

APPLY FOR THE QUT EXCHANGE PROGRAM

Congratulations on making the decision to study at QUT! We look forward to welcoming you to our university.

To assist you in applying for our Exchange Program, please read the information below carefully as it will tell you everything you need to know.

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>

QUT has 2 semesters each year:

Semester 1 - February to June

Semester 2 - July to November

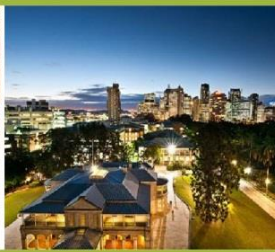
APPLICATION DOCUMENTS

Nomination

Students coming to QUT through our Exchange program should be studying at one of our [partner institutions](#) and must be nominated by their home institution via the QUT Global Portal. Please speak to your home institution's Exchange office for information.

To complete the online nomination, your home university is required to submit the following documentation **in English**:

1. Nominee's current university academic record (grades)
2. Both Bachelor and Master degree transcripts for research students
3. Nominee's evidence of English proficiency
 - Either the QUT Inbound Exchange Program English Authorisation Statement or nominee's formal English Language test results (if nominee's first language is not English)
 - A list of our accepted language tests is available on our website:
<https://www.qut.edu.au/international/study-abroad-and-exchange/applying>



Inbound Exchange and Study Abroad

Application

Students should apply online through the QUT Global Portal. After the nomination is received from the home university, our team will make an assessment and once approved the student will receive a direct link to apply online.

To complete the online application, students are required to submit the following documents **in English:**

1. List of units which are currently being studied prior to commencement at QUT
 - If these are showing on your current home university transcript you do not need to supply this information again.
2. Unit outlines from home institution
 - These must be in English and are important so QUT can assess your prior knowledge. Not providing this information may delay processing of your application.
3. A photocopy of your current passport details page
4. Students are also required to research the QUT units they want to study before completing their online application (refer to *Unit Selection* below for more details).

Applications must be submitted online by the relevant application deadline.

QUT semester 1 (February - June): 1st November of the previous year.

QUT semester 2 (July - November): 1st April of the same year.

Please contact stae@qut.edu.au if there is a need for a late application.

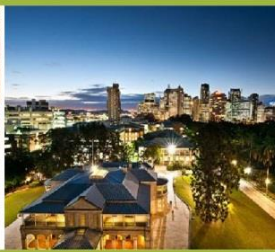
ENGLISH REQUIREMENTS

QUT expects students to have an English Language Standard equivalent to an IELTS 6.5 with no sub-score less than 6.0 for entry to the QUT Exchange program. Please refer to our current list of [English requirements](#) on our website.

There are two ways to provide proof of a student's English Language proficiency:

1. If they have results from a current English language test that we accept please provide a copy of this.
2. If they do not have current results from a current English language test, we will accept our English Language Authorisation Statement (attached to the end of this document).
 - a. This statement must be signed by an authority at the home university that can attest to the student's level of English language, confirming it is equivalent to an IELTS 6.5.

Students who do not meet our English language requirement may be interested in first studying at the [QUT International College](#) (QUTIC) which is a qualified English Language School. We can assist



Inbound Exchange and Study Abroad

you to enroll in a pathway from QUTIC to QUT's Exchange Programs. Please note these programs do not fall under our Exchange agreement, tuition fees will apply.

In regards to the Australian Government Department of Immigration and Border Protection (DIBP) 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 web links:

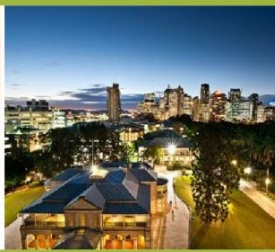
- [DIBP immigration information for students](#)
- [Non Award Sector: Temporary Visa \(Subclass 575\) - Streamlined Visa Processing](#)
- [Streamlined Visa Processing Arrangements](#)

UNIT SELECTION

- Individual subjects are called “units” at QUT.
- You may select relevant units from various faculties and degree programs, however, you must meet required pre-requisites.
- **Students must submit a minimum of 6 units to be considered for a one semester Exchange program (12 if you are applying for a year). The units must be submitted via your online application.**
- Please note, the standard study load at QUT is 4 units per semester.
 - Please ensure you discuss your unit selection with your academic adviser at your home university 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 (should you require this).
- QUT cannot take responsibility for the units you select for your Exchange program. You must ensure you have the appropriate academic knowledge to study the units you choose as well as approval from your home university.
- Please note: students studying Postgraduate programs at their home institution cannot study Undergraduate units at QUT.

Available units

- You can search subjects online via this link: <https://www.qut.edu.au/international/study-abroad-and-exchange/subjects-you-can-study>
- For any units with pre-requisites, your home university academic transcript and submitted unit outlines will be assessed to see if you meet these requirements. This process is required to ensure you have the relevant knowledge to study the QUT unit.



Inbound Exchange and Study Abroad

- Assessment of your units will be delayed if you do not provide outlines for units you have previously studied. QUT academic staff needs this information to make an assessment of your prior knowledge.

Study level

Students will be required to study at the same level as their current degree overseas. Students completing a masters degree should select postgraduate QUT units. Students completing a bachelor degree should select undergraduate QUT units.

The third letter of a QUT unit code denotes what level the unit is offered at. To confirm:

- B - Identifies a unit at Bachelor level. Eg. EN**B**101
- N or P - Identifies a unit at Masters level. Eg. AM**N**123 or EB**P**456

PRE-REQUISITES

Pre-requisites are units required to have been completed before entering a more advanced unit.

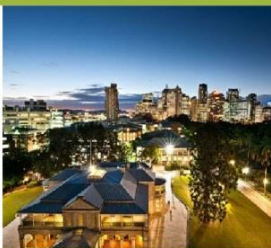
For example:

QUT unit	AMB208	Events Marketing
QUT pre-requisite unit	BSB126	Marketing

Most units at QUT that are above introductory (first year) level have pre-requisites.

Things to remember:

- When selecting units at QUT, review the pre-requisites and be confident you have the required knowledge before selecting the unit for your application.
- It is your responsibility to make sure you have reviewed the pre-requisites for any units you select on your application.
 - You must feel confident that you can successfully complete the units you intend to study at QUT.
 - When your application is processed, QUT staff will refer to your supporting documents to assess your selected units. Your home university academic record and the unit outlines you have submitted will be reviewed to assess your prior knowledge.



CO-REQUISITES

In some cases units have co-requisites, which mean they are designed to be taken concurrently (at the same time) with another unit. What this means:

- If you want to study a unit with a co-requisite on your application, make sure you also list the co-requisite unit.
- You will need to take the co-requisite unit in the same semester.

STUDY LOAD

- As an international student, Australian Government Immigration regulations require you to be enrolled as a full-time student.
- At QUT this means studying a minimum of 36 credit points (3 units). However, the normal study load at QUT is 48 credit points (4 units). The majority of units at QUT are each worth 12 credit points.
- When applying, please select a minimum of 6 units on your application to provide flexibility in case some units are not approved, cancelled or there are timetable clashes.

ENROLMENT

Key enrolment dates can be found on [Enrolments Key Dates Search](#). You will be notified by QUT when the online enrolment will be available via [QUT Virtual](#).

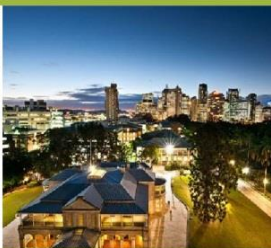
Once you have enrolled in your units, you must complete your Class Registration. Each unit may deliver classes on a range of days and times that are available for you to choose from.

It is your responsibility to manage your Study Plan and generate a clash-free class timetable. In order to maintain a full-time study load at QUT, you must be enrolled in a minimum of 36 credit points (3 units). However, 48 credit points (4 units) is the standard full-time load at QUT.

QUT will provide you with more detailed information about how to enrol with your confirmation of acceptance.

CREDIT TRANSFER

All students enrolled in the QUT Exchange program will receive one official QUT Academic Record. This will be mailed to your home institution within 3 months of you finishing your semester/year with us.



Inbound Exchange and Study Abroad

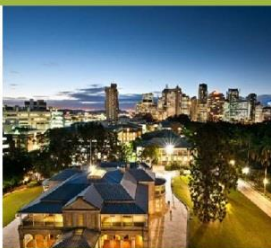
Students who require an additional or earlier copy of their QUT Academic Record will need to purchase the document by completing an online [Request for Academic Records](#).

QUT INTERNATIONAL STUDENT MOBILITY OFFICERS

All team members can be contacted via one central email: stae@qut.edu.au

Note our officers look after both incoming and outgoing students for these countries.

Officer	Region
Ms. Truc Huynh +617 313 85075	Asia: China, Thailand, Hong Kong, Japan, Taiwan, Macau and India Europe: Denmark, France Africa: South Africa
Ms. Dianne Farley +617 313 84300	Europe: Ireland, Italy, Portugal, Slovenia, Spain, Austria, Hungary, Poland, Norway, Switzerland, Czech Republic Asia: Singapore, Malaysia, Indonesia and South Korea
Ms. Natalie Pye +617 313 87466	North America: USA, Canada
Mr. Ben Cox +617 313 81217	Europe: England, Russia, Croatia, Belgium Central and South America: Brazil, Chile, Colombia, Mexico
Ms. Choity Jones +617 313 85077	Europe: Germany, Scotland, Wales, Finland, Iceland, Netherlands, Sweden, Turkey
Mr. Febs Jerome +617 313 80519	Short Term Programs Email: ISM.ShortTerm@qut.edu.au



Inbound Exchange and Study Abroad

APPLICATION DEADLINES

Applications must be submitted online by the relevant application deadline:

QUT semester 1 (February - June): 1st November of the previous year.

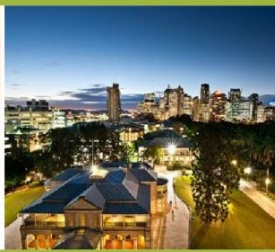
QUT semester 2 (July - November): 1st April of the same year.

Please contact stae@qut.edu.au if there is a need for a late application.

APPLICATION TIMELINE

It is important you don't delay accepting your offer as this will delay the time it will take to get your Australian Student Visa.

<p>Step 1 Application Submission</p>	<p>Apply by the application deadlines above.</p> <p><u>Please ensure you submit all required supporting documentation via your online application so we can assess your application quickly.</u></p> <p>Not submitting correct documentation will delay the processing times below.</p>
<p>Step 2: Application assessment</p>	<p>The QUT International Student Mobility team will assess your application documentation and unit list.</p> <p>We will liaise with QUT academic staff to have units requiring pre-requisite knowledge assessed.</p>
<p>Step 3: Acceptance of Offer</p>	<p>When your application is processed an offer letter will be generated and emailed to you and your home institution.</p> <p>To accept the offer you need to:</p> <ul style="list-style-type: none"> • Complete and sign the Acceptance of Offer Form • Complete and sign the Student Declaration Form • Pay any relevant Overseas Health Cover (OSHC, see next section) fees. A copy of the receipt will need to be emailed with the above documents. • If studying at QUT on a Working Holiday Visa (WHV) you must supply Visa grant notification email and a copy of Health Insurance Policy with acceptance documents. This policy must include cover for basic medical and hospital treatment; cover for repatriation to their home country if considered necessary and the return of mortal remains.



Inbound Exchange and Study Abroad

Step 4: Confirmation of Acceptance

When your forms and payment (see above) are received you will be formally admitted to the Exchange program and will be issued with a Confirmation of Enrolment (CoE) to apply for your Australian Student Visa.

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

OVERSEAS STUDENT HEALTH COVER (OSHC)

OSHC is compulsory for obtaining an Australian Student Visa.

- Students studying at QUT on a Working Holiday Visa are not required to purchase OSHC. Students must arrange their own health insurance cover in this case.
- For further information on the [visa application process](#), refer to the [Australian Department of Immigration & Border Protection](#).

ARRIVAL INFORMATION

You will be emailed a detailed arrival guide with your formal QUT acceptance and visa documents. Until then here is some information you should consider upon application.

Compulsory Orientation

The week before semester commences is [Orientation week](#) or “O’ Week” at QUT. This week will hold important information sessions for all QUT students.

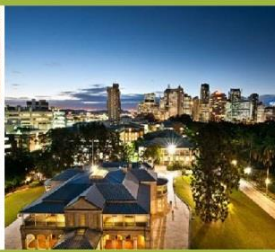
Orientation Week for Semester 1, 2016: 22 February – 26 February

Orientation Week for Semester 2, 2016: 18 July – 22 July

The Exchange Orientation Session is usually held on the first day of orientation week and is compulsory to attend. We recommend students arrive approximately 1 week prior to orientation week so they can adjust and prepare for their semester with at QUT.

Late Arrival Information

The only reason we may make an exception to not attend orientation is if students have exams to attend at their home institution during this week.



Inbound Exchange and Study Abroad

- If this is the case for you please email us as far in advance as possible so arrangements can be made for you. An email from your home institution confirming your exam dates will be required.
- For these students, the absolute last day you can arrive on campus at QUT is the Monday of week 2 of classes. This date is non-negotiable. See the [QUT academic calendar](#) for key dates.
- Students who cannot arrive by this day will have to postpone their Exchange semester and may be able to come in a future semester.

Airport Transfer

QUT provides a free 24 hour [airport reception](#) service to students at the commencement of their program at QUT. The airport reception service will be able to transport you to your pre-arranged accommodation. Inbound Exchange students can book this service online.

Temporary Accommodation

We recommend students book [temporary accommodation](#) for their first few weeks in Brisbane and use the time to search for more permanent accommodation. Temporary accommodation is usually a hostel or hotel in Brisbane.

If booking permanent accommodation prior to your arrival, be sure to read the terms and conditions of your lease/rental agreement carefully before signing or making any payments.

Permanent Accommodation

QUT has an Accommodation Office to assist inbound students in locating a suitable place to stay during their time at QUT. In Brisbane, there are a range of [permanent accommodation options](#) including Student Accommodation providers, Homestay service and share houses.

Many students look for a share house after arriving in Brisbane and are usually able to arrange their accommodation in Brisbane within two weeks.

More detailed arrival information will be sent with your acceptance confirmation.

Thank you for choosing QUT for your Exchange program, we look forward to seeing you on campus soon!