



THE UNIVERSITY OF
**WESTERN
AUSTRALIA**

Global Learning Office

Student Exchange Program Manual



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Welcome!

Welcome to your essential Exchange Application Guide. This document is designed to provide you with comprehensive support while you apply for Exchange.

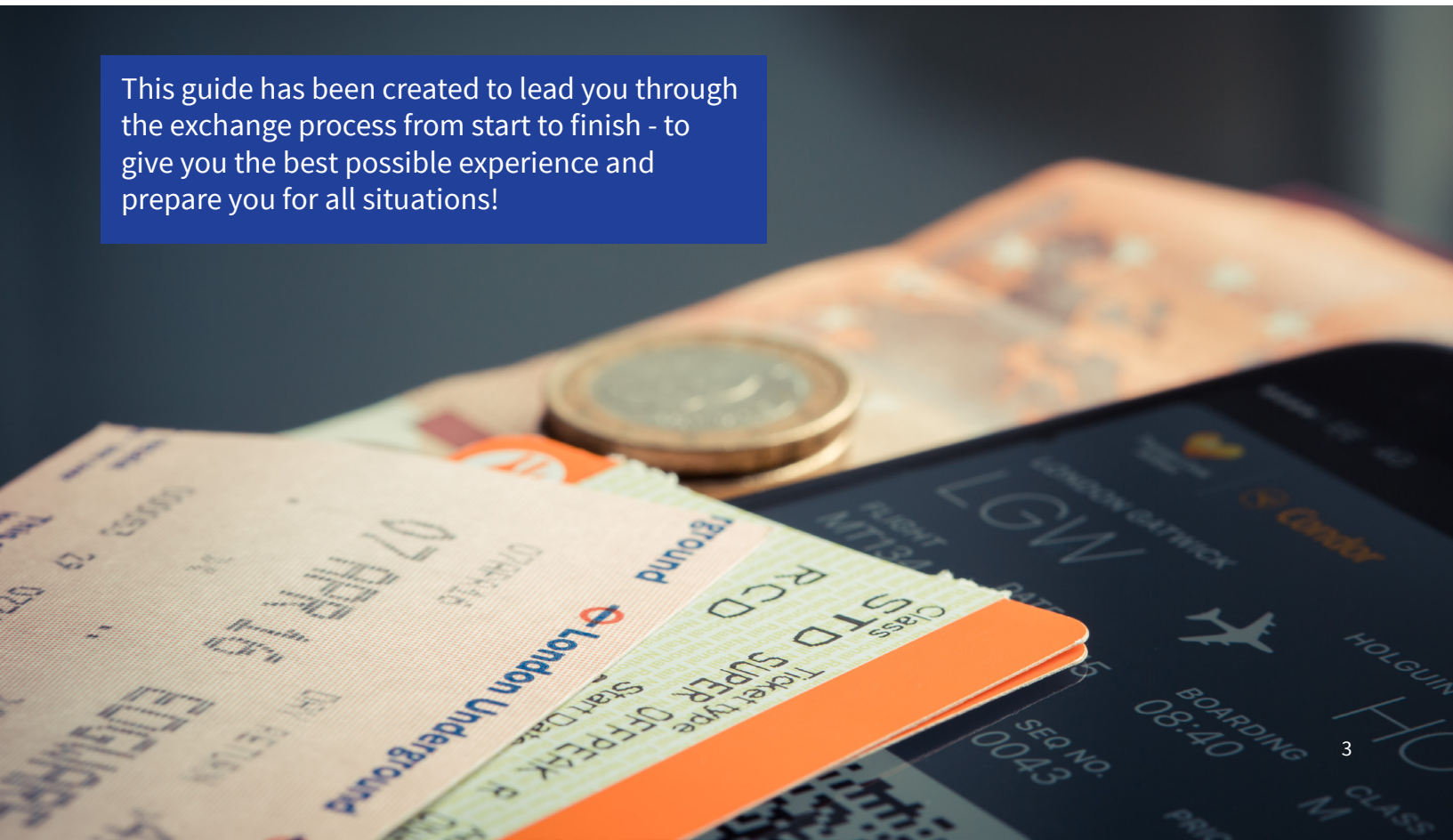
You are about to embark on what we hope will be the adventure of a lifetime. Good planning and managing expectations are important in these stages of your exchange preparation.

The information sessions, combined with the material in this guide and on Global Studio, will assist you with your application; good preparation is the key to a successful exchange.

Bon Voyage!

The UWA Global Learning Office (GLO) Team

This guide has been created to lead you through the exchange process from start to finish - to give you the best possible experience and prepare you for all situations!



Types of overseas study

There are three types of overseas study that UWA students can undertake during their degrees.

The Student Exchange Program: Study at one of our exchange partner universities (listed on the Global Studio website) for either one or two semesters. You will be supported by the UWA Global Learning Office and have your study credited to your UWA degree by taking pre-approved units. You are still enrolled at UWA and pay tuition to UWA only. Eligibility requirements and application deadlines can be found in the next section.

The exchange program is based on reciprocity. This means that if we have not received as many overseas students from our partners attending UWA we must sometimes place a partner university on hold to re-address the balance. Before starting your application, you must always check Global Studio if an exchange partner university is available for you to apply to in the semester you wish to go overseas; or if they are listed as having limited places.

Independent Study Abroad: Study at any university worldwide that offers a Study Abroad Program for one or two semesters; study can be credited towards your UWA degree upon your return. You must apply for approved leave from UWA for the period you are overseas and you must pay any host university tuition fees. Students are encouraged to check if they can receive credit with their allocated course advising office before applying to the program. A checklist for students interested in this option is available from the Global Learning Office. Eligibility requirements and application deadlines will be listed on the overseas University Study Abroad webpage. Some Universities may call this type of study 'Direct Enrol' or 'Free Movers'.

Short Term Programs: There are thousands of these program run worldwide. Some are run through UWA's exchange partner universities and are administered by the Global Learning Office. Others you are required to apply directly to the overseas university as a study abroad student. Typically they run 2 weeks to 6 weeks in duration. The Global Learning Office updates Global Studio regularly with information from our exchange partners; when they are being run, eligibility requirements, any applicable fees, and how to apply.

UWA Overseas Units: Faculties also run some short term programs throughout the year, such as the Bali Art Studio, China Field Study and Winter University in Stuttgart. You will be enrolled in a UWA unit and are required to apply directly to the UWA school running the program.



Before you apply

Eligibility and application deadlines

Exchange is open to Undergraduate, Postgraduate, International and Domestic students. To be eligible for the UWA exchange program you must:

- Be set to complete 36 credits points at UWA before you go on exchange (18 credit points at the time your application is assessed)
- Have a status of 'Good Standing' (pass at least half of completed units) maintained
- Have sufficient points to carry exchange (24 or 48 credit points) left in your degree

This means that the earliest you are able to go on exchange during your UWA degree is the FIRST Semester of your SECOND year. To do this you must apply in your FIRST semester of your FIRST year, without any units completed at UWA. Please keep in mind that it is not always possible to go on exchange during your final semester.

If you wish to study at a Canadian institution, please note that several Canadian universities have only one exchange application round per year. For example: if you wish to go on exchange in Semester 1 2020, you may be required to apply for exchange in Semester 2 2018. To see which Canadian universities have one application round per year, please read the restrictions listed in the university's brochure.

Exchange is a two part application process; you must first apply for exchange to the UWA Global Learning Office through Global Studio; if successful and are allocated to a partner university you must then apply to your allocated host university with the assistance of the Global Learning Office.

Please note: Some exchange institutions may have weighted average mark or points completed requirements. Please check Global Studio for details.

The Global Learning Office will open applications on Global Studio by the second week of each semester; deadlines are as follows:

- For exchange in Semester 1 of the following year: apply by the 1 July
- For exchange in Semester 2 of the following year: apply by the 1 December

For example: If you want to go on exchange in Semester 1 2020 you must apply for exchange in Semester 1 2019; and if you want to go on exchange in Semester 2 2020 you must apply in Semester 2 2019.

You should always try to attend one of the fortnightly Information sessions that are run every semester; times, dates and locations are announced online and on our Facebook page.

Post Graduate Students

If you have completed any postgraduate study by the end of the current semester, your application will be assessed using only your postgraduate WAM.

If you are applying for a postgraduate exchange in the last year of your undergraduate degree, we will assess your application using your undergraduate WAM.

Make sure you are selecting preferences that accept postgraduate students in your field of study. Please see 'Navigating Global Studio' on how to make an advanced search.

Students must take the equivalent¹ of 24 credit points of study per semester while overseas.

¹ You can find the list of credit equivalents at our partner universities in Global Studio in the document called 'Full Load Requirement at Overseas Institution'

Money Matters

Host university tuition fees are waived; you will need to pay

- Your UWA tuition fees (paid as normal)
- Accommodation
- Living and other incidental expenses (Passport, visa, food, books, clothes etc.)
- Any travel you plan to undertake
- Any additional Travel Insurance if required

Budget for roughly AU\$15,000 per semester of exchange

This figure was taken as an average of what students indicated they spent in the student evaluations (you can find these on the Global Studio University brochures). This amount can vary significantly depending on the country you are going to and your spending habits. Some host university exchange websites do have budgets for living expenses in their countries.

Do not rely on work opportunities abroad to finance your exchange - some visas will not allow you to work whilst on exchange and there may not be any jobs available in the area.



Overseas Study Grant

If you are undertaking overseas study, practicum, internships or research that are recognised by UWA, you can apply for a UWA Overseas Study Grant (these can range from \$500 to \$7,000). To be eligible for a grant, you must ensure you have approval from your allocated course advising office for the program you wish to undertake. Grants are primarily based on academic merit, available funding and are not guaranteed. A student can only be offered one Overseas Study Grant or BPhil Overseas Study Grant from UWA during their time at UWA.

A range of other scholarships either administered by the University or by external sources are also available:

New Colombo Plan Scholarships:

- For study in Indo-Pacific region
- For Australian citizens
- Up to \$75,000
- Up to 1 year of study
- Undergraduate only

Westpac Asian Exchange Scholarship:

- Must be going to a university in China, Hong Kong, Japan, South Korea or Singapore
- Australian citizen or Permanent Resident
- \$12,250
- 1 semester only
- Undergraduate only; exchange only

Partner University Scholarships

Some exchange partner universities or governments in a country where you study may provide scholarships to UWA students. Scholarships are not guaranteed and amounts do vary. See Global Studio brochures for further details.

OS-HELP

OS-HELP is a loan available to Australian undergraduate students who want to do part of their study overseas. OS-HELP loans added to your HECs debt and are administered by the UWA Scholarships & Prizes Office. Please note in order to be eligible you must still have at least 6 UWA credit points to complete in your current UWA course on completion of the overseas period.



Centrelink payments

You may continue to receive Centrelink payments while on exchange. After you have been accepted into your exchange university, you may request a letter from the UWA Global Learning Office to notify Centrelink of your exchange.

If you currently receive a Centrelink benefit payment and want this to continue during your exchange, you must not leave Australia more than two weeks prior to the commencement of your exchange studies. If you do, your payments may be cut off. Please contact Centrelink for more information. Visit Centrelink for more information about your payment while studying overseas.

Starting your application on Global Studio

Once you have read about our eligibility requirements and application deadlines you are ready to start!

If you have not yet created an application please click on the '**APPLY NOW**' button (4th picture in the screenshot below) Use your UWA student number and PHEME password

If you have already started an application please use the '**EXISTING APPLICATION**' button (6th picture in the screenshot below) Use your UWA student number and PHEME password, then click 'Applicant Home' in the top right hand corner

The screenshot shows the UWA Global Studio website. The header includes the UWA logo and navigation links: HOME, PROGRAMS, STAFF, DEADLINES. A search bar and 'UWA Website' dropdown are also present. The main content area features a large 'Welcome to your Study Abroad Portal, Global Studio!' heading. Below this, a 'DEADLINE EXTENDED' notice states that applications for exchange in semester 2 2019 and split year 2019/2020 will close on Wednesday, 12 December. It also mentions that for Canadian universities, applications for semester 1 2020 and calendar year 2020 will also close on 12 December. A section for the 'Westpac Asian Exchange Scholarship' notes a closing date of 31 December and encourages contacting the Global Learning Office. A digital clock displays '11 : 11 : 07 : 46' in Days, Hrs, Mins, and Secs. Below the clock, a link to 'weekly information sessions' is provided, followed by a link to 'exchange blogs!'. The left sidebar contains a list of links: Benefits of Exchange, Who is Eligible?, Where can I study?, What to study, Cost of exchange, Financial Assistance, Who can help me?, Traveler IQ Test, How to Apply, Contact Us, and Incoming Study Abroad and Exchange Students. Below these links is an 'ANNOUNCEMENTS' section with a link to '10 Reasons Employers Love Graduates Who Have Studied Overseas!' and a 'View All' link. Social media icons for Facebook, Twitter, Pinterest, and LinkedIn are also present. The main content area features six large buttons with images: 'EXCHANGE PARTNERS', 'SHORT TERM PROGRAMS', 'UWA UNITS OVERSEAS', 'APPLY NOW', 'SCHOLARSHIPS', and 'EXISTING APPLICATIONS'.

THE UNIVERSITY OF WESTERN AUSTRALIA

HOME PROGRAMS STAFF DEADLINES Site Search UWA Website GO

Logout | Applicant Home | Admin Home | User: Giulia Fabbria

Welcome to your Study Abroad Portal, Global Studio!

DEADLINE EXTENDED- Applications for exchange in semester 2 2019 and split year 2019/2020 will now close on **Wednesday, 12 December!**

For Canadian universities that only have one application round; applications for semester 1 2020 and calendar year 2020 will also close on 12 December.

Applications for the **Westpac Asian Exchange Scholarship** close on 31 December. Don't be a stranger! Contact the Global Learning Office for information about how to apply.

11 : 11 : 07 : 46
Days Hrs Mins Secs

Want more information? Come along to one of our weekly [information sessions](#).

Check out what students get up to overseas in our exchange [blogs!](#)

ANNOUNCEMENTS

10 Reasons Employers Love Graduates Who Have Studied Overseas!

1. Broad, Global Experience
2. Eagerness
3. Cultural Awareness
4. Problem Solving Skills
5. Self Sufficiency
6. Advanced Social Skills
- 7.

[View All](#)

EXCHANGE PARTNERS

SHORT TERM PROGRAMS

UWA UNITS OVERSEAS

APPLY NOW

SCHOLARSHIPS

EXISTING APPLICATIONS

Navigating Global Studio

You will land in your **'Applicant Home'**. In this screen you will be able to access any exchange applications, grant applications, and any email messages we may send you regarding your exchange.

To access your application and fill in the application details click into **'Student Exchange Program'**. If you have opened multiple applications, please use the **'Withdraw'** button to withdraw the applications you do not wish to continue with.

In **'Messages'** you will be able to view copies of any emails we send you throughout the exchange process. If you lose any important emails with your UWA Gmail account you will always be able to find them in here.

If you open a grant application as well you will be able to access it within this homepage.

Your Home Page : Caroline Stanger - Applicant Home Page

Search Programs

This is your homepage and it provides you an overview of your application activity. In order to complete or see the details of an application, you need to click on the name of the program under the 'applications filed' column.

Warning: you will no longer be able to access an application after its 'deadline date' and any further changes need to be handled by a staff member.

Applications

Calendar Year, 2017

Semester 1, 2017

Split Year (2 sems), 2017-2018

☐

Student Exchange Program (n/a)
(ID 32391 not ranked)

Deadline: 02/12/2016

Withdraw


Update Rank

If you are also applying for a Study Abroad Program (non exchange) and have a concurrent Scholarship application for the same period, please indicate your preferences for the two programs numerically here. If you are just applying for the exchange program, leave blank.

Semester 1, 2016

Semester 2, 2016

Profile



Caroline Stanger

caroline.stanger@uwa.edu.au

View All

Edit Profile

Messages

View all Messages

Date/Time	From
-----------	------

8

Once you click into the **'Student Exchange Program'** link you will see the following:

Giulia Fabbri	
Program:	Student Exchange Program
Term/Year:	Semester 2, 2019
Deadline:	12/12/2018
Dates:	01/07/2019 - 31/12/2019

Application Instructions	
Please complete the application below. Your application is complete and correctly submitted when you can see ticks in all of the boxes below. Applications that are incomplete after the deadline will not be considered.	

Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding.	
Title	Received
Faculty Advice	<input type="checkbox"/>
Graduation	<input type="checkbox"/>

Announcements	
10 Reasons Employers Love Graduates Who Have Studied Overseas!	
1. Broad, Global Experience	
2. Eagerness	
3. Cultural Awareness	
4. Problem Solving Skills	
5. Self Sufficiency	
6. Advanced Social Skills	
7. Adaptability	
8. Fresh Perspective	
9. Appreciation of Diversity	
10. Ability to Take Risks and use Initiative	

Application	
Title	Submitted
Exchange Application Part 1	<input type="checkbox"/>
Exchange Preferences and Study Plans	<input type="checkbox"/>

Helpful info	
The information below will assist you in applying and preparing for your exchange.	
Title	Read
Example Study Plan	<input type="checkbox"/>
Exchange Application FAQs	<input type="checkbox"/>
Full Load Requirement at Overseas Institution	<input type="checkbox"/>
How to book Travel	<input type="checkbox"/>
OS-HELP Learning Information for Commonwealth Supported Students	<input type="checkbox"/>
Study Plan Help	<input type="checkbox"/>
UWA Exchange Manual	<input type="checkbox"/>

On the right hand side are the components of the application that you must complete in order to submit your application, within 'Application' you will need to complete the following:

- **Exchange Application Part 1**
This section is to ensure you understand the eligibility requirements of exchange at UWA
- **Exchange preferences and Study Plan**
Choose your 6 preferred Universities and write out a comprehensive Study Plan for each. More information about this section can be found further into this manual.

The **'Helpful Info'** box contains the information you will need to complete your exchange application.

For example:

- **Full Load Requirements at Overseas Institution**
This document is an essential reference when researching your study plan. A full list of all partners and what the UWA Faculties consider to be the equivalent to 24 UWA credits; this number may be different than what the partner university considers a full load - always use what is listed in the document.

Within **'Signature Documents'** you will need to thoroughly read and digitally sign the following:





























- **Academic Advice**
Speak to your allocated course advising office about your exchange plans. Ask them for help in adjusting your UWA study plan to fit in a semester of exchange. They will let you know which units are best to do overseas, which will assist you in selecting your preferred universities.
- **Graduation**
If you intend to go on exchange in the final semester of your degree you will have your graduation deferred.

If you do not complete all sections, we will not consider your application for exchange as finished. A tick mark will be shown next to all components when the application is complete.

To access other applications you may have open, including your grant application click on **'Applicant Home'** in the top left corner.

Selecting your Preferences

To see a full list of our exchange partners, click on the first picture button **‘Exchange Partners’** on our home page this will take you to a page with a list of all our partners in Alphabetical order.

Programs : Program Search (results)				<input type="checkbox"/> Hide Tips
 Following is the list of programs based on the search criteria. Click any program name to view details or to apply.				
Simple Search	Advanced Search	Featured Programs	Map Search	
You searched for Outgoing programs within any term, having (Program Type equal to 'Exchange Program'), sorted by Program Name in ascending order.				
Program Name	City	Country	Region	Save/Share
Aalto University	Helsinki	Finland	Europe	
Aarhus University	Aarhus	Denmark	Europe	
Akita International University	Akita	Japan	Asia	
Albert-Ludwigs University, Freiburg	Freiburg	Germany	Europe	
Auburn University (NOT AVAILABLE for exchange in semester 2, 2017)	Auburn	United States	North America	
Autonomous University of Barcelona	Barcelona	Spain	Europe	
Bader International Study Centre at Herstmonceaux Castle (Queens University)	Sussex	United Kingdom	Europe	
Beijing Language and Culture University	Beijing	China	Asia	
Bocconi University	Milan	Italy	Europe	
Boston College	Boston	United States	North America	
Cardiff University	Cardiff	United Kingdom	Europe	
Carleton University	Ottawa	Canada	North America	
Catholic University of Leuven	Leuven	Belgium	Europe	
Catholic University of the Sacred Heart	Milan	Italy	Europe	
China University of Mining and Technology	Xuzhou	China	Asia	
Chulalongkorn University	Bangkok	Thailand	Asia	
Chuo University	Tokyo	Japan	Asia	
City University of Hong Kong (NOT AVAILABLE for exchange in semester 2, 2017)	Hong Kong	China	Asia	
Colorado State University	Fort Collins	United States	North America	
Comillas Pontifical University	Madrid	Spain	Europe	
Copenhagen Business School	Copenhagen	Denmark	Europe	
Dalhousie University	Halifax	Canada	North America	
Durham University	Durham	United Kingdom	Europe	
Eberhard-Karls University, Tübingen	Tübingen	Germany	Europe	
École Nationale Supérieure d'Architecture Montpellier	Le Port Montpellier	Reunion France	Indian Ocean Europe	
ESC Dijon Burgundy Business School	Dijon	France	Europe	
ESC Rennes School of Business	Rennes	France	Europe	
ESSEC Business School	Cergy	France	Europe	
Free University of Berlin	Berlin	Germany	Europe	

Each semester the Global Learning Office will make three documents available to students:

- Universities that we are not accepting applications for (known as the Red List),
- Universities that have limited places available (known as the Yellow List) and ;
- Universities that we recommend (known as the Green List).

If a university is not listed on any of these sheets it will still be available for exchange within Global Studio.

These lists are available on the UWA Student Exchange & Study Abroad Facebook page and in the 'Helpful Info' section of Global Studio. These are created to help you make more realistic choices based on the universities available and your WAM. If your WAM is below 70, it is strongly recommended that you only select 1 university from the yellow list, as these are very competitive. We also strongly recommend that you select at least 1 university from the green list. Our exchange partnerships are always under review and there may be additional or fewer partner universities available from semester to semester.

You will see in Global Studio that some Universities are not available for you to apply to. These have the parameter of 'no places available in the next round'.

International Students please note that a university in your home country may not accept you as an exchange student. Eg. Some Chinese universities will not accept Chinese citizens through the exchange program. Please check the Global Studio brochures for further details.

Always refer to the restrictions, discipline and level of study in Global Studio.
Not all exchange agreements include all areas of study; eg. Some may only be for Business students.

If a University offers a discipline on their website, but it is restricted for UWA students, you study this discipline on exchange.

Not all universities have their faculties and disciplines organised the same way as UWA. You can also search for disciplines related to yours; e.g. human biology and genetics may fall under biology or economics under social sciences.

When selecting your advanced search criteria always select **'Exchange Program'** in the **'Program Type'** field.

To filter the list you will need to undertake an advanced search, located at the top of the full list of partner universities. This will allow you to filter by:

The screenshot displays the 'Program Search' interface in Global Studio. It includes several sections for filtering results:

- Program Search:** Fields for 'Program Name' and 'Show:' (set to 'Outgoing').
- Location / Term:** Dropdown menus for 'City' (Any, Aachen, Aarhus, Aas), 'Country' (Any, All, All Countries, Argentina), 'Region' (Any, All, Asia, Australia/Pacific Islands), 'Term' (Any, Calendar Year, Semester 1, Semester 2), and 'Partner Institution(s)' (Any, UWA SESA).
- Parameters:** A grid of filters including:
 - Academic Requirement:** Any, 85% Weighted Average, 70% WAM or above, 75% WAM or above.
 - Level of Study:** Any, PhD, Postgraduate, Undergraduate.
 - Course Languages:** Any, Bahasa Malaysia, Chinese, Danish.
 - Disciplines Available:** Any, Aboriginal Health and Wellbeing, Accounting, Agricultural Science.
 - Program Type:** Any, Exchange Program, Full Degree Overseas, Internship/Research Placement.
 - UWA credit awarded on successful completion:** Any, 12 Points, 18 Points, 24 Points.
 - Short Term Exchange:** Any.
 - Short Term Study Abroad:** Any.
 - Exchange Places Available:** Any, Limited places available, Many places available, No places available in the next round.
- Sort Options:** 'Sort Results By' (Program Name, City, Country, Region) and 'Order' (Ascending, Descending).

- Region/Country/City
- Level of study (UG/PG etc)
- Discipline
- Academic requirements :
- If you are in your first semester of study at the time of applying for exchange select 'completion of 18 points'
- If your WAM is below 65% at the time of applying for exchange select 'considers WAM under 65'
- If your WAM is above 65% and you will have completed at least 36 points at the time of applying for exchange do not select any parameters

You can check how many points you are enrolled in/how many you have completed in StudentConnect. You can also check your WAM in StudentConnect

Once you have a list of universities that offer your discipline, be sure to click into each university to read the information in the brochure. Important information on restrictions and requirements will be included:

- **Academic Requirement:**

This will tell you if the university requires a certain WAM % or number of points completed.

- **Duration:**

How long you can attend the university for. Some require you to study for a full year, as units are year-long.

- **Level of Study:**

UG/PG/PhD

- **Course Languages:**

If English isn't listed, you will need to prove that your level of language meets the requirement (usually listed under 'restrictions and considerations').

- **Disciplines available:**

Always choose universities that offer your discipline and level of study in Global Studio. If a University offers a discipline on their website, but it is not listed as available to UWA students in Global Studio, you cannot study this discipline on exchange.

- **Restrictions and Considerations to UWA exchange students:**

These must be read carefully. It will tell you if you need a certain WAM for your area of study, if you must select units from a list especially for exchange students, if certain units are harder to get into or whether a percentage of your units must be from a certain faculty/school/college. If you submit your application without taking these restrictions in to account, the Global Learning Office may ask you to re-do your study plan, or disregard this preference all together.

- **Course Catalogue Links:**

We will give you a link to the course handbook here. Some universities have specific course catalogues for students going on exchange – you must use these links when researching your study plans, as most often you may not enrol in any units outside of the specified exchange course catalogue.

- **Program Evaluations:**

If past exchange students have written about their experience when they return, we upload the evaluations for you to read and link them in the Global Studio university brochures.

Montana State University			
Bozeman, United States (Outgoing Program)			
Program Terms:	Semester 1, Semester 2	See program description for how to apply Print	
Homepage:	Click to visit	Save This	
Fact Sheet:			
Academic Requirement:	Completion of 18 points, Considers WAM under 65	Duration:	One Semester, One year, Two Semesters
Level of Study:	PhD, Postgraduate, Undergraduate	Course Languages:	English
Disciplines Available:	Agricultural Science, Anthropology and Sociology, Architecture, Arts, Biochemistry and Molecular Biology, Business, Chemical Engineering, Chemistry, Civil Engineering, Computer Engineering, Computer Science, Economics, Education, Electrical and Electronic Engineering, Engineering, Engineering Science, English and Cultural Studies, Environmental Science, European Studies and Other Languages, Geography, History, Mathematics and Statistics, Mechanical Engineering, Microbiology and Immunology, Music, Neuroscience, Physics, Political Science and International Relations, Psychology, Science	Program Type:	Exchange Program
UWA credit awarded on successful completion:	24 Points, 48 Points		

Program Description:

Restrictions and considerations



- Students with a WAM under 65% must maintain Academic Goodstanding in the semester leading up to exchange.
- Students studying architecture must submit a portfolio to MSU


Montana State University

About

Located in the north of the United States, the university is situated in the south-west of the state of Montana in the small town of Bozeman. The university and state host a plethora of on and off campus recreational activities (skiing, hiking, biking, kayaking or climbing), clubs (fraternities and sororities, academic, athletic and cultural), student organisations and events to suit all interests and help you engage during your time abroad.

The Friends program is a short program at the beginning of your time abroad that will pair you up with a current MSU student which will help you settle in, foster new friendships and have someone to ask for help whenever you may need it.



Program Evaluations

[Montana State - E Arnold.pdf](#)
[2016 Montana Evaluation.pdf](#)
[Montana 2016 STEK Evaluation Form_Redacted.pdf](#)
[Montana State Pope Mitsud STEK Evaluation Form.pdf](#)

[Josh](#) and [Julie](#) both spent a semester abroad at Montana state University, check out their blogs to see what their experience was like!

Credits (full time load/semester)

University of Western Australia	Host University
24 UWA Credits	15 Credits (all faculties except School of Design) 12 Credits (School of Design)

Course catalogue

Explore [available classes](#) at MSU.

Dates

UWA Semester 2: MSU Fall Semester
 UWA Semester 1: MSU Spring Semester
 For up-to-date semester dates view the MSU [academic calendar](#).

Accommodation

At Montana State University you have the option of choosing [on or off campus accommodation](#).

Extra Information

There's a reason Bozeman is considered a "dream town" and lauded by many for offering high quality of life. When you fly in over the Bridger Range or drive into the Gallatin Valley and find yourself surrounded by mountains, it's easy to understand why people want to live, work and play here. Add the cultural amenities of a local symphony and museums, the vibrancy of a college community and an energetic downtown, Bozeman is the complete package. Learn more [about Bozeman](#).

How to apply

Include this university as a preference in your [Student Exchange Program application](#).

Students with pre-existing medical conditions are encouraged to disclose this information in their exchange application. All students are encouraged to go on exchange, and we would like to ensure that the universities you select have adequate support for your condition. E.g. some universities may not be wheelchair accessible as they are on a mountainside.

12. Disabilities with Explanation (*)

Please select 'yes' if you have a condition that may impact your exchange program. Not all host universities offer the same services as UWA; for example, academic accommodations to offer extra time during an exam, counselling, or accessible housing. If you inform us at this time of a condition or issue which may impact your exchange, the Global Learning Office is able to help by liaising with the host university and ensuring they are able to provide the services you require.

Please note you are under no obligation to disclose confidential medical information.

If you select 'yes,' please provide further information of the services and/or academic accommodations you may require below.

Please select one ▼

****Please note: You may find a university listed in Global Studio that is not available for you to select in the drop down list in the preferences and study plan section of your application. This could be because it is not available in the semester you are applying for exchange; this will be clearly noted in the university profile and description. ****

Units and Study Plans

Everything you study overseas **MUST** be credited in some way to your UWA degree. This is the most important part of your application; the Global Learning Office thoroughly checks the restrictions and units you select in your proposed study plan and may disregard your preferences if you have not done sufficient research.

You **MUST** speak to your allocated course advising office regarding your Exchange Application and confirm you have units remaining in your degree that can be taken outside of UWA. (Some majors have strict accreditation requirements that require certain units to be completed at UWA in order to graduate with that major).

When doing your research you need to:

Select your preferences

- Use Global Studio (<https://www.globalstudio.uwa.edu.au/>) to research which universities suit you.
- Read all of the information in Global Studio when researching your preferences. Some universities have restrictions that may affect you. For example, some universities may only allow you to take units from one faculty/school/college.
- Look carefully at the information about language requirements.
- It is your responsibility to select suitable preferences.

Create a proposed study plan for each of your preferred universities.

- Use the information in Global Studio AND the host university course catalogue to select units that suit your degree progression.
- Ensure you are selecting units from the appropriate semester. I.e. Fall (Northern Hemisphere's first semester), is UWA's semester 2 and will run from around August to December/January. Spring or Winter (Northern Hemisphere's second semester) is UWA's semester 1 and will run from January to April. Some universities in Japan and Germany for example, may run from April to July.
- Refer to the Full Load Requirement document (in the Helpful Info section of your application) to determine how many units you are required to take at each university.

The handbook for the semester you are going on exchange may not yet be available. In this case, please use the handbook from the previous year. Eg. If you are going in Spring 2020, refer to the Spring 2019 handbook. You will find this information most commonly on the institution websites. Sometimes they have the equivalent of a handbook in which you can look (it can often be called a "course catalog(ue)". It can also be called a 'Module catalogue', 'Bulletin' or 'Academic Calendar').

Step 1: Make sure the units you need to take fall under the disciplines available to UWA students on exchange. You will find all restrictions and availabilities, as well as language requirements in Global Studio. **All study plans need to include a full time load of units, as per the Full Load Requirement document (found in the Helpful Info section of your Global Studio application).**

Step 2: When completing your application, it is your responsibility to check the course handbook of your preferred host institutions and select units that **YOU THINK** would be suitable for your UWA degree. No formal approval from your allocated course advising office is required at this stage however it is highly recommend that you discuss your course progression and how exchange will fit into your degree with your allocated course advising office. You should select back up units as overseas units may become unavailable for various reasons.

It is your responsibility to check that your study plan is current and, as best you can, that the timetable will enable you to do all the subjects you need at the partner institution. If you are forced to choose subjects based on the previous year's handbook while you wait for the new one, you must check that subjects are still available when the new handbook becomes available.



Please note that you will be prompted to seek formal approval from your allocated course advising office after you are accepted into the exchange program.

Study Plan example:

Host University: Free University Berlin, Germany

Full-time study load required: 30 ECTS

Unit name (in English): Peace, war and Democratization

Type of Unit: Broadening

Value the unit at host university: 15 ECTS

Unit Description: <http://kursuskatalog.au.dk/en/course/65370>

Language: German

Proficiency: I have 4 years of German study completed at another institution

Unit name (in English): New Military and Non Military Threats to Security

Type of Unit: Politics Major Core Unit

Value of the unit at host university: 15 ECTS

Unit Description: <http://kursuskatalog.au.dk/en/course/65370>

Language: English

Alternative unit

Unit name (in English): National Security and Computer system

Type of Unit: Broadening

Value of the unit at host university: 15ECTS

Unit Description: <http://kursuskatalog.au.dk/en/course/65370>

Language: English

Your study plan **MUST** include the following information and follow the same format as below.

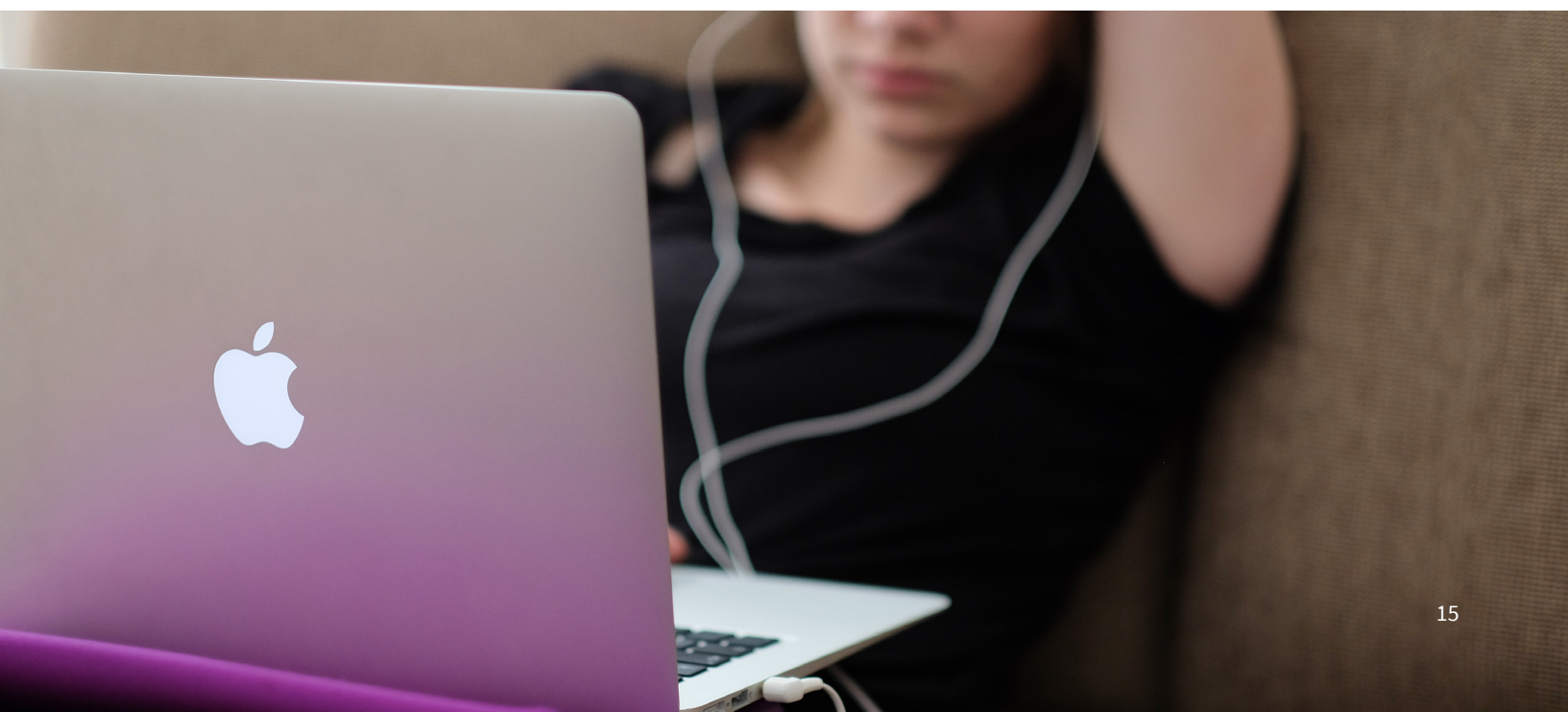
Include the following information for each unit:

- Unit Name at the host university(in English)
- Unit Code of the host university (if available)
- Will this unit be credited towards your UWA degree as a Broadening, Elective, Complementary, Option or Core unit?
- Value of the unit at the host university (credits, points, ECTS)
- Semester unit is run in, using host university calendar (Fall, Spring, Winter etc)
- Link to the unit description
- In which language is this unit taught?
- What level of proficiency do you have in this language?
- Include alternative units.

If you are struggling to put together a study plan, you may need to select another preference.

As you may be allocated to **any of your preferences**; please complete your study plans diligently.

If you are not able to find 6 appropriate preferences - select '**no preference**' from the drop down list. Never select random universities as we may place you at one of them.



Submitting your Application

Your Global Studio Application is complete when you can see tick marks in all of the boxes. There is no final submit button.

Applications will be looked at after the application deadline, not on a first-come-first-served basis.

If we have any questions regarding your application or study plan we will email your UWA student email address so please make sure you check this frequently



Who can help me?

Going on exchange can be a bit daunting but you have some great support available to help you along the way.

Facebook: Like our Facebook page (facebook.com/UWAexchange) to get all the tips on overseas opportunities!

Instagram: [@studyabroaduwa](https://www.instagram.com/studyabroaduwa)

Global Café: An opportunity to speak to other exchange students over tea and coffee. Students currently at UWA on Exchange as well as UWA students returned from exchange are there to chat.

The Global Learning Office

Our Outgoing team is committed to supporting you every step of the way. We are very passionate about overseas education and travel, having experienced it ourselves. If at any point you have questions or concerns do not hesitate to contact us.

The Global Learning Office is located in Student Central

We can be contacted on (08) 6488 8199

You can come and see us in person from 11am – 3pm Monday to Friday

Or email us at studyabroad@uwa.edu.au

Allocated Course Advising Office

Any academic-related query should be directed to your allocated course advising office. Once you are accepted in the exchange program, you will liaise with them to seek approval for the units you would like to do while on exchange.

Exchange Evaluation Forms

When students return from exchange we encourage them to fill out evaluation forms. These are comprehensive and feature: which units students took overseas, how much money they spend/had budgeted, what the facilities were like, and any other information about our partner universities. These are linked in the Global Studio Brochures for each university for you to download and look at.

The exchange REPs team

Our exchange REPs are returned exchange students and students on exchange at UWA who have and are thoroughly enjoying their overseas experience. They are keen on sharing their experiences and helping you with the application process.

After you apply

You have submitted your application by the deadline, congratulations! As previously discussed, exchange is a two part application process. Once we have read, assessed, and allocated your application to a host university you will then receive instructions on what happens next.

There are some things that you can start doing before you find out where you have been allocated to:

- Update your contact details in StudentConnect, including your mobile number.
- Pay any fees you have owing to UWA (check StudentConnect).
- Apply for a passport or renew your old passport. Your passport will need to be valid for six months after your return to Australia, after exchange.
- Create a budget and start saving.

DO NOT BOOK TRAVEL – exchange students must follow a special travel booking process which cannot be completed until you have host university acceptance and visa documents.

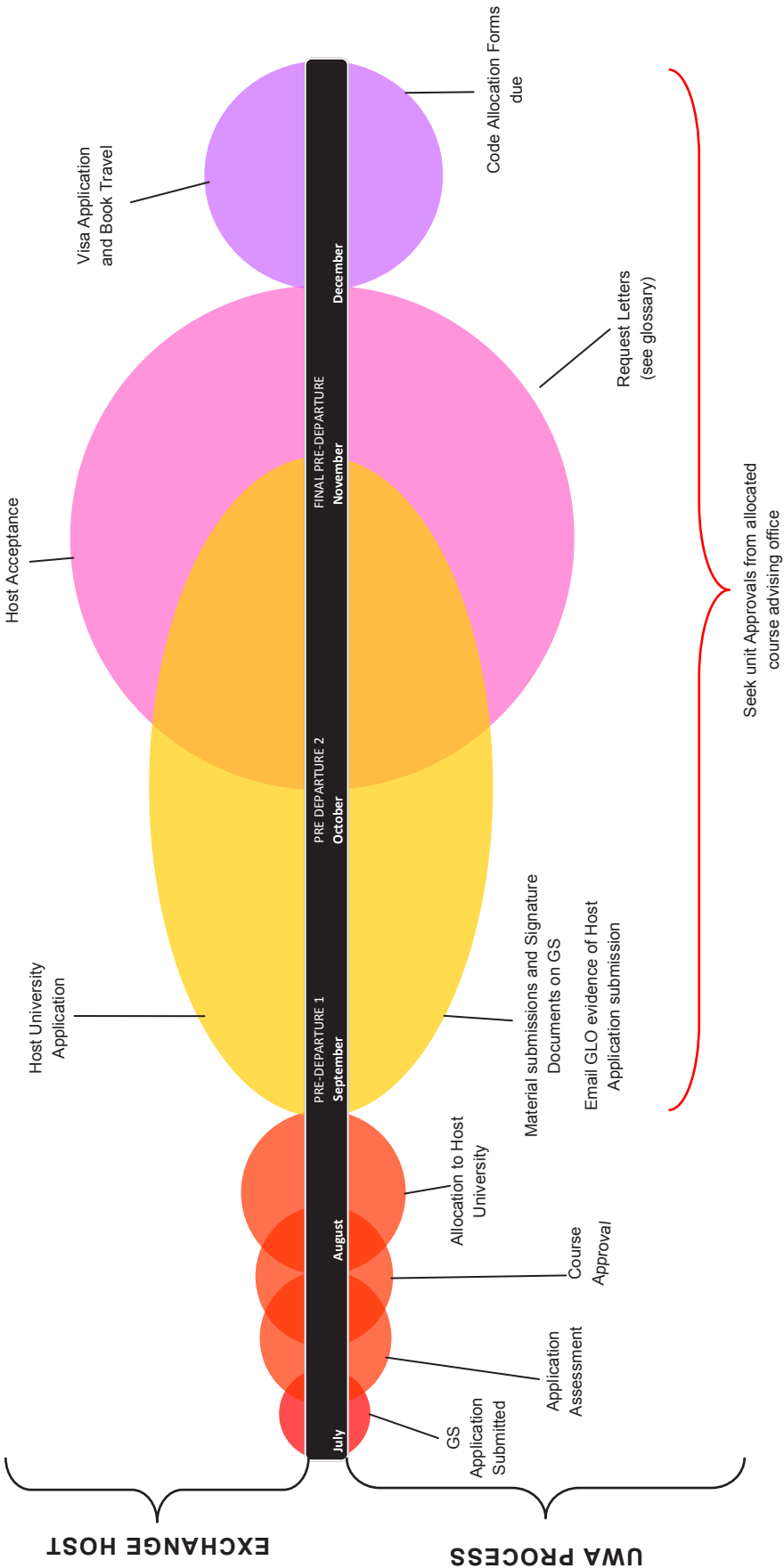
Timeline of events

There are several UWA internal and external processes you will have to undertake between now and when you start your exchange semester. The following timelines will help you visualise when certain events take place as well as important internal and external processes.

Also detailed are the pre-departure sessions you will attend throughout the semester.

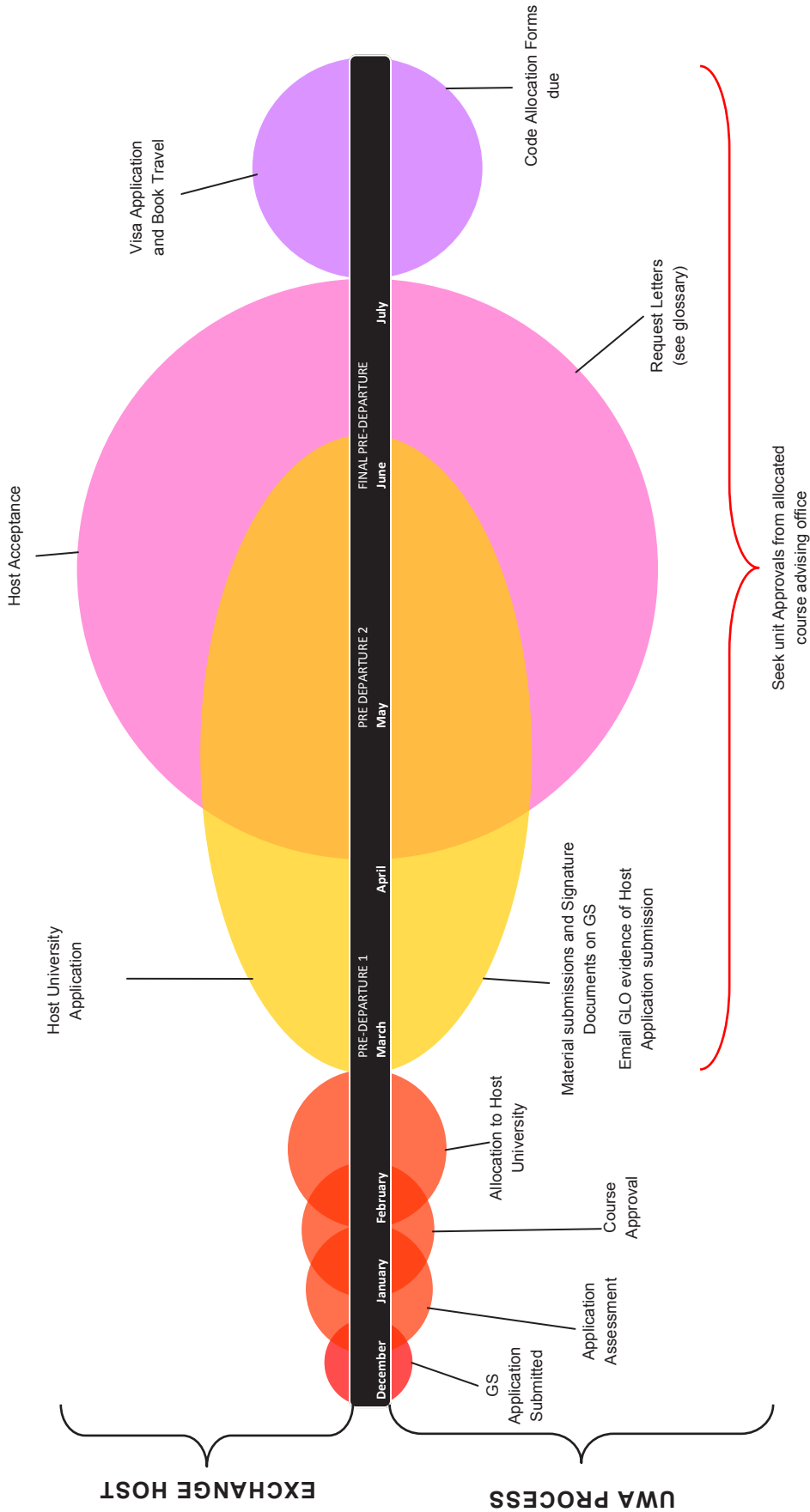
Timeline of events and exchange document requirements—For Exchange in Semester 1 of the following year

The timings displayed below are a rough estimate, all Universities have varying deadlines and processing schedules. For example one student may receive their host acceptance in September, and another may have to wait until December.



Timeline of events and exchange document requirements—For exchange in Semester 2 of the following year

The timings displayed below are a rough estimate, all Universities have varying deadlines and processing schedules. For example one student may receive their host acceptance in March, and another may have to wait until July.





Allocation of Universities

Host university allocations are a complex process. We do not allow students to add or re-order preferences after the deadline has passed, however removing preferences is acceptable. Deferred examination results will not be taken into account when allocating universities. If a student is no longer eligible for their allocated university once deferred exam results have been released, the Global Learning Office will re-allocate this student if possible.

There are a limited number of places available at each exchange university. Students are allocated to universities based on their weighted average mark (WAM) i.e. if there is one place available at a university, and 10 students applied, the student with the highest WAM will receive the place.

If you do not get allocated to your preference this is because students who have a higher WAM than you have been given first preference to the available spots at that University. It is also possible that the study plan you provided was incorrect and the preference has been disregarded. Please be prepared to go to any of the 6 university preferences you are listing.

If we were not able to place you at one of your top 6 university preferences, you will be required to provide new preferences from a supplied list. This may occur because the universities that you have chosen have limited places and students with higher WAMs have been placed there or your study plan was incorrect.. It may also be because the universities you chose do not offer your area of study to UWA exchange students. You are still eligible for exchange and your adviser will work with you to consider all options available to you.

Although UWA has an agreement with an exchange university, it may not cover all faculties. Please be sure to check the restrictions to UWA students listed in the Global Studio brochures.

If you have already gone on exchange and you are applying for a second exchange – you will be allocated after all students applying for their first exchange have been allocated a university.

Allocated Course Advising Office Approval

Once you have been allocated a host university the Global Learning Office (GLO) will contact your allocated course advice office for general Course Approval to go overseas.

This process happens in the background and you will only be alerted regarding this when your Global Studio Status changes from 'GLO Approved waiting on Course Approval' to 'UWA Course Approved'.

If you are not approved to go on exchange, you will be notified by your allocated course advice office or the Global Learning Office.

Navigating Global Studio after Allocations

You will receive an email notifying you that your Global Studio application has been updated by the end of the second week of semester. Please log in to Global Studio – from here you will see that your application has changed from **'Student Exchange Program'** to **'Name of University'**

Please click into the application as the page will have changed and there will be new things for you to read, sign, complete, and upload.

The Global Learning Office will walk you through Global Studio in your first pre-departure session you attend. Details of these sessions are available in your Global Studio application.

Application Status

You can find your application status in **'Applicant Home'** in Global Studio. Every time your status is changed by the Global Learning Office you will receive an automated notification email. You will be able to see your status within your Global Studio application under **'Commitment to Participate'**

Giulia Fabbri	
Program:	University of Bristol
Term/Year:	Semester 1, 2021
Deadline:	01/01/2019
Dates:	TBA

Commitment to Participate	
Your status: GLO Approved waiting on Course Approval	
Thank you for giving your commitment to participate. If you must change your decision, please contact UWA Global Learning Office at studyabroad@uwa.edu.au .	

Material Submissions	
Click the following to view instructions and/or printable forms which require the electronic submission of materials to the Global Learning Office studyabroad@uwa.edu.au	
Title	Received
Host acceptance	<input type="checkbox"/>
Student Exchange Enrolment Code Allocation Form	<input type="checkbox"/>
UWA Unit Approvals	<input type="checkbox"/>

Signature Documents	
Click the following to view and digitally sign important documents to indicate your agreement and understanding.	
Title	Received
Application Instructions University of Bristol - Deadline 25/10/2020	<input type="checkbox"/>
Exchange Facebook Groups	<input type="checkbox"/>
Faculty Advice for Exchange	<input type="checkbox"/>
Insurance Waiver Information	<input type="checkbox"/>
Pre-departure Sessions Commitment	<input type="checkbox"/>
Return Flight Acknowledgement	<input type="checkbox"/>
Faculty Advice	<input type="checkbox"/>
Full Load Requirements	<input type="checkbox"/>
Graduation	<input type="checkbox"/>
Student Exchange Conditions of Participation	<input type="checkbox"/>

Application	
Title	Submitted
Application Part 1/2 Student Exchange Program	<input type="checkbox"/>
Application Part 2/2 Exchange Preferences and Study Plans	<input type="checkbox"/>
Centrelink letter	<input type="checkbox"/>
Department of Home Affairs Letter - For International Students on a Student Visa at UWA	<input type="checkbox"/>
Host University Application Completed - Online	<input type="checkbox"/>
My Exchange Bucket List	<input type="checkbox"/>
Thinking About Your Opportunities Abroad	<input type="checkbox"/>
Third Party Authorisation	<input type="checkbox"/>

Helpful info	
The information below will assist you in applying and preparing for your exchange.	
Title	Read
Example Study Plan	<input type="checkbox"/>
OS-HELP Learning Information for Commonwealth Supported Students	<input type="checkbox"/>
Overseas Study Grants	<input type="checkbox"/>
Study Plan Help	<input type="checkbox"/>
UWA Exchange Manual	<input type="checkbox"/>
Bringing the Learning Home: Adaptation and Coping	<input type="checkbox"/>
Bringing the Learning Home: Cultural Relativism	<input type="checkbox"/>
Bringing the Learning Home: Stereotypes	<input type="checkbox"/>
Emergency Information Form	<input type="checkbox"/>
Exchange Checklist 1	<input type="checkbox"/>
Exchange Checklist 2	<input type="checkbox"/>
Healix - Your Overseas Medical and Travel Assistance	<input type="checkbox"/>
Insurance, Smart Traveller Resources and Healix	<input type="checkbox"/>
Mental Health Support	<input type="checkbox"/>
Resource for Environmental Sustainability	<input type="checkbox"/>

Status categories for applications are:

- **Pending:** your application is being assessed by the Global Learning Office
- **GLO Approved waiting on Course Approval:** your exchange application has been approved by the Global Learning Office. You will receive an email from the Global Learning Office confirming your approval and allocated University, but are yet to be nominated to the host institution. Your UWA allocated course advising office will be contacted by the Global Learning Office for general approval to go on Exchange.
- **UWA Course Approved:** the Global Learning Office has received approval for your exchange from your allocated course advising office. Some may be subject to a condition(s) which will be spelt out in the approval email (ie can only credit 18 points towards your UWA degree)
- **Host Approved:** the official acceptance from your host university has arrived and the Global Learning Office is processing it. You will then receive a separate email to come and collect it.
- **UWA Unsuccessful:** your application was not approved by the Global Learning Office or your allocated course advising office, to go on exchange in the current round. Students can apply again in a later round.
- **Host Unsuccessful:** your application was not accepted by your host university. Students can apply again in a later round.
- **Incomplete after deadline:** you failed to complete the application before the nominated deadline and will not be considered for exchange or given an extension. Students can apply again in a later round
- **Withdrawn:** a student has voluntarily withdrawn from the exchange program, or has contacted the Global Learning Office after the deadline to withdraw from the program. Students can apply again in a later round.

Changing Allocated University

Exchange University allocations are a complex process and can only be changed in some instances. If you wish to change your allocated university, please contact the Global Learning Office and include your reasons for requesting a change. If your request is approved, you will be given a list of universities that still have places available, and will be required to create a viable study plan for your new preference.

If there are no appropriate universities on this list, you will need to withdraw from the exchange program by emailing studyabroad@uwa.edu.au. Your withdrawal will not affect any future applications.

Unfortunately you will not be permitted to defer your exchange placement. You must withdraw and re-apply in the next round.

Withdrawing from Exchange

If you decide that you no longer wish to go ahead with your exchange for any reason you are able to withdraw from exchange this round and apply again in the future. Your withdrawal will not impede your chances if you decide to apply again in another round. Please email studyabroad@uwa.edu.au with your reason for withdrawing from the program.

Host University Applications

Once the Global Learning Office has allocated you to a University, you will be sent an email to check your Global Studio for the application instructions. These will appear under the 'Signature Documents' section. Application deadlines vary, so please do not be alarmed that you haven't received an email, even though your friend has.

The Application Instructions Signature Document is very important as it will contain details of when your application is due and where you will need to submit it. The application deadline will appear in the title of the Signature Document.

If a hard copy is required the Global Learning Office will collect your documents and send them off for you. A deadline by which you will need to bring in the documents will be in the instructions.

If you are required to apply to the university online or email documents directly, relevant links and information as to what is required will be contained in the instructions.

You will be required to upload proof that you have completed the host university application to the Global Learning Office. Details of how to do this will be in your Global Studio application home.

Accommodation

Students are responsible for organising all aspects of their accommodation while on exchange. It is possible that you will submit an application for on-campus accommodation with your host university exchange application. Some universities require you to be accepted into the host university before you can apply for their accommodation, some universities require you to stay on campus, and others do not have on campus accommodation available at all. Some information on accommodation for your university will be provided to you with your host university application instructions; however it is your responsibility to research adequately and apply.

Please research your accommodation options early on and note any deadlines. If university accommodation is available, make sure you know important details such as the cost and location of the accommodation, whether you are sharing a room with one or more students, and whether you can check in on the day that you arrive.

As there is often great demand for student housing at overseas universities, please make sure that you apply by the due date to secure a place.

Although we recommend that students, particularly those studying for a single semester, live in university accommodation, organising your own housing on arrival is another option. Most host universities have an accommodation service or can provide listings of off-campus accommodation to help you find something suitable. Local newspapers and the internet may also provide the same information. Students should be prepared to find accommodation off-campus if on-campus accommodation is not available. If you have chosen to organise accommodation on arrival, make sure to book a few nights of temporary accommodation (eg. in a youth hostel), before you leave Australia. You don't want to be stranded when you arrive.

Travel guides or the internet often provide listings of budget accommodation.

Documentation Submission to the Global Learning Office

At the same time as submitting your Host Allocation you must submit and digitally sign several documents to the Global Learning Office. The list of materials you need to submit to the GLO can be found in your Applicant Home Page on Global Studio. Instructions on how to submit these are on Global Studio, there is no deadline but these must be ticked off before your exchange semester.

You must carefully read and digitally sign the Conditions of Participation and commitment to participate in pre-departure sessions, also on Global Studio.

Host University Acceptance

There is no set date by which you will receive your host university acceptance. If you receive this from your host university via email, please forward it to studyabroad@uwa.edu.au for our records. Your status will then be changed to 'Host Approved' in Global Studio

Pre-departure Sessions

Throughout the semester before you go on exchange you will be required to attend several pre-departure sessions. These will usually comprise of 3 different sessions:

- One session about navigating Global Studio and the next part of the application process
- One session about your enrolment at UWA and travel booking information
- One session about health overseas and the benefits of exchange for your employability

These sessions are a great opportunity to ask questions, voice concerns and meet other students going to your university/country. If you are unable to attend these sessions, a recording will be provided in the days following.

Depending on the region you are going to, you may get invited to a visa information session run by the consulates as well.

Unit Approvals from your UWA Allocated Course Advising Office

Following the instructions below, contact your allocated course advising office, once your host university has updated their handbook to the academic year that you will be attending the university.

You must enrol in a full time load of units at your host university, as specified in the full load document in the Helpful Info section of Global Studio Your UWA allocated course advising office must approve every unit that you take on exchange; whether it is a core, complementary, elective or broadening unit.

Please see the timelines above to know when you should be starting your Unit Approval process. Once you have your units approved, please forward them to studyabroad@uwa.edu.au



1. Using your host university's unit information (catalogue, formation, module list, handbook, etc) create a proposed study plan. If this varies significantly to the one you originally submitted in your Global Studio application, please email studyabroad@uwa.edu.au as your host university may need to be informed. I.e. If you entered all business units in your application, but have changed to half Science, the Global Learning Office needs to be notified.

a. Pay close attention to when the unit is being taught; is it offered in your period of exchange? Is the unit offered in English or do you feel you have sufficient language skills to successfully complete the unit?

b. Use the unit information for your period of exchange. If it has not yet been released, you will have to wait to submit your unit approvals.

2. Submit your proposed units to your UWA allocated course advising office, via askUWA. Arts students: Only submit units after Arts have emailed you to confirm you are approved by them for exchange.

a. You can find your allocated course advising office on studentConnect. If you are a combined degree student, please contact the school that the credit will be awarded to. Eg. If you are a BA/BComm student taking only commerce units on exchange, contact the UWA Business School.

b. Go to askUWA: <http://www.uwa.edu.au/askuwa> and click on current students, then click on Email Us (please use your UWA email address), at the top of the page, and log in with your PHEME details:

- In **'My enquiry is about'** select your allocated course advising office.
- In **'Subject'** enter 'Exchange – Unit Approvals'
- In **'Question'** include the following:
 1. Your name and the proposed duration of your exchange
 2. Name of your host university
 3. Unit Name (in English)
 4. Level of unit (level one, two, or three)
 5. Elective, Broadening, Option, Complementary or Core. If Option, Complementary or Core, which major?
 6. If Core or Complementary what is the equivalent UWA unit
 7. Unit description (in English)
 8. A link to the unit descriptions on the host university's website
 9. Have you discussed this unit with anyone from the faculties, if so, with whom?
- List all the units you are seeking approval for in one email, do not send individual emails for each unit.

Please do not seek Unit Approvals from the Discipline Chairs/Academic Staff unless advised to do so by your allocated course advising office.

Centrelink

You may continue to receive Centrelink payments while on exchange. After you have been accepted into your exchange university, you may request a letter from the UWA Global Learning Office (through Global Studio) to notify Centrelink of your exchange.

If you currently receive a Centrelink benefit payment and want this to continue during your exchange, you must not leave Australia more than two weeks prior to the commencement of your exchange studies. If you do, your payments may be cut off. Please contact Centrelink for more information. Visit Centrelink for more information about your payment while studying overseas.

Full Load Requirement and UWA Enrolment

As mentioned above, you must enrol in a full load at your host university while on exchange. To view the full load requirement at our partner universities please see the Full Load Requirement document in your Global Studio Helpful Info section.

All exchange students are enrolled in exchange units at UWA for the overseas study period. To enrol at UWA you must complete a Code Allocation Form. You should only do this once you have had all your units approved by your allocated course advising office and during/after the Code Allocation Form session that we run (dates can be found in Global Studio under Pre-Departure Session Commitment). It is important that you also complete the online portion on your StudentConnect (check your details online and proceed through the steps up until you select your units, then log out. Your Allocated Course Advising Office will then enrol you in the Exchange units you put on your Code Allocation Form). This process must be completed by UWA census date to avoid a late fee.

Pre-Semester Language Courses

Many host universities offer pre-semester language units for exchange students. If there are any tuition fees associated with the pre-semester language unit, you may not include the unit as part of your full load requirement; in some cases, you may be able to receive advanced standing for the unit, subject to your allocated course advising office's approval. If the pre-semester language unit does not have any tuition fees and may be included as part of your exchange semester, you may be able to include the units as part of your full load requirement, subject to your allocated course advising office's approval.

18 Credits in your final semester

If you are planning your exchange in the last semester of your degree and will only have 18 credits left, you may still be eligible to participate in the exchange program with your faculty's permission. Although you will only receive 18 UWA credits upon successful completion, you must still complete a full load during your exchange semester. You will be expected to pass any additional units that you enrol in which are not being credited towards your degree, and failure to do so may have grant implications.



Before you go...

Passport and visas

Make sure the passport you intend to use is current and will not expire while you are on exchange. It is an Australian immigration requirement that your passport is valid for at least 6 months after your return home.

Check your travel responsibilities if you have dual citizenship, particularly if you intend to travel with more than one passport: www.smarttraveller.gov.au/tips/dualnat.html

Exchange students usually require a student visa, study permit or authorisation to study overseas. It is your responsibility to ensure you have the correct permit to study in your host country. The Global Learning Office cannot advise students on Visa requirements or application processes. Always seek advice from the relevant Embassy or Consulate.

Please be aware that you may be required to present proof of formal acceptance and original certification of finances and health insurance as part of your visa application process. Do not assume that you can convert to other categories of visa e.g. tourist status into student status. Check with consulates and embassies for visa application procedure before you book your flights for exchange.

Make sure you are aware of work limitations on your student visa, if these apply. Certain institutions may also have strict rules on working.

If you intend to travel beyond your host country, it is advisable that you find out about visa requirements for the other countries before you leave Australia. There may be restrictions or time delays if you apply for visas in a country other than your home country

International students must request a letter from the Global Learning Office to notify the Department of Home Affairs of their exchange.

Permanent Residents must check if their residency status will be affected if they leave Australia. They may need a Resident Return Visa (RRV)

Important Documents

It is a good idea to get together important documents or copies of these documents that you will need to take away with you. We recommend you take several copies of your passport, visas, enrolment information, travel insurance documents, and identity and bank cards. You should keep them in a safe place and also leave a copy with your family or friends. Alternatively, keeping scanned version on Dropbox or Google Drive is a good way of storing them while you travel.

Flights and Arrival

You may receive instructions from your host university to arrive on a certain day, and you should attempt to fit in with this as far as possible. You should plan to arrive a couple of days before the orientation period at the start of the semester in order to settle in.

Travel before your exchange

It is strongly recommended that you do not book any travel prior to receiving your host acceptance AND visa documents. If you plan to leave Australia well in advance of your exchange commencement, there are no guarantees that your paperwork will arrive for you to organise a visa early.

It is a condition of exchange as a UWA student that you register all travel in Concur (UWA's Risk Management System). You should make your flight booking as soon as possible after receiving both your host acceptance and your visa. Flights fill quickly at certain times of the year. If you wish to start making your flight arrangements prior to official confirmation of your acceptance, you do so at your own risk. Further information on how to register your travel in Concur can be found in your Global Studio application.

If you have not yet organised your accommodation, ensure you have a few nights of temporary accommodation confirmed for when you arrive.

Insurance

UWA Student Travel insurance

As a UWA student participating in UWA recognised overseas study you are automatically covered under the UWA Student Travel Insurance. There are, however, conditions of which you should be aware:

- You are covered from the first day of Orientation until the last day of exams
- Cover includes flight and direct transit, not vacation/personal time
- Cover only applies within the same country as your host university
- Excesses of \$300 excess on every claim
- Additional Insurance is available

Pre-Existing Medical Conditions

If you have a pre-existing medical condition, please ensure you speak to your adviser in the Global Learning Office. You are not required to disclose details of your condition, however we would like to ensure that all required arrangements are in place to make your exchange successful.

Students experiencing an emergency situation while overseas should contact Healix International
For 24 hour global emergency medical and travel assistance contact: +61 (0)7 3164 9532 (reverse charges)

University of Western Australia Policy number: 5542938

To submit a claim:

- Upon returning to Australia you will be required to complete a claim form and provide supporting documentation to validate your claim. Download the Corporate Travel claim form for completion from the Insurance section of the UWA website.

Submit both, with supporting documentation, to uwainsurance@ajg.com within 30 days (of end of trip)

Questions about Insurance should be directed to: uwainsurance@ajg.com

<http://www.staff.uwa.edu.au/procedures/risk/insurance/student>

Host University Insurance

Your host university or country may require you to purchase their health insurance for the period of your exchange. If you have alternative cover, you may be able to ask that this requirement is waived. In this case, you will be required to show proof that your insurance cover is sufficient.

If you have purchased your own insurance you can request that your insurance provider fill out a waiver form from the host university, or create a document stipulating the coverage of the policy. If you are going on exchange under the UWA insurance you are able to ask the broker to fill out the host university waiver form or create a document stipulating the coverage of the policy.

Always check with the host university that the insurance you plan to go on exchange under is sufficient to fulfil their requirements. Some institutions or countries may require you to purchase their insurance regardless of whether you have other cover. Information regarding this will be on your host university's exchange website, or provided to you during your orientation period.

Health and Safety

It is important that you know what to do in an emergency when in a foreign country. Make a note of your host countries' emergency number:

Canada/USA – 911
China – 110
European Union – 112
Hong Kong/Malaysia/Singapore – 999
Israel – 100
Japan – 110 for Police, 119 for Ambulance/Fire
New Zealand – 111
South Korea – 112 for Police, 119 for Ambulance/Fire
UK – 999

Some universities also have their own emergency numbers for their campus security staff; make sure you take note of any emergency information that is given to you at orientation.

The Department of Foreign Affairs and Trade (DFAT)

The Government DFAT Smartraveller app can be downloaded by yourself and your families to track emergency situations around the world. You are able to track your travel and receive notifications of incidents in the regions you will be in. www.smartraveller.gov.au/tips/students.html has lots of tips on travelling overseas as a student.

Inoculations

For information on prevalent diseases and inoculation, you should consult your doctor or health clinic. Further information on travel well-being can be found at www.smartraveller.gov.au/tips/health

Some universities or countries require proof that you have received immunisations against diseases such as polio, tetanus, and rubella, and may also require a chest x-ray (for TB). Some institutions will not allow you to move into their accommodation without this proof. The relevant universities will provide information as part of their application/acceptance procedure. If this is a requirement of your visa, the information will be available on the consulate or embassy website.

The DFAT website is a useful source of information on countries and regions generally: www.smartraveller.gov.au/zw-cgi/view/advice

It is important that you read the information relevant to your host country as well as any other countries you intend to visit.

Prescriptions/Pre-existing conditions

If you need to take regular medication, check that you are able to take this specific type of medication into your host country (some may be prohibited). Make sure you take an adequate supply with you and a copy of the prescription in case you need to obtain supplies while you are away. If the medication you take with you is not an over-the-counter drug, make sure you carry it with you in your hand luggage, in its original packaging, accompanied by a letter from your doctor authorising you use of the drug. Include both the chemical and commercial names of any medication.

You should note that some countries have restrictions on the amount of prescription medicine that you are permitted to bring. Further health information at: www.humanservices.gov.au/customer/services/medicare/travelling-overseas-with-pbs-medicine

Students with pre-existing medical conditions are encouraged to speak to an adviser in the Global Learning Office before submitting an application. All students are encouraged to go on exchange, and we would like to ensure that the universities you select have adequate support for your condition. Eg. Some universities may not be wheelchair accessible as they are on a mountainside.

It is also possible that the UWA Student Travel Insurance may not cover your pre-existing condition.

When you arrive at your host university please make sure you let your family back in Perth know that you are safe.

Academic Information

'I have arrived and cannot take the courses approved by my UWA School...'

If on arrival at your host university, you take courses for which you have not received prior course approval, contact your allocated course advising office via AskUWA as soon as possible to check that the new units/courses are acceptable. Do not assume that 'they will be alright', you will be charged for 24 UWA credit points. You may find yourself short on credit when you return, and this may increase the time it takes to obtain your degree. If you do not enrol in and pass a full load each semester, this may have negative repercussions if you have been awarded a grant.

Support While Overseas

It is important for you to attend any orientation sessions offered to new international students – at some institutions it is mandatory. Not only will they give you information crucial to your exchange, it is a great place to meet all your fellow exchangers! Some universities will organise events and tours during this period.

If you have already travelled overseas for an extended period, you will be aware that even in places where English is spoken and the culture appears superficially to be very similar to our own, there are still significant differences in the way people behave and react in certain situations. What is "normal" here in Australia is often not "normal" at all in other cultures.

It does take a while to adjust to these differences, and you will experience feelings ranging from being on a great "high", seeing everything as a huge adventure and absorbing your new surroundings and experiences with great enthusiasm, to feelings of great frustration at the fact that things are perhaps not done in the way that you are accustomed, or that you find it hard to make yourself understood in the local language.



Do not worry! Such feelings are common among people adjusting to life in a new environment or culture, and you are certainly not alone in having them. Experts have plotted the periods of highs and low on a graph and come up with what they call the "W-curve". You should imagine that you are starting your exchange program at the top of the left stroke of the "W". On arrival at your host university you are in high spirits and things are still new, exciting and challenging. After a period of time, however, the novelty wears off, and a sense of frustration, isolation or anxiety may set in, as you try to cope with the differences you encounter in daily life. Even such a simple thing as going to the bank can present different stresses than a trip to the bank in Australia (perhaps there are endless security checks, or a pile of forms to complete, all of which require a special stamp), and what earlier may have seemed to you to be a challenging, amusing experience, can now seem to be just incredibly irritating. You are now at the bottom of the first trough of the "W", and some depression may set in.

Hang in there - you will overcome it. After this period of "cultural irritation", you will find yourself gradually adjusting to your surroundings and feeling a lot more comfortable in them. The trip to the bank becomes just another part of normal everyday living and you are thoroughly enjoying yourself. You are now at the middle peak of the "W". But then you have to leave! Your semester or year abroad is coming to an end, and you have to leave all of your newly-found friends, and a place in which you have become accustomed to living. Some depression sets in (the bottom of the second trough of the "W"), but this is soon replaced by the excitement of arriving home and catching up with friends again (the top of the right stroke of the "W").

If you feel that things are not going well, please don't hesitate to contact the International Student Centre at the host university. If you haven't been able to find out who to contact, then email us at studyabroad@uwa.edu.au!! We will be able to put you in touch with the right person.

Of course, not everyone experiences the same extremes of highs and lows – some may not be as affected as others, but it is good to be aware that these feelings may occur, and they are normal. To assist with your adjustment, try not to adopt a critical attitude to your host culture, comparing the ways in which things are done there with the way things are done at home. Instead, expect that things will not be the same as at home, and that certain things are "normal" for that culture.

Being in a foreign environment can be quite emotionally challenging and it can sometimes be difficult to adjust once you arrive back home. It is important to be aware of the support services available to you. Where we have received it, details of student support services available at our partner universities will be listed in the Global Studio brochure. If not, you may be able to find this information on your host university's website.

You may be surprised to know that your cultural adjustment may not end with your return to Australia. A phenomenon known as "reverse culture shock" can occur, in which you have to re-adjust to living in your own country, and perhaps to living with your parents again after a period of independent living. Once again, this is quite normal, and hopefully it should not take too long to settle back into home life again. Here is a website with further information about culture shock: www.worldwide.edu/travel_planner/culture_shock.html

UWA Requirements

Once you have finalised your permanent accommodation overseas, and if at any stage you change your accommodation, please update your contact details on your StudentConnect.

Always update your Concur profile if you get a new mobile phone number.

Global Ambassador Activities

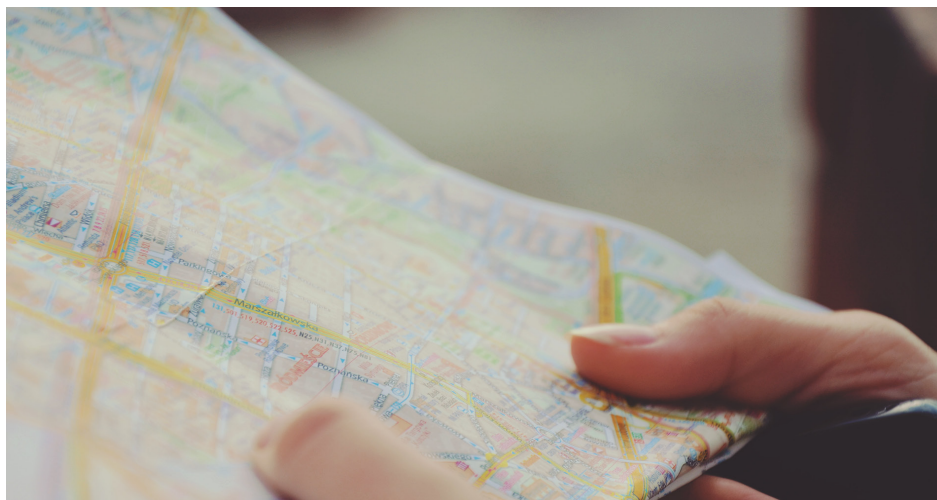
Going on exchange is a privilege and with this honour comes certain obligations and responsibilities that you must fulfil. These are outlined in the Conditions of Participation, which you must sign before you leave.

One of these is your role as an 'Ambassador' for UWA, Perth and for Australia. As a UWA student you are our best ambassadors for inspiring students to study at UWA. Why is this important? As the success of UWA's exchange program relies on a balanced flow of students in both directions to and from UWA, the more international exchange students we receive at UWA, the more opportunities we will be able to provide to UWA students to study overseas. So you play a crucial role in inspiring students and the best thing is, you can have a lot of fun doing so!

We ask that you try to take part in at least one outreach opportunity presented by your host university during your exchange. This is could be:

- an exchange fair organised by the Exchange office at your host university
- an information session within your department/school/faculty as requested by the Exchange office at your host university
- meeting and debriefing UWA staff who may be visiting your host university and assisting them with any information seminars they may present
- contributing articles on studying at UWA in various forms of media at your host university any other activity related to the promotion of study at UWA as arranged by your host university
- contributing to the Exchange Blogs or Global Ambassador Page (contact studyabroad@uwa.edu.au)
- create a video of your exchange experience (contact studyabroad@uwa.edu.au)
- meeting any students that may be applying to study at UWA next semester and helping them with their preparations

In the Learning Content of your Global Studio application, you will see a variety of links, videos, fact sheets, presentations etc. about Perth that will help you to promote UWA. Please feel free to use these and send them to any students interested.



Extending your Exchange

Enjoying your exchange so much that you don't want to come home just yet? In some instances it may be possible to stay for another semester (1 year in total). Please contact studyabroad@uwa.edu.au to request an extension well before the end of your semester.

It is not always possible to extend your exchange. We may not have any places available at your university; you may not be able to find suitable units in that semester etc. You will also need to ensure have enough points left in your UWA degree to take another semester of exchange.

Your Global Learning Office adviser will do their best to accommodate your request.

Preparing to come home

Academic Information

Transcripts

Upon arrival make sure you are aware of the host university procedure for receiving your transcript. Many partner institutions send the transcript to the GLO automatically at the end of the exchange. Sometimes it can be at the end of their academic year. Some partner institutions, however, expect you to order the transcript yourself, before you leave your exchange.

Most German universities require students to complete the Scheine at the host university in order to receive a transcript for credit transfer. Without receiving the hard copy Scheine while you are in Germany and following the steps outlined by your host university, you may not be able to get credit.

If you receive the transcript directly from the host institution, please bring it into the Global Learning Office. Digital copies/version emailed are only accepted directly from our partner university colleagues, not from students.

You may be able to receive a copy of your transcript before you leave your university. If you have completed your final semester of your degree on exchange, it is recommended you look into this option by contacting the International Centre at your host university. Please note that this is not always possible and delays in GLO receiving your transcript may delay your graduation.

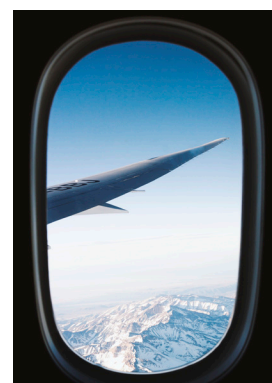
Tie up loose ends

Before you leave, make sure you have paid any outstanding debts such as accommodation, library fees, and administrative fees on your student account etc. Your host university will not release your transcript until all fees have been cleared.

Close any bank accounts you may have opened during your semester, as well as any phone or internet accounts.

Check to see if you can donate some of the items you acquired to future exchange students instead of throwing them out. Some universities or city volunteer groups may have this arrangement available to you.

Make sure you take some final photos of yourself on your host university campus – surprisingly a lot of students forget about the campus photo!



Welcome Home!

Transfer of Credit

Once the GLO receives your transcript we check it to ensure you have enrolled in the full load course equivalent and that you have passed your courses, if you have not, you will be asked to provide an explanatory statement to the Global Learning Office. A copy will be sent to your allocated course advising office for their approval, then on to Student Administration to be added to your UWA Academic record.

You are required to submit an exchange evaluation form to the Global Learning Office before we will process the credit from your exchange transcript.

Your Exchange grades will not be translated directly to UWA grades – only credit is transferred. Host university courses and grades will be included in the 'Notes' section of your transcript. You will either receive an Ungraded Pass (UP) which will not impact on your UWA WAM or GPA or Ungraded Fail (UF) which will not impact on your UWA WAM but will impact your GPA.

If we have received an original document, we will email you to it.

If you are doing the final semester of your degree on exchange and you plan to graduate after you have returned, there may be delays with receiving your transcript from the partner institution. This can mean that your graduation will be later in the year than you had anticipated. Similarly, if you are applying for further study at graduate or honours level, delays with transcripts arriving from your host institution may impact on these plans.

Evaluation of your Exchange

In the Helpful Info section of Global Studio, you will see an exchange evaluation form. Please complete this form and upload it to the questionnaire 'Exchange Evaluation', along with any links to blogs, videos, photos of your exchange, quotes etc. These evaluations are a valuable source of information for future exchange students so we appreciate you taking the time to complete it.

Returned Exchange Peer Program (REPs)

The REPs program is run by the Global Learning Office. It is a chance for returned exchange students to help out and spread the word about exchange. Not only is it a great volunteering experience to include on your resume, it can help you re-adjust to life in Perth after your exchange.

You will meet other students in the same position as you and be able to share your exchange stories with people who are genuinely interested.

A variety of activities are run throughout semester including presenting at info sessions, writing website content, Global Cafe (with incoming exchange students), pre-departure sessions, Exchange Fair, creating videos etc. You will need to be available for at least 1 hour per week during semester. Everyone knows that students listen to other students, so we need you to get out there and tell everyone about how amazing and life changing your exchange experience was!

Successful applicants will have the volunteer hours from the program officially recognised by the University and recorded on their transcript, if you do a minimum of 13 hours.

For more information and how to apply see: https://www.globalstudio.uwa.edu.au/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10533

Perth International Student Group

Perth International (PI) is the UWA Study Abroad Student club for students who have returned from exchange and are current exchange students at UWA. PI work with the GLO to provide opportunities for returned exchange/study abroad and incoming study abroad students to meet, socialise (have fun!) and promote international opportunities.

PI help keep returned students involved in international events on campus so that they remain active with their newly acquired international interests; and give incoming exchange/study abroad students the opportunity to meet and interact with local students from varying backgrounds and experiences.

You can find them on Facebook: <https://www.facebook.com/perthinternational/>

The Global Learning Office

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Telephone: +61 8 6488 8199

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Cricos Code: 00126G