



# ANU Global Programs Student Exchange Program

## Introduction

This document provides an overview of the application process for semester long exchange at ANU for Semester 1, 2018.

Applications open: 15 March 2017

Applications close: 31 May 2017

## Eligibility to apply for the ANU Global Programs Student Exchange Program

### **1. Have completed at least 48 units (one full year of study) at ANU by the time you go on exchange \***

You will be required to have successfully completed at least 48 units at the ANU at the time of going on exchange. If you have transferred from another institution and have had credit applied to your ANU degree(s), this counts towards your 48 units.

*\* Some degrees, such as Law, may only allow you to go on exchange after having completed more than 1 year of full-time study. Law students must refer to the College of Law as to what is possible for exchange as Law students have additional requirements (research components) for their degree. Also, some partners may have restrictions that do not permit students to study with them until their third year of undergraduate study, so please keep an eye out for this when searching for partners you will apply to.*

### **2. Have 24 units in your undergraduate degree to go on exchange**

You will need to have at least 24 units available to count towards your undergraduate degree program that can be undertaken while you are on exchange, unless:

- you will be in your final semester of your ANU degree (and still have 18 units to complete), in the case where you do not have 24 units left in the last semester of your undergraduate degree program you can maintain a 'full time load' by studying the equivalent of 18 units on exchange.
- you are registered with ANU Access and Inclusion and have official documentation from there that recommends or confirms that due to your personal circumstances you would prefer a reduced study load

**3. Have a GPA of 4\* or above (a pass average) at the time of processing of your application and going on exchange. Certain restricted partners require a GPA of 6 or above.**

All courses studied in your current academic level at university (ie all your undergraduate studies) are considered when calculating your GPA. You will need to maintain your overall grade point average at 4 or better or your application will be withdrawn and exchange cancelled. A GPA calculator can be found [here](#).

\*Law exchange students have additional requirements – please refer to College of Law

The GPA is taken during the semester you apply for exchange. The FINAL GPA is taken after you have taken your ANU exams at the end of that semester and the results released.

	<b>Semester 1 exchange</b>	<b>Semester 2 exchange</b>
<b>Application to Global Programs</b>	March to May	September to November
<b>GPA derived after exams</b>	July	December

Allocation of spots are finalised in the month of July and December. Due to partner deadlines for nominations, the allocations are agreed with the partner and they are finalised. The only GPAs used are the GPA derived straight after the exams. Grades that are reassessed cannot be taken into consideration. No further correspondence will be entered into for re-assessments. All allocations are finalised.

**4. Meet the requirements of your College/s**

Some Colleges may have specific requirements which must be met and this may affect your eligibility. These include such things as the need to have completed 48 units in their degree program or to complete a specific course or number of courses at ANU.

Law students in particular, must ensure they meet the College of Law’s requirements as to whether exchange would be approved. Law-specific thresholds’ - students with a GPA below 5.0 in law subjects are not eligible to study any law subjects on Exchange.

If your exchange application is to an ANU language partner (studying any or all your courses in French, German, Italian or Spanish) you will need to be approved by the appropriate ANU language convenor that you are already sufficient to study in the target language at university level or will be sufficient to study at university level by the time you will depart.

**5. Nomination considerations**

Nomination to an ANU partner institution may be based upon the following selection criteria:

- GPA
- A written statement of purpose (selected, restricted partners)
- number of applications received for particular partners
- number of exchange places available at particular partners
- partners restrictions as per website information
- year of studies permitted by the partners
- course discipline consideration / restrictions of the partners
- course combination consideration / restrictions of the partners

## **6.. Home country and citizenship criteria**

International students who hold citizenship from their home country are not permitted to undertake studies back in their home country for exchange studies.

International students

International students should ensure the country chosen for exchange does not have any restrictions on travel to the country based on citizenship.

Domestic students (*new amended policy effective for exchange in 2018*)

Australian PR / citizen students who hold dual citizenship / emigrated / inherited citizenship may be permitted to undertake exchange studies in any country, including the country they hold citizenship for.

## **Academic considerations for the ANU Global Programs Student Exchange Program**

### **Rules**

Rules which govern the ANU Global Programs Student Exchange Program are set down:

- by the Australian Government education act which requires that you enrol in a full study load\* and only enrol in courses which will count towards your degree program
- by your College who administers your degree, defines when you can go on exchange and which courses can be counted towards your majors, compulsory courses and degree program
- by the regulations which require you to have completed 48 units at ANU by the time you go on exchange and require you to have a GPA of 4 (pass grade average) in order to be considered (GPA of 6 – distinction grade average – for restricted partners).
- by ANU Global programs, the exchange program is for undergraduate only.

\* In the context of ANU Global Programs Student Exchange Program, 'full time load' is considered to be 24 units per semester, unless permission is otherwise granted to enrol in 18 units.

### **Plan ahead**

Planning for an exchange requires time and should start at the beginning of your studies at ANU.

When you go on exchange you will find that all universities are different and you will have to find your way around different enrolment and information systems. You will also find that when you go on exchange there may be the situation that you cannot find and will not be able to enrol in the course(s) which match the ones you require as a compulsory course or a course acceptable for your major.

Students with elective modules may find it easier with more flexibility to look for courses that would be credit bearing towards their degree.

The processes and conditions of enrolment into courses overseas vary considerably between universities. Some enrolment issues you may encounter include:

- universities may not enrol exchange students into courses until they arrive at the beginning of the semester, while current students are pre-enrolled as part of their degree plan
- there may be enrolment restrictions (such as quotas) for exchange students into selected specialised or high demand courses

- a conflict in your timetable, where courses you want or need to study are only offered once a week and at the same time.

Usually the host university exchange office will support students through the enrolment process but be prepared to find your way through systems different from what you are used to at ANU.

The best process is to plan your ANU study program with an intention to go on exchange. To make it easier, we recommend you plan on completing all of the compulsory courses at ANU leaving elective courses to be studied while on exchange. We suggest you seek an appointment and discuss your proposed exchange with your College/s advisor early in your university career. Students who have special course requirements, have a very restricted program, or who have transferred with credit from another university should seek early advice from their College/s when considering exchange.

### **Obtain Academic College Approval**

All exchange studies must be credit bearing which means students must have room in their undergraduate degree for taking up undergraduate studies outside of ANU that the academic colleges would approve. All students must seek approval from their academic college that they are permitted to go on exchange. Exchange applicants are required to obtain a [College Endorsement Form](#), which must be completed by the student with their exchange details and taken to their academic College(s) for approval.

### **Credit transfer**

Normally academic credit is transferred on the basis that a full-time study load at your host university is equivalent to a full-time study load at ANU. We find, for example, that generally 60 UK credits = 30 ECTS = 15 US/Canadian credits = 24 ANU units. However, the number of courses which contribute to this load may vary from three to nine courses, which further contributes to the challenge of finding and equating specific courses at a partner university to meet the ANU equivalent study load. Your credit transfer planning is essential, particularly if you are committed to completing your ANU program in the standard program timeframe. You need to consider that occasionally there can be enrolment situations at your host university beyond your control which may consequently impact on the duration of your program at ANU.

### **Which university?**

When you apply, your partner universities of choice should be based on your research within the list of ANU partners. You are required to have a GPA of 4 (pass grade average) or better to go on exchange. To go on exchange to certain, restricted partners you are required to have a GPA of 6 (distinction grade average) or above, as the partners are in high demand and students should be mindful that competition is high for popular destinations and partners. It is important to realise that each location has limited places available and the

competition for those places is ultimately on the basis of your grade point average and your ability to be an ambassador for ANU. Consider and research all partner universities carefully.

For many universities in Japan, the GPA requirements from the partner are strict and will only accept students with GPA 3 out of 4 as a minimum (equivalent to GPA of 5.25 out of 7, or 75% average overall in all subjects). It is the responsibility of the student to research and read the partners' websites on what the partner requires, before listing them on a application.

### **Restrictions**

Restrictions exist for some locations. Please check the relevant program brochure on the ANU Global Programs system for more information.

It is usually not possible to study business at US partners other than at the special Business-specific locations such as University of Southern California's Marshall School of Business and the University of Texas's McCombs School of Business.

Law locations are restricted at US universities and you should consult the ANU College of Law website for guidance on what students can do.

If you wish to study at a university where classes are taught in another language, you must meet the specified level of language study. You may need to plan your language studies carefully. A number of foreign language universities in Asia and Europe offer courses in English as well and you may be able to combine them. Please ensure that courses you select are approved by your academic college(s).

## Other considerations for the ANU Global Programs Student Exchange Program

### Finances and Funding

It's important to know how much money your exchange is going to cost and how you will pay for it. Depending on where you go the overall cost could vary significantly and you should ensure you are well-researched on this before you commit to an exchange.

When budgeting consider both the length of time you intend to spend overseas and the differing costs of living in different countries or regions.

#### *Tuition fees*

These are paid to ANU just as you would do in a regular semester, including the SAF. Tuition between ANU and partner institutions are waived as part of a bilateral agreement. Please note, some universities may require you to pay an ancillary student union fee (similar to SAF) to them even though you're paying the SAF at home.

#### *Airfares and travel costs*

These include flights to and from your exchange destination, as well as costs once you're in the country. This will form a major part of your expenses and it pays to shop around – including booking ahead whenever practical.

#### *Travel Insurance*

The good news is by default you'll be covered by ANU Travel Insurance while you're away on exchange (studies that are credit bearing and approved by your academic college). For certain destinations, you may also need to purchase additional cover such as 'health insurance' (this is not the same as travel insurance) by the university partner you're going to, especially if the level of insurance cover the partner expects is different to that provided by the ANU travel insurance policy. So students should go through the ANU travel insurance policy to determine if the cover they require is within the policy. If it is not offered by the ANU travel insurance policy, then the student must get their own insurance policy organised to meet the partner's requirements for insurance.

Additionally, if your travel period exceeds the allowable limits then you will need to purchase additional cover. Remember the golden rule – if you can't afford travel insurance, you can't afford to travel.

You MUST check you are happy with what ANU travel insurance covers, you may wish to purchase additional insurance yourself.

ANU TRAVEL INSURANCE POLICY INFORMATION:

Website: <https://services.anu.edu.au/planning-governance/risk-audit/policies-claims>

Policy documents:

- [Travel policy \(PDF, 100.96 KB\)](#)
- [Travel information kit \(PDF, 483.02 KB\)](#)
- [Travel policy wording \(PDF, 498.85 KB\)](#)
- [Ace Assist card \(PDF, 157 KB\)](#)

ANU TRAVEL INSURANCE OFFICE CONTACT DETAILS:

T: +61 2 6125 8734

E: [insurance.office@anu.edu.au](mailto:insurance.office@anu.edu.au)

### *Accommodation*

Costs for accommodation will vary depending on whether you live on or off campus and what type of housing option you accept. Partner websites will usually have pretty comprehensive housing information that you can read up on in advance of your exchange, including detailed cost breakdowns of weekly tariffs and one-off fees.

### *Food*

If your meals aren't being covered as part of your housing costs, you'll need to budget for this separately. And remember that even if your food is covered as part of your accommodation agreement, you'll need to factor in more if you go away on weekends and holiday breaks.

### *Other day to day costs*

There can be a range of other costs you might incur during your exchange period, including related to entertainment and socialising, transport, clothes, etc. Think about what you spend at home on these sorts of items and consider that you'll be likely to spend just as much – or perhaps even more – while you are away on exchange.

### *Passports and visas*

You need to ensure you've got an up to date passport before you travel, and that you've applied for the correct visa. Sometimes this can run to several hundreds of dollars.

### *How to finance your exchange*

As an exchange student, there are several options which you may use to fund your exchange.

### [OS-HELP loans](#)

Commonwealth-supported students may be eligible to apply for a Commonwealth OS-HELP loan which allows students to defer loan repayments through the taxation system.



### [Travel grants and scholarships](#)

Vice-Chancellor Travel Grant funding is made available to exchange students annually. The amount provided to each student will vary from year to year.

See our scholarships webpage for more information and opportunities.

If a student is sponsored by another organisation, including the host university, they must declare this source of funding as soon as this information is known. The level of travel grant funding offered may be adjusted accordingly.

### *Centrelink payments*

If you are entitled to Centrelink payments in Australia, you may be eligible to continue receiving these payments while overseas. Refer to the Centrelink website for more information.

### *Personal savings*

Almost all students going on exchange will need to finance some of their costs out of personal savings. It's important to plan ahead - get a casual or part-time job in the year or months leading up to exchange, so you have enough money that you can enjoy your time away without worrying about money.

### **Whether going on exchange will extend the duration of your degree**

Normally an exchange will not add to the time required to complete your degree program. However, under some circumstances the exchange may extend your time to complete your degree program. If this is a problem then you should consult with your ANU academic college/s and reconsider your decision to go on exchange.

While you may complete your study program you may not be able to graduate in the semester of your exchange due to the time of receiving and crediting results to your ANU program.

### **Managing any disabilities while on exchange**

If you are registered with ANU Access and Inclusion or have any issues which may impact on an exchange experience in a foreign country, you should advise the ANU Global Programs of these facts. It is important that we have this information so that we can support you to complete a successful exchange. Please contact us for a chat when you are starting your exchange application with ANU Global Programs.

### **Attending all briefings**

During your application year, you are required to attend briefing sessions in person, complete an ANU Global Programs student exchange program application and then complete your application to your nominated university. Briefing sessions are compulsory as there is important information that is conveyed to students.

More is discussed in the various briefings. The timeframes for these are:

1. Exchange information sessions – March and April (for Semester 1 exchange of the following year), and September and October (for Semester 2 exchange of the following year)
2. Online application submission to ANU Global Programs during March to May (for Semester 1 exchange of the following year) or September to November (for Semester 2 exchange of the following year)
3. Exchange nomination briefing with the ANU Global Programs team, after your application submission – September (for Semester 1 exchange of the following year) or February (for Semester 2 exchange of the same year)
4. Pre-departure briefings – October (for Semester 1 exchange of the following year) or May (for Semester 2 exchange of the same year).

<b>COMPULSORY SESSIONS</b>	<b>Exchanges in Semester One</b>	<b>Exchanges in Semester Two</b>
<b>Information sessions</b>	March to April	September to October
<b>Online application to Global Programs</b>	March to May	September to November
<b>Nomination briefing sessions</b>	September	February
<b>Pre-departure sessions</b>	October (before exams)	May (before exams)

## **Application process for the ANU Global Programs Student Exchange Program**

The application process is in two stages, first to ANU Global Programs and then second, after nomination, to the nominated partner university.

For a Semester 1 exchange, applications open in March and close in May, in the year before your intended exchange.

For a Semester 2 exchange, applications open in September and close in November, in the year before your intended exchange.

### **Summary of application process to ANU Global Programs:**

1. Attend an ANU Global Programs exchange information session (details will be advertised on the [ANU Global Programs Facebook](#) and the [ANU Global Opportunities webpage](#))
2. Register an account on the [ANU Global Programs system](#)
3. Obtain your academic college(s) approval for exchange and get a 'College Endorsement Form' completed and signed by your academic College(s) for uploading into the [ANU Global Programs system](#)

Link to forms:

[College Endorsement Form](#).

[Language Approval Form](#)

4. Complete your online exchange application to ANU Global Programs, preferencing five partners (and completing five separate applications to do so). Rank in preference order with "1" being your top preference. Whilst we endeavour to give you your highest preference, be prepared to accept a place at any one of your five preferences.

5. Receive your nomination to the partner university (only one nomination provided) and either accept or decline your nomination within the timeframe specified.

6. Attend a nomination briefing session, where we will advise you on the next stage of the process including the application procedures to your nominated university

*Unless explicitly given permission by ANU Global Programs, you must not contact the partner university or its staff until you have been officially nominated by ANU to go there and you have commenced your application to that university.*

### **The number of available exchange places at each partner**

The number of places available at each partner will depend on the exchange balance between the universities. As a result, competition for places can be high. You are required

to preference five partner universities on your application and you are provided with one nomination.

Placement is competitive and is based principally on your GPA and, in the case of restricted partners, a written statement of purpose.

**No exchange spots left – no nomination provided**

If all the spots have been taken for all five partners as listed by the applicant, the applicant will not receive a nomination. Global Programs will contact the applicant to identify if remaining spots can be utilised to provide an exchange.

**Nomination provided - acceptance or decline**

Applicants should be mindful exchange spots offered by the partners are limited. ANU Global Programs can only send as many students as ANU receives exchange students in return from that partner.

Applicants should be in a position to accept their nomination. Not everyone can get their first preference. If you accept the nomination, you proceed to securing the exchange spot available for the partner for the period you applied for.

If you decline the nomination, you are declining the opportunity for exchange completely. No further nominations are provided. Students may reapply for exchange the following semester and will be ranked against new applicants as before.

## **Student Responsibilities and Conditions of Participation – ANU Global Programs Student Exchange Program**

### **After nomination and acceptance**

It is the student's responsibility to:

- attend the **compulsory** nomination briefing by ANU Global Programs when nominations have been released.
- attend the **compulsory** pre-departure briefings provided by ANU Global Programs prior to departure.
- students who are unable to attend the nomination and pre-departure briefings must ensure they follow the instructions provided in the presentations, that are provided to them following the briefings.
- update ISIS and ensure that the ANU has a current mailing address to which all University correspondence may be forwarded during the absence.
- regularly check ANU email account, as well as any account used to sign up to the ANU Global Programs system. The student's ANU email account is the account ANU will use to correspond with the student.
- be respectful and courteous when corresponding with ANU departments and partner universities, in email, by phone or in person.

### **Approvals from ANU Academic College(s)**

It is the student's responsibility to:

- complete the '[Enrolment Variation Form](#)' correctly and provide this back to the student's academic college(s).
- ensure that all enrolment procedures are completed and ANU enrolment details are correct for the duration of exchange before departure.
- obtain approvals for intended courses of study at the host university in writing from ANU academic college/s before the commencement of exchange studies. (ANU Global Programs is not responsible for credit approval or transfer or other requirements related to a student's study program).
- obtain the contact details of the academic college(s) for own reference, such as email addresses, contact numbers and approving staff member at the academic college(s) in the event of changes to course enrolments at the partner university that students need further approval for from their academic college(s).

## **Exchange withdrawal**

It is the student's responsibility to keep ANU Global Programs updated if you withdraw.

Students who withdraw after accepting nomination of a place can only be reconsidered in a subsequent round for the ANU Global Programs Student Exchange Program. Students will need to re-apply, after attending an exchange information session, and following all preliminary procedures before submitting a new application, like all other exchange applicants.

Students who withdraw half-way through their exchange must inform the partner as well as ANU Global Programs and the student's own ANU academic college(s) by email. It is courteous to ensure that both ANU and the partner is aware of the student's withdrawal.

## **Travel and safety**

While ANU Global Programs monitors the safety situation of the student exchange program destinations, ANU cannot guarantee that a host country is a safe and suitable country for overseas travel. Travel to the host country or other countries, while participating in approved ANU Global Programs student exchange programs, is the responsibility of the student to adhere to any safety announcements and instructions issued by the governments of the country of travel and the Department of Foreign Affairs and Trade (DFAT).

Students are responsible for registering and maintaining contact with the Australian Embassy (or equivalent) in the host country for current travel advice, as well as immediate contact if an evacuation or communication is required.

ANU recommends students seek current travel advice from the Department of Foreign Affairs and Trade website: [www.dfat.gov.au/travel/](http://www.dfat.gov.au/travel/) prior to any travel activities and strongly advises students register on <http://smartraveller.gov.au/>.

## **During exchange**

It is the student's responsibility to:

- comply with the academic rules and regulations at the host university and the laws applicable in the host country at all times and understand that any failure to do so may result in their exclusion from the host university or expulsion from the host country.
- seek approval from ANU Global Programs and their ANU academic college(s) for any change in the arrangements of his or her exchange program.

- seek approval from the relevant ANU academic college/s program adviser for any enrolment variation at the host university, and understand that failure to do so may result in not receiving credit transfer for studies.
- remain enrolled at ANU as a full time student, whilst overseas, for which the appropriate fee liability at ANU will be incurred.
- check and follow any procedures specific to the host university for obtaining an official academic transcript to be sent directly to ANU Global Programs prior to returning.
- be enrolled in a full-time load at the host institution (unless approval to vary this load has been obtained) as well as comply with student visa and residential requirements for the entirety of the program.
- comply with Australian student visa conditions (for international students), students must still enrol at ANU and pay fees to ANU during exchange.
- assist the host university in promoting ANU to prospective exchange students.

### **At the end of exchange**

It is the student's responsibility to:

- check if their partner university requires the student to personally order a transcript. For a few partners in the Americas, students are responsible for ensuring an official copy of their transcript is ordered to be posted/emailed to ANU Global Programs. The partner will not issue transcripts to partners unless the student has organised this.
- ensure all financial obligations are settled with the partner university and everything is in order eg. accommodation fees paid, library books returned and fines paid, transcript ordered and paid for etc.

### **After exchange**

It is the student's responsibility to:

- provide ANU Global Programs with an assessment of their exchange experience if requested/
- assist ANU to promote the ANU Global Programs Student Exchange Program upon returning to Australia.

## Restricted partners for the ANU Global Programs Student Exchange Program

Due to high demand for places, to be nominated to study on exchange at certain partners, you will be required to have a [GPA of 6](#) (distinction grade average) and submit a written statement of purpose as part of your electronic application. Exchange is for one semester only.

### Selecting Partners

A full list of partners are available on the [ANU Global Programs System](#).

Please note some partners may not be available during certain semesters. If the partner is not accepting any nominations for that semester, then the partner would not be available for exchange for that semester. The partner is therefore 'closed'. Active partners will be available on the Global Programs System. Students can only apply for exchange partners that are 'open'.

### Restricted Partners

The restricted partners are as follows:

<b>PARTNER</b>	<b>COUNTRY</b>
<i>ETH Zürich</i>	<i>Switzerland</i>
<i>Indiana University</i>	<i>United States</i>
<i>King's College London</i>	<i>United Kingdom</i>
<i>Lund University</i>	<i>Sweden</i>
<i>McGill University</i>	<i>Canada</i>
<i>Michigan State University</i>	<i>United States</i>
<i>National University of Singapore</i>	<i>Singapore</i>
<i>Oregon State University</i>	<i>United States</i>
<i>Peking University</i>	<i>China</i>
<i>Sciences Po (Institut d'études politiques de Paris)</i>	<i>France</i>
<i>State University of New York (SUNY) - Brockport</i>	<i>United States</i>
<i>State University of New York (SUNY) - Stony Brook</i>	<i>United States</i>
<i>The George Washington University</i>	<i>United States</i>
<i>The University of Tokyo</i>	<i>Japan</i>
<i>University of Arizona</i>	<i>United States</i>
<i>University of British Columbia</i>	<i>Canada</i>
<i>University of California</i>	<i>United States</i>
<i>University of Copenhagen</i>	<i>Denmark</i>
<i>University of Hawai'i at Manoa</i>	<i>United States</i>
<i>University of Hong Kong</i>	<i>Hong Kong</i>
<i>University of Illinois at Urbana-Champaign</i>	<i>United States</i>
<i>University of Nottingham</i>	<i>United Kingdom</i>
<i>University of Oregon</i>	<i>United States</i>
<i>University of Rochester</i>	<i>United States</i>
<i>University of Southern California, Marshall School of Business</i>	<i>United States</i>
<i>University of Texas at Austin, McCombs School of Business</i>	<i>United States</i>
<i>University of Texas at Austin</i>	<i>United States</i>
<i>University of Toronto</i>	<i>Canada</i>
<i>University of Wisconsin-Madison</i>	<i>United States</i>

This list may change from time to time and, for a most up-to-date reference, you should check the partners' pages in the [ANU Global Programs system](#).