

Student Information 2014

For Exchange and Study Abroad students from partner universities

Congratulations on being selected by your university to apply for Exchange/Study Abroad at the University of South Australia. We look forward to welcoming you to Adelaide in the near future.

Applying

You must apply via the university's online application system **Apply Online** which can be accessed via: <http://www.unisa.edu.au/Study-at-UniSA/International-students/How-to-apply/> The application link is valid for 2 weeks so you can log back in if required. Application processing will commence once we receive all supporting documents from your home university.

Study Periods & Deadlines

The University of South Australia has 7 Study Periods throughout the academic year (February – November). The main Study Periods for Exchange and Study Abroad are:

Study Period 2, 2014

Application deadline	1 October 2013
Orientation	17 February 2014
Core Teaching and Assessment Period	3 March – 4 July 2014

Study Period 5, 2014

Application deadline	1 April 2014
Orientation	14 July 2014
Core Teaching and Assessment Period	28 July – 28 November 2014

You can view the 2014 Academic Calendar at

<http://www.unisa.edu.au/student-life/support-services/student-administration/academic-calendars/academic-calendar-2014/>

Orientation

Orientation is **compulsory** so please ensure your travel plans enable you to arrive for the dates listed above. You also need to allow enough time to remain in Adelaide for final exams and assessment

<http://www.unisa.edu.au/ltu/students/start/orientation/international/default.asp>.

Required Documents

Your home university needs to send the following documents to UniSA International. These supporting documents must be sent as **PDF email attachments** and must be sent by the Exchange Coordinator. We no longer accept hard copy mailed documents.

- Cover letter or supporting letter from the university
- Copy of the Documentation Cover Sheet from Apply Online (once the online application has been submitted you can print a copy of the automatically generated coversheet)
- Current transcript
- Evidence of English language level (if English is not native language) **further details below*
- English translations of all documents (if required)
- Certified copy of the information page of your passport. Your Exchange Coordinator can stamp and sign the copy as certification.

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Courses

Full time course load

A typical full time course load is 18 units per study period (which usually consists of 4 courses x 4.5 units) and 36 units for a full academic year (which usually consists of 8 courses x 4.5 units). International students can choose to study 13.5 units per study period (which usually consists of 3 courses x 4.5 units). **Exchange/Study Abroad students must not be enrolled in fewer than 13.5 units per study period or more than 18 units per study period.**

Search for courses

You can use the Course Information Search facility to search for **courses**

<http://programs.unisa.edu.au/public/pcms/home.aspx>

We recommend that you select at least 8 – 10 courses per study period to allow flexibility with enrolment. Many courses fill quickly and we are unable to hold places, you may also experience timetable clashes. We will approve as many courses as possible and they will be listed on your Letter of Offer. The University of South Australia is a multi-campus university so we suggest you select courses offered at no more than 2 different campuses

<http://www.unisa.edu.au/about/campuses/default.asp>.

Please remember to

- Select courses for the appropriate Study Period
- Select courses for the appropriate level of study
- Ensure you meet course pre-requisites

A note on course codes

Course codes comprise four letters and four numbers (ie. TOUR 1001). The course TOUR 1001 is generally a first year level course, POLI 2013 is generally a second year level course etc. Course codes that commence with a 5 or above (ie. COMM 5006) are generally postgraduate level and entry is restricted to students with the appropriate academic background. Postgraduate students will only be accepted if postgraduate level studies are included in the exchange/study abroad agreement between The University of South Australia and the partner university. Some agreements are for undergraduate studies only.

changing courses

When you receive your letter of offer from the University of South Australia you may find the courses approved for your exchange are different to the original courses you selected. This can be because a course is no longer offered, a course is not offered in the correct study period (semester) or because you do not meet prerequisites for a particular course. In some cases the academic assessor will suggest alternatives and these will be included in your offer.

If you decide you would like to enrol in a course that is not listed on your offer you must contact the Course Coordinator of each course you wish to study to request approval to enrol. You can do this once you are in Adelaide. We will cover *how to change courses* during orientation week. Make sure you bring a copy of your home university transcript with you.

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English Language Requirements

If applicable, you must indicate a satisfactory level of English proficiency by providing evidence of;

- a TOEFL score of 550 (paper-based) or 80 (internet-based) taken within the last 2 years
- an IELTS (academic) score of 6.0 taken within the last 2 years
- Previous studies in English may also be taken into account depending on the country of origin

Original or certified copies of test results are required and must be sent by your Exchange Coordinator. Depending on the course of study, students may also be required to attain specific sub-scores on the TOEFL/IELTS test. Full details of English language entry requirements are available via: <http://www.unisa.edu.au/international/apply/english.asp>

Alternatively if you have previously studied in English, the requirement of an English test may be waived.

If you have completed a minimum of 1 year (or 60 ECTS) of prior study in English (in the past two years) you may qualify for this waiver. If this applies to you, your university must include a *support letter* (on letterhead, signature required), certifying that the language of instruction was English.

Visas

You can read more about obtaining a student visa via the Australian Government website:

<http://www.immi.gov.au/wizard/>

<http://www.unisa.edu.au/ltu/students/start/before/international/visa.asp>

Overseas Student Health Cover (OSHC)

Overseas Student Health Cover is mandatory for all students studying in Australia (except students from Norway & Sweden). International students are required to provide evidence of OSHC for the duration of their student visa at the time of visa application. <http://www.unisa.edu.au/ltu/students/start/first/international/healthcover.asp>

Student Services and Amenities Fee (SSAF)

A mandatory **Student Services and Amenities Fee (SSAF)** to support services of a non-academic nature is payable and you will be invoiced during the semester. Fees will be charged per semester dependent on the number of courses you take and will be approximately AUD\$140.

For more information please visit: <http://www.unisa.edu.au/fees/ssaf>

Accommodation

The University of South Australia does not own or operate accommodation facilities (except at the Whyalla campus). UniSA International does not have the resources to assist exchange students locate accommodation. We strongly suggest that you visit the Accommodation Services website <http://www.unisa.edu.au/accommodation/>. The accommodation options listed on this site have been inspected by university staff and are considered appropriate for students.

If you have questions, please contact Accommodation Services <http://www.unisa.edu.au/Student-Life/Student-accommodation/Contact-us/>

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Arriving in Adelaide

The University of South Australia offers On Arrival Reception, a **free service** available to all new international students <https://www.applications.unisa.edu.au/public/onarrivalreception/> .

On Arrival Reception must be organised at least 3 days prior to your arrival in Adelaide. To arrange, please complete the online booking form <https://www.applications.unisa.edu.au/public/onarrivalreception/StudentLogin.aspx>.

Enrolling

You can enrol in your **approved** courses online before you arrive or wait until orientation week.

Enrol online - After you have accepted your offer and paid your Overseas Student Health Cover you will receive an email from UniSA International containing your **username and password**. Once you have this information, you will be able to enrol in your **approved** courses online. Not all courses open for enrolment at the same time so be patient and keep trying (eg many courses in the Visual Arts area are open first to students studying that program and then to students from other discipline areas/exchange students).

Enrol during orientation – Enrolment Assistance sessions are held during international orientation week. Staff will be available to assist you with the enrolment process.

If you decide you would like to enrol in a course that is not listed on your offer you must contact the Course Coordinator of each course you wish to study to request approval to enrol. You can do this once you are in Adelaide. We will cover *how to change courses* during orientation week. Make sure you bring a copy of your home university transcript with you.

Transcripts

At the end of your exchange, UniSA International will send **one copy** of your academic transcript by courier to the Exchange Coordinator at your home university. You can purchase additional copies by completing an *Application for Academic Transcript form* - http://www.unisa.edu.au/student/forms/Application_for_academic_transcript.pdf

- For students completing their exchange in Study Period 2, transcripts will be sent in **September**
- For students completing their exchange in Study Period 5, transcripts will be sent in **February**

Other useful information

Please read the pre-departure and arrival website for other useful information and tips <http://www.unisa.edu.au/international/predeparture/default.asp>

Join us on **facebook** <http://www.facebook.com/unisa.exchange.studyabroad>

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Compliance with the Australian Education Services for Overseas Students Act 2000 – ESOS Act

In order to ensure compliance with the ESOS Act:

Exchange partners must give to prospective students, before they accept an offer for an Exchange/Study Abroad program at UniSA, current information (provided in writing or electronically) about:

- UniSA and its facilities, equipment and learning resources;
- the Exchange/Study Abroad program, its duration and assessment methods;
- program fees (if applicable) and refund conditions;
- the grounds on which the student's enrolment may be deferred, suspended or cancelled;
- the ESOS framework;
- living in Australia and the local environment of the relevant campus, including information about campus location, accommodation options and costs of living;
- the minimum level of English language ability and educational qualifications required for acceptance into the Exchange/Study Abroad program;
- any other information as required by the ESOS Act from time to time.

Exchange Partners must tell prospective students that:

- international students who come to Australia on a student visa must have a primary purpose of studying and must complete their Exchange/Study Abroad Program within the duration specified on their Confirmation of Enrolment (CoE);
- any school age dependents who accompany them to Australia are required to pay full tuition and other fees if they enrol in either government or non-government schools.
- UniSA must give Exchange Partners sufficient information to enable it to comply with its obligations under the ESOS Act.