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# CQUniversity International Exchange Program – Eligibility requirements

## 1 International Exchange for 1 or 2 terms

**1.1** CQUniversity has identified and evaluated a number of international institutions as suitable for receiving CQUniversity students. Visit <http://exchange.cqu.edu.au> – *Where Can I Go* - for a current list of these approved institutions, and links to their websites.

**1.2** Students can apply to participate in International Exchange for 1 or 2 terms

**1.3** You can apply for the exchange program if you are:

- An enrolled (part time or full time) domestic student on a **Central Queensland** campus (i.e. Rockhampton, Gladstone, Bundaberg, Mackay, Emerald, Noosa)
- An enrolled (part time or full time) domestic FLEX student residing in Australia
- A full time International student on a **Central Queensland** campus (i.e. Rockhampton, Gladstone, Bundaberg, Mackay).

Note: International students are not eligible for DEEWR Scholarship funding or CQUniversity Funding support for Outbound Mobility programs.

Note: Some overseas partner institutions will only accept Australian citizens or permanent residents into Exchange programs.

Metropolitan Campus students (Mel/Syd/Bris/GC) are currently not eligible to apply for participation in Outbound mobility programs.

**1.4** For undergraduate students: You must have completed 8 courses *in your current program*, at the time of participating in the exchange program (applications may be made prior to this).

**1.5** For postgraduate students: You must have completed 3 courses, *in your current program*, at the time of participating in the exchange program (applications may be made prior to this).

**1.6** To be a successful applicant, a student must

- Have an accumulative Grade Point Average (GPA) of 5.00 or higher at the time of application. Lower GPAs may be considered on a case by case basis depending on circumstances.
- Select courses/units that will ensure you are doing a full-time study load at the overseas university
  - Undergraduate 18-24 CQUni credit points for each term, or 6 credit points for a short term experience.
  - Postgraduate 24 CQUni credit points for each term, or 8 credit points for a short experience.
- Demonstrate full financial support to cover airfares, insurance and living expenses as well as having no Negative Service Indicator (NSI) on your student account. You should not have the

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expectation of being able part-time work whilst on exchange as this is not legally permitted in some countries; nor should you expect to depend solely on any scholarships awarded.

- Sufficient time left in your current degree to complete the exchange (for term exchange at least 3 courses; for full year exchange at least 6 courses; for short term exchange at least 1 course).
- Receive approval in writing from a Faculty Program Advisor , program coordinator (or other approved person) stating you will receive full credit for overseas studies outlined in the Course Planner.
- Check that the outbound Student Exchange program will not interfere with any professional association accreditation (psychology, social work, teacher registration, accounting, IT, nursing registration etc.)
- Meet the language entry requirements of the host institution if applicable. Most universities offer courses taught in English but some require knowledge of the host country's language. For example, some universities in Japan require at least one year of university level Japanese study for admission. If you wish to take content courses in a foreign language you will need to demonstrate proficiency in that language. Please enquire for more information.
- Demonstrate the maturity and independence necessary to represent CQUniversity and Australian education, and be prepared to be an ambassador for CQUniversity whilst on exchange.
- Participate in a minimum of one pre-departure session or make alternative arrangements to receive this information.
- Undertake to prepare risk assessments and other cultural preparation prior to departure.
- Agree to participate in a minimum of two activities to promote the program on their return to Australia and if requested write a testimonial, blog or provide photos that may be used either on the website, social networking pages or in promotional material.
- Make a presentation at a Welcome Back function or your program cohort, and complete the 'Exchange Experience Report ' and Exchange Evaluation on their return.

**1.7** When the student indicates interest in applying for International Exchange, they should consult with the International Office for advice on appropriate institutions for their program of study. Contact through [exchange-enquiries@cqu.edu.au](mailto:exchange-enquiries@cqu.edu.au). All email communication in relation to the Exchange or Outbound Study Experience should be directed to this email address, and the University will use only the student's CQUniversity email service for any responses.

Office use only. Date Received:



## International Exchange Program (Outbound) Application Form : Full term or full year exchange

### Section 1: Personal Details

Student Number: .....

Given Name/s: ..... Family Name/s: .....

Date of Birth (DDMMYY): ..... Title (Mrs, Miss, Ms, Mr etc) ..... Gender:  MALE  FEMALE

Citizenship/Permanent Residency: ..... Passport Number (if available): .....

International Student YES NO

Note that your student email address will be used for all official communication before, during and after the exchange.

Student Email Address: ..... Other Email: .....

### Section 2: Correspondence Details

*Please provide your contact details for CQUniversity's use during the application and your placement.*

Landline: ..... Mobile: .....

**Mailing Address:** .....

State: ..... Country: ..... Post Code: .....

### Section 3: Next of Kin Information (Emergency Contact)

Name: ..... Relationship to you: .....

Address: .....

State: ..... Country: ..... Post Code: .....

Phone: ..... Mobile: .....

### Section 4: Current CQUni Enrolment Details

*Please provide the details of your current study below and attach a copy of your academic transcript. Official copies of your academic transcript can be purchased through the Student Business Centre. Overseas institutions require an official copy – unofficial copies are not acceptable.*

In which program are you currently enrolled? .....

Major/s .....

Year of course..... Expected year of completion.....

Have you completed the minimum number of required courses through CQUniversity at Rockhampton, Mackay, Gladstone, Mackay, Emerald, Noosa or by Distance/Flex?  YES  NO  
(8 courses for Undergrad, 3 courses for Postgrad)

Study Load:  Part-Time  Full-Time Mode of Study:  On campus  Distance Education

Campus: .....

## Section 5: Exchange Preferences

A condition of participation in CQUniversity Outbound Exchange is that you sign the Outbound Exchange Student Agreement.  YES  NO

Please indicate two institutions which you wish to attend, in order of preference. Please provide a short reason for your preferences.

### 1<sup>st</sup> Preference

Country:..... Host Institution: .....

Reason for Preference:

Proposed Term/s of Study:  Term 1, 20\_\_  Term 2, 20\_\_  Term 3, 20\_\_

### 2<sup>nd</sup> Preference

Country:..... Host Institution: .....

Reason for Preference:

Proposed Term/s of Study:  Term 1, 20\_\_  Term 2, 20\_\_  Term 3, 20\_\_

**ATTACH COMPLETED APPLICATION FORM 2: COURSE PLANNER**

## Section 6: Financial Plan

The purpose of the financial plan is to encourage students to research the costs associated with studying overseas. Students who hope to study in the USA or UK may need to substantiate their financial capabilities in order to be granted a student visa. (The amounts need to be estimates only).

Estimated funds available	\$AUD	Estimated expenses	\$AUD
Savings to date		Airfare/s	
Expected savings now to departure		Visa(s)/passport	
Family/other contribution		Travel insurance	
Centrelink		Accommodation	
Grants, please specify		Living costs (food, transport, spending money)	
Scholarship (apart from a CQUniversity scholarship) please specify		Books/stationery	
OS HELP loan		Other – please specify	
Other, please specify			
<b>Total funds available</b>		<b>Total expenses</b>	

## Section 7: CQUniversity Travel Grant

Would you like to apply for a CQUniversity Exchange Scholarship?  YES  NO  
(Only available to Australian citizens or Australian Permanent Resident)

If you wish to apply for a Scholarship you must complete Exchange Application Form 4 with two x 500 word essays.

All scholarships given on behalf of CQUniversity are done so in Australian Dollars and deposited to a valid Australian bank account after arrival at the host university and provision of proof of enrolment to the CQUniversity International office.

### Section 8: Disability Information / Medical disclosure

Do you have you have a disability or pre-existing medical condition that may require University assistance? If so, please specify the condition and assistance required. CQUniversity must be satisfied that the host institution will be able to cater for your needs. Attached separate document if necessary.

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### Section 9: Academic References

You will need to obtain two references from any of your CQUniversity lecturers or tutors in any area of your study at CQUniversity regardless of what you will be studying overseas. If you are enrolled by distance/flex and do not have regular contact with CQUniversity academic staff, one reference from an employer may be accepted in lieu of one academic reference.

Please provide Application Form 3: Academic Reference forms to your referees, who should then forward their completed references to the International Office via - [exchange-enquiries@cqu.edu.au](mailto:exchange-enquiries@cqu.edu.au)

### Section 10: How did you hear about the Program?

*For statistical purposes please indicate how you heard about this program.*

- CQUniversity website
- Social Networking page (e.g. Facebook/Twitter)
- Direct Email from international office
- Academic Staff/Lecturer
- Another CQUni student – Name: \_\_\_\_\_ (optional)
- An international Exchange Student
- Posters/flyers on Campus
- Student Services/Student Association/Student Contact Centre
- CQUni Orientation Week
- CQUni Open Day
- CQUni International Exchange week Fair
- Student Diary advertisement
- Pipeline Student Newspaper
- UniNews
- Other (please outline) .....

### Section 11: Declaration of Applicant

I have read and understood the “CQUniversity International Exchange Student Participation Guidelines”. I agree to obey the rules of CQUniversity Australia and my host institution and act as an ambassador for CQUniversity and Australia. I declare that to the best of my knowledge the information supplied herein is correct and complete. I acknowledge that the submission of incorrect or incomplete information may result in my application being rejected. I recognise that it is my responsibility to provide all necessary documentary evidence in support of my application. I hereby also give written consent to the University to provide details of my enrolment to my host institution, DEEWR and or other government agencies to which the information must be provided under Australian Law.

Applicant's Signature: .....


Date .... / .... / .....

## Section 12: Checklist

- Completed ALL sections of this application form
- Completed and attached Application Form 2: Course Planner (course approvals)
- Attach a full description (or link to description) of each course at host institution where available
- Provided Application Form 3: Reference form to at least 2 referees
- Completed and attached Application Form 4: Essays
- Attached certified documentation of foreign language proficiency if required.
- Completed or attached Disability / Health Information (Section 8)
- Sign the Declaration (Section 11)
- CQUniversity Official Academic Transcript
- Passport photo
- Copy of identification page from passport

**Send your application to:  
CQUniversity International Exchange Program  
Building 11, Bruce Highway  
Rockhampton Qld 4701**

** [exchange-enquiries@cqu.edu.au](mailto:exchange-enquiries@cqu.edu.au)**

**If you require any further information, please contact  
 (07) 4923 2438**