a university in France or the USA. There are 18 countries and over 70 institutions you can choose from.

What's involved?

Becoming an international exchange student involves swapping places with a student from an overseas institution. It not only gives you the chance to experience another culture, but it also allows the other student an opportunity of finding out about Australia first hand.

The program allows you a great opportunity to experience studies in an overseas university. It's a great way to make international friends, learn a different language, and experience different cultures. It's an easy way to travel extensively and it looks great on a CV!

It's easy to become an exchange student. First thing you need to do is a little research. A full list of all our cooperative overseas partners can be found at: www.international.newcastle.edu.au/exchange. The list contains web addresses to the partner institutes, so you can check out which destination suits you. Some overseas partners offer specialised study areas, while others are 'open', meaning that they can cater for most disciplines. Some restrictions may apply, however.

What if I don't speak another language?

If you are worried about not being able to speak a second language, most European partners offer courses in English. Of course, there are several other countries where English is the language of instruction, such as the USA, so it's not as big a problem as you might think. Of course, if you do speak a second language, then you'll be able to immerse yourself in another culture a bit easier.

Where can I go for help?

If you need assistance choosing a partner university that suits you, or advice on the application process, or even if you just want more information on the exchange program, then you'll need to contact the Study Abroad and Exchange office (See details on the back of this brochure).

The Study Abroad team can help you make decisions on where to go, but unfortunately they can't be the experts on every cooperative partner. Therefore it's important that you do some of the investigative work yourself!

Once you have made a decision on where to go, you'll need to submit an application form to the Study Abroad and Exchange office. You'll find an application form in this brochure. You can submit this application form at any time of the academic year.

You'll be notified via an email to your student mail account as to the outcome of your application. This email will also contain important information regarding the next steps you'll need to take to gain admission to the partner institution of your choice.

Note: You will need to complete a second application form for admission to the overseas institution and closing dates will apply to these.



WHAT ARE MY EXPENSES?

It's estimated you'll need between AUD8,000 – AUD10,000 for each semester you spend overseas. This amount will vary depending on the host country.

Depending on the institution agreements, exchange students do not have to pay tuition fees.

Students are liable for the following expenses whilst on exchange:

- Airfares
- Accommodation
- Food and entertainment
- Text books
- Additional fees and changes
i.e. Computer fees,
accommodation bond, etc

Note: Students are advised not to rely on part-time work or Social Security Benefits as their only income source while on exchange.

WHAT HAPPENS WITH HELP?

The great thing about exchange is you won't incur fees for whatever course you choose to study. You simply pay HELP charges as normal and if you are eligible for Austudy then it will continue to be paid while you are overseas.

For an outgoing exchange program your student load and HELP liability are required to be full-time. Students must therefore be enrolled in 30 or more units per semester.

Your HELP payments can be paid up front before the census date i.e. Semester 1: 31 March, Semester 2: 31 August, or can be deferred to the Australian Taxation Office (ATO) providing a tax file number has been supplied.

Can I get financial assistance from the government?

The Australian Government offers OS-HELP, a loan scheme to assist eligible undergraduate students undertaking some of their course of study overseas.

OS-HELP loans are provided by the Department of Education, Science and Training. Students can receive over \$5,000 per 6-month study period (2 semesters maximum). These loans help students with a range of expenses, such as airfares and accommodation.

Information on OS-HELP can be found at the following website:
www.goingtouni.gov.au/Main/Quickfind/StudyOverseas/OSHELP.htm

Applications and information for OS-HELP can be picked up at the main counter at the student service centre (Hunter Hub).

More information is available at: www.goingtouni.gov.au.

Can I still get Austudy/Abstudy/Youth allowance?

Students who are eligible for Austudy/Abstudy and Youth Allowance whilst on exchange are required to advise the exchange coordinator. Please contact Centrelink for advice on eligibility. www.centrelink.gov.au/

Do I need financial documentation (USA)?

Students wishing to participate in the exchange program in the United States of America are required to produce financial verification that they have funds available to study and live in the United States. This is a requirement of the United States government for student visa purposes. To find out more, please see the US Consulate <http://sydney.usconsulate.gov/sydney/>

What about overseas health cover?

All students travelling overseas on exchange should have travel insurance. The insurance coverage must be for the entire duration of the travel; from the time you depart Australia until the time your return to Australia. Students can purchase insurance from travel agents and/or maybe required to purchase additional health insurance from the institution that they are travelling to.

What about getting a visa?

Students will need to contact the representative Embassy/Consulate in Australia for visa information. If you are intending to work while you're on exchange, you'll need to find out whether an additional visa application is needed. www.dfat.gov.au/visas/index.html



WHAT COURSES CAN I TAKE

Check on the partner institution's website for courses available for exchange students and contact your faculty office for advice regarding credit transfer.

How do I enrol while on exchange?

You do not have to enrol yourself in any courses during your exchange overseas. The Study Abroad and Exchange office will enrol you in special exchange course codes according to the credit you are granted on your credit agreement form.

Where can I get a credit agreement form?

The Credit Agreement is a contract between you, your Faculty and School. It ensures that you participate in acceptable classes overseas and that your study is recognized when you return home. The Credit Agreement form will be given to you by the Study Abroad and Exchange office after you have been accepted into the program. This form must be completed prior to your departure, before the semester's HELP census date (March 31 for semester 1 and August 31 for semester 2) and approved by the faculty to ensure that credit approved falls within the provisions of the degree. Please note that the grades do not transfer back in to your degree, only the units of credit (of which you will be HELP liable). Check on the weblink for courses available at partner institution for exchange students (www.international.newcastle.edu.au/exchange/index.html) and contact your Program Officer for advice regarding credit transfer.

What if I'm an international student?

International students are welcome to apply for exchange. International students are required to access www.immi.gov.au/study/providers/inter_exchange.htm to inform themselves of their responsibilities to the Department of Immigration and Citizenship (DIAC) whilst on exchange.

How much does it cost?

As an exchange student you are not required to pay tuition fees set by the overseas university. You are still liable, however, for any HELP debt incurred during the period you are overseas. Other costs include your airfare, accommodation and living expenses.

SCHOLARSHIPS AND SUBSIDIES

Can I get financial assistance?

You may be eligible for a student exchange scholarship to help pay for the cost of airfares, accommodation and other living expenses. Scholarships up to \$3000 are available to all eligible outgoing exchange students.

Loans are also available to eligible students through the federal government's OS-HELP loan scheme. Students can receive up to \$5000 per six-month study period and the debt is added to your HELP debt. For applications and information on OS-HELP contact the fees and scholarships office in the student services building.

How can I get an exchange scholarship?

To receive an outgoing exchange scholarship you don't have to fill out an application form. You have to be a full-time student. You also need to have a grade point average greater than 4.5 (Credit Average) are eligible for an outgoing exchange scholarship. The amount you receive will depend on a number of factors which include: location, length of exchange, the number of applicants, university funding.

If there are not enough monies to allocate to all eligible exchange applicants, then the applicants will be issued monies from highest GPA to lowest until all the allocation is used up. As long as students submit an exchange application, meet all the exchange and scholarship eligibility criteria, and receive an acceptance from their preferred overseas institution, they are automatically considered for this Scholarship.

**Note: This scholarship is not available to students that have received this scholarship for a previous exchange program with this institution.*

Are there faculty scholarships?

There are exchange scholarships specific to the faculty of engineering and built environment. These scholarships are available for architecture, computer science, construction management, engineering and surveying students. Please contact the faculty of engineering and built environment: www.newcastle.edu.au/faculty/engineering/ for more information. http://www.newcastle.edu.au/faculty/engineering/exchange_programs.html

What about special partner subsidies?

Several of our partner institutions offer varying degrees of financial support for University of Newcastle students.

These are:

- Japanese Exchanges
 - EIAJ scholarships (further information contact Taime Takatsu)
 - Kumamoto, Momboshu Scholarship (Accommodation and airfare – further information contact Taime Takatsu)
 - Seijo University – 80,000 YEN subsidy
- UT Troyes (France) – 25-50% Accommodation subsidy
- University of Karlsruhe TH (Germany) – €650 Euro/month stipend
- University of Ulm (Germany) – €500 Euro/month stipend
- University of Trier (Germany) – Accommodation subsidy
- Chalmers Institute of Technology (Sweden) – 100% Accommodation subsidy
- University of Klagenfurt (Austria) – Modern Languages 100% Accommodation subsidy
- Northern Arizona University (USA) – US\$500 subsidy



OUTGOING EXCHANGE – A STEP BY STEP GUIDE

Decided that you would have what it takes to go on exchange? Then read the following information carefully and complete the following steps:

Step 1 – select an overseas institution

Go to the following website and select an overseas institution that you would like to attend: www.international.newcastle.edu.au/exchange/index.html

Step 2 – application form 1

Fill out a University of Newcastle Outgoing Exchange application form on the next page (also found on the above website) and return it to the Study Abroad Office. Please ensure you select at least three institutions on your application form.

Note: Many students do not know what to expect when applying for overseas exchange. There are generally two applications within the process; one for the University of Newcastle (this notifies Newcastle's Study Abroad office about your interest in the program and allows assessment for eligibility); and one application for the overseas institution. You must remember that every overseas institution has a different application form and process which consistently changes

You will be notified by email (studentmail) about the outcome of your application. This does not mean you have gained admission to the overseas institution. To be admitted as an Exchange student to the overseas institution you need to complete the next step in the process.

Step 3 – application form 2

If your application is successful, you will be given information on the overseas institution, the application form, process, and personal contact details for the overseas advisor. To be considered for a place at a host institution applications must be submitted by the specified closing date.

When you hand the application in to the Study Abroad Office, it will be sent by to the overseas institution along with your references and official transcripts which are supplied for free by the University.

Overseas institutions vary greatly in their processing times, from three to six months. Consequently it is important that you remain patient throughout the entire process. Therefore it is recommended during this period you work on your credit approval and do some research on the overseas location, accommodation, travel costs, visas etc.

All applications must be sent through the University of Newcastle's Study Abroad Office. Applications that are sent directly to an overseas institution will not be endorsed by the University of Newcastle or considered as an 'Exchange'.

Step 4 – credit agreement

It is imperative that you discuss your future Exchange with your Faculty Program Officer. To find out who that person is, please contact the nearest Hub.

Once you have Faculty/School consent to go on Exchange, it is extremely important that you negotiate the courses that you will be studying overseas and have the classes recognised as legitimate study. You will need to ensure that you are studying a fulltime load (minimum 30 units). To do this, you need to fill out an Outgoing Exchange Credit Agreement Form. This form will be given to you by the Study Abroad and Exchange office after you have been accepted into the program.

Please Note: If you are going overseas and have a legitimate Credit Agreement, you are not required to enrol yourself. At the beginning of each Newcastle semester the Study Abroad and Exchange Office will drop you from your current courses (if needed) and enrol you in special Exchange codes. Students who go overseas without a Credit Agreement will not be enrolled.

Step 5 – check list

- The Application: If you want to check on the progress of your application or ask questions about courses, etc. please make contact with your overseas advisor. Remember there may be a lengthy three to six month wait for a response from the institutions.
- Visas: Requirements for travelling overseas consistently changes and requires expert advice. Please contact the specialist representative Embassy/Consulate in Australia for visa Information, www.dfat.gov.au/visas/index.html

Note: The Embassies/Consulates often run pre-departure sessions in Sydney for outgoing exchange students. Apart from expert advisors that attend these sessions, they often have former exchange students who would like share their experience. These sessions are well worth attending if you are considering going on exchange.

- Accommodation: please see the web regarding accommodation options available at the partner institution. Note closing dates and application fees/forms www.international.newcastle.edu.au/exchange/index.html

For further information on accommodation, please contact your overseas advisor.

- Airline tickets and travel advice: Please see STA Travel located at the Shortland Union Building about your trip overseas. They are a source of knowledge providing great advice and discounts for students.

Step 6 – offer acceptance

When you are admitted as an Exchange student to the overseas institution, they will usually provide you with an acceptance package. This may be posted to your home address or sent to your email in PDF format. Apart from a Letter of Acceptance that you may have to sign and return to the institution, the acceptance package often has more information about accommodation, life on campus, and the surrounding area.

Note: Please make sure the Study Abroad Office gets a copy of your acceptance package so that it goes in your file.

Step 7 – ready to GO!

If you have the following, you are now set to go on exchange:

1. Acceptance email from the University of Newcastle's Study Abroad Office.
2. An endorsed Credit Agreement from your Faculty which has been returned to the Study Abroad Office.
3. A Letter of Acceptance from the overseas institution that has been copied by the Study Abroad Office.

OUTGOING EXCHANGE APPLICATION FORM

APPLICATION CLOSING DATES

31 January to study overseas in semester two of the current academic year

31 July to study overseas in semester one of the next academic year

STUDENT CARD
(Attach photocopy here)

It is advised that you keep your address and personal details up-to-date at <http://webapps.newcastle.edu.au/index.cfm>

[illegible]

Have you previously been accepted for Exchange studies at the University of Newcastle?

If 'Yes', which year did you go?

Are you of Aboriginal or Torres Strait Islander origin?

Do you have a disability? If yes, please provide further documentation specifying your circumstances and detail the support you will require at the host institution.

Do you intend taking any dependents overseas with you? If yes, please provide further documentation specifying your circumstances and detail the support you will require at the host institution.

What year do you wish to commence your exchange?

Which semester do you wish to commence your exchange?

What is the proposed duration of exchange (one or two semesters)?

List three partner institutions you wish to study at (in order of preference).

A partner list can be found on the exchange website (<http://www.international.newcastle.edu.au/exchange/index.html>)

Preference 1	
Preference 2	
Preference 3	

Academic Recommendation

This recommendation testifies to your academic qualities and suitability for study abroad. It must be completed by a member of academic staff at the University of Newcastle. If further space is required, please attach a written statement.

Signed: _____ **Position/Title:** _____

Personal Recommendation

This recommendation testifies to your personal qualities and suitability for study abroad. This section can be completed by an employer or a member of staff at the University of Newcastle. If further space is required, please attach a written statement.

Signed: _____ **Position/Title:** _____

I certify that the information on this application is correct. I authorise the release of information regarding my academic record. I understand that on becoming a student in this program, I shall be subject to rules, regulations and requirements as to conduct and scholarship at the University of Newcastle, the host institution and host institution residences. I understand that the University of Newcastle reserves the right to require the withdrawal, from the student exchange program, of any student due to unsatisfactory academic progress, misconduct or indebtedness to the University of Newcastle, between the time of application and the end of the program. A student who is withdrawn from the program has the right of appeal to: The Pro Vice-Chancellor, International Division, the University of Newcastle. CALLAGHAN NSW 2308.

Signature: _____ **Date:** _____

Scan/email the completed form to Study-Abroad@newcastle.edu.au . Alternatively deliver or post to a Student Hub or International Division at the University of Newcastle, Callaghan NSW 2308. Note: Your student records will be assessed internally by the International Office and you will not be required to provide a transcript unless requested. All correspondence in relation to your application will be sent to your Studentmail.

Offer/Deny		GPA 1	
O/S App sent		GPA 2	
O/S Off rx			

Comments: _____

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INTERNATIONAL STUDENT EXCHANGE FAIR

The student exchange fair is held once each semester and is a showcase of all of our exchange partner institutions, with representation from all over the world. The purpose of the fair is to encourage and inform Australian students to participate in our outgoing exchange programs.

You can speak with current exchange and study abroad students from our partner institutions, international exchange and study abroad staff, and past Australian exchange students who provide up to date information as well as a broader understanding of places you can go.

Information relating to venues and times for the student exchange fair will be posted on the University of Newcastle current students web page as well as on the International Division web page prior to the event. (www.newcastle.edu.au) and (www.international.newcastle.edu.au)

Outgoing exchange information sessions

The Study Abroad and Exchange office run regular information sessions to explain what's involved in going on an outgoing exchange. For session times contact: study-abroad@newcastle.edu.au

OTHER USEFUL WEBSITES

International Student Exchange

<http://www.international.newcastle.edu.au/exchange/index.html>

Cooperative Overseas Exchange Partners

www.international.newcastle.edu.au/exchange/partner.html

University Outgoing Student Exchange Application Form

http://www.international.newcastle.edu.au/exchange/outgoing_exchange_program_form.pdf

International Division

www.international.newcastle.edu.au

Centrelink

<http://www.centrelink.gov.au/>

OS-Help

www.goingtouni.gov.au/Main/Quickfind/StudyOverseas/OSHELP.htm

Department of Foreign Affairs and Trade

<http://www.dfat.gov.au/visas/index.html>

Department of Immigration and Citizenship (DIAC)

www.immi.gov.au/students/

Visas

<http://www.dfat.gov.au/visas/index.html>

Information in this publication is correct as at January 2008.

The University reserves the right to withdraw any program or course; change the content or other aspects of any program or course; limit enrolments in any program or course; and/or alter the tuition fees for any program or course described in this publication.

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