Melbourne Global Mobility
Exchange and Study Abroad

Deadlines 2017

<table>
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<tr>
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<th>Semester 1, 2017 (February – June)</th>
<th>Semester 2, 2017 (July – December)</th>
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<tr>
<td>Exchange Students</td>
<td>1 November 2016</td>
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<td>Study Abroad Students</td>
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<td>Housing (all students)</td>
<td>10 December 2016</td>
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Semester Dates

Semester 1, 2017

- **Melbourne Welcome**: Sunday 12 - Thursday 16 February, 2017
- SAEX Enrolment Day (compulsory): Friday 17 February
- Orientation: Tuesday 21 February – Friday 24 February
- Teaching period: Monday 27 February – Friday 24 February
- Non-teaching period: Monday 25 March – Sunday 3 April
- Examination Period (including SWOT Vac): Monday 29 May – Friday 23 June

Semester 2, 2017

- **Melbourne Welcome**: Monday 10 - Friday 14 July, 2017 (to be confirmed)
- SAEX Enrolment Day (compulsory): Monday 17 July (to be confirmed)
- Orientation: Wednesday 19 July – Friday 21 July
- Teaching period: Monday 24 July – Sunday 22 October
- Non-Teaching period: Monday 25 September – Sunday 1 October
- Examination period (including SWOT Vac): Monday 23 October – Friday 17 November

Please note:

All students are required to remain in Melbourne until the conclusion of the Examination Period. Return airfares should be booked for dates after the end of the exam period. Rescheduling of exam dates is not commonplace and may only be approved in very special circumstances.


Eligibility Criteria

- Completion of two semesters of full-time tertiary study outside Australia at the time of entry to the University of Melbourne.
- Above average results: the equivalent to a minimum ‘C’ average in the European system; or 3.0 grade point average from the North American system.
- Proof of English language ability.
- Admission into some subjects requires proof of completion of prerequisites prior to commencing studies at the University of Melbourne and should be supplied as part of the application.
English Language Requirements

The language of instruction is English. Applicants can satisfy the English language requirements in a number of ways. Note that the language requirements for undergraduate students and graduate students are not the same. Details of the requirements are available at: www.futurestudents.unimelb.edu.au/admissions/entry-requirements/language-requirements.

Application

Students should apply online at: www.mobility.unimelb.edu.au/inbound/apply/. Please send your student(s) the Student Instructions to use when applying. These can be downloaded from our website at: www.mobility.unimelb.edu.au/2017Unimelb_StudentInstructions.pdf.

Please note:

- that “@hotmail.com” email addresses are not accepted due to problems sending and receiving information from these accounts.
- while we require students to upload all their supporting documentation into the online application, you must still send a copy of their transcripts to us by email or fax together with the Nomination form. DO NOT POST original documents to us unless requested by us at the time.

Subject Load

Terminology

- **Course**: A degree or program studied, for example, the Bachelor of Arts is an undergraduate course. Courses vary in length from three to seven years.
- **Subject**: A unit within a course, for example the subject “Aboriginal Art” can form part of the Bachelor of Arts course. You can search for undergraduate subjects using the online handbook.

Students may take a maximum subject load of 50 points (usually 4 x 12.5 points per subject) for one semester. The minimum enrolment for student visa purposes is 37.5 points for one semester.

Study Abroad

Students may select subjects from any area as long as the subject is open for that semester, the student meets pre-requisites, and there are no faculty restrictions: www.mobility.unimelb.edu.au/inbound/before-applying/faculty-requirements.html.

Exchange

If the exchange agreement between the home institution and the University of Melbourne is restricted to one faculty (e.g., Business), it may be necessary to get permission to take subjects outside that faculty. If the exchange agreement is a general agreement, students are usually able to take subjects from any area provided the subject is available that semester, the student meets pre-requisites, and there are no faculty restrictions: www.mobility.unimelb.edu.au/inbound/before-applying/faculty-requirements.html.

For more information about selecting subjects, please see: www.mobility.unimelb.edu.au/inbound/before-applying/selecting-subjects.html.
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Grading System

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<tr>
<th>Grade</th>
<th>Standard Mark (%)</th>
<th>Description</th>
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<tbody>
<tr>
<td>H1</td>
<td>80-100</td>
<td>First Class Honours</td>
</tr>
<tr>
<td>H2A</td>
<td>75-79</td>
<td>Second Class Honours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Division A</td>
</tr>
<tr>
<td>H2B</td>
<td>70-74</td>
<td>Second Class Honours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Division B</td>
</tr>
<tr>
<td>H3</td>
<td>65-69</td>
<td>Third Class Honours</td>
</tr>
<tr>
<td>P</td>
<td>50-64</td>
<td>Pass</td>
</tr>
<tr>
<td>N</td>
<td>0-49</td>
<td>Fail</td>
</tr>
</tbody>
</table>

Schools and Faculties

The University has seven campuses around the state of Victoria with the main campus at Parkville near the city centre in Melbourne and is divided into the following faculties and graduate schools:

- Faculty of Architecture, Building and Planning
  - Melbourne School of Design
- Faculty of Arts (Humanities and Social Sciences)
  - Graduate School of Humanities and Social Sciences
  - Melbourne School of Government
- Faculty of Business and Economics
  - Melbourne Business School
- Faculty of Medicine, Dentistry and Health Sciences
  - Melbourne Dental School
  - Melbourne Medical School
  - Melbourne School of Health Sciences
  - Melbourne School of Population and Global Health
  - Melbourne School of Psychological Sciences
- Faculty of Science
  - Melbourne Graduate School of Science
- Faculty of Veterinary and Agricultural Sciences
- Faculty of the Victorian College of the Arts and Melbourne Conservatorium of Music (VCA and MCM)
- Melbourne Graduate School of Education
- Melbourne School of Engineering
- Melbourne School of Information
- Melbourne Law School

For links to faculty/graduate school websites, please see: www.unimelb.edu.au/az/faculties.html.

Certain faculties/graduate schools require special prerequisites and certain study areas are only available through Exchange. More information is available at: www.mobility.unimelb.edu.au/inbound/before-applying/faculty-requirements.html.

For a list of all subjects, use the University Handbook at: www.unimelb.edu.au/handbook.
Overseas Student Health Cover

It is an Australian Government requirement that all international students must have health insurance, known as Overseas Student Health Cover (OSHC), from an approved Australian provider. No Confirmation of Enrolment (CoE) documents will be issued until a student has either purchased OSHC through the University of Melbourne or provided evidence of having this purchased such insurance elsewhere.

For more information, please see:
- www.services.unimelb.edu.au/international/visas/oshc.html

Visa Requirements

Students coming from overseas to study at the University of Melbourne must have a student visa unless they are an Australian or New Zealand citizen. Study Abroad or Exchange students apply for the Student Visa (sub-class 500). They can do this once we issue the Confirmation of Enrolment (CoE). We do not issue this document until students have accepted their offers and met any conditions required.

In addition, the Australian Government has recently introduced a new visa processing arrangement which enables visas to be issued more quickly. In order to do that, students may be required to provide more information to us before we can issue the CoE. The information can be regarding: their health; their capacity to support themselves financially while studying in Australia; their ties to their home country, or country of residence, in order to demonstrate that they will be returning to there at the end of their time in Australia; and whether they have ever been refused an entry visa to a country. We will contact students and/or their agents/representatives if we feel we need to ask these questions.

Arrivals

The closest airport to the University of Melbourne is Tullamarine Airport, which is approx. 20km from the city centre. The University offers an airport pick-up service for study abroad and exchange students; however, they must first make a reservation. For more information, please see:

Housing

It is imperative that students organise their housing early. As soon as the admissions application has been submitted, students should begin to organise housing using their Application ID (Student Number). Students who wish to receive assistance to find housing should contact saex-housing@unimelb.edu.au, as there is a University staff member dedicated to helping study abroad and exchange students with this matter.

Housing for students can be broadly categorised into residential college housing and “off-campus” housing, which comprises student housing (in some cases across the road from the campus), or private rental accommodation in neighbouring suburbs. It is best that students begin their research online, which will have the most up-to-date information on housing options, including application deadlines:
Cost of Living

For information about current living costs in Melbourne, please see:  
www.services.unimelb.edu.au/finaid/planning/cost_of_living

Emergency Contact Details

If there is an emergency regarding an international student at the University of Melbourne, you can call the following numbers:

Business hours: +61 3 8344 7452       Monday – Friday, 8.45 am - 5.00 pm (Melbourne time)
After hours: +61 3 8344 6666       Outside business hours

If using this number, ask to leave a message for Melbourne Global Mobility, and your call will be returned as soon as is possible.

Transcripts

Transcripts are sent directly to the home institution or agent **approximately five weeks after the end of the exam period.**

More Information

Please visit this link: www.mobility.unimelb.edu.au/inbound.

To order brochures, posters and other promotional material for your office or fair, please email: studyabroad-exchange@unimelb.edu.au.

To download or order a Study Abroad and Exchange brochure, please see:  
www.futurestudents.unimelb.edu.au/contact/brochure.

Contact us

The Melbourne Global Mobility team consists of ten staff members, and each region has a dedicated advisor. For up-to-date contact details of your regional advisor, please see:  

Melbourne Global Mobility
John Smyth Building
The University of Melbourne
Victoria, 3010
AUSTRALIA

Tel.: +61 3 8344 7452
Fax: +61 3 9348 2054

Email: studyabroad-exchange@unimelb.edu.au
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How to Apply for Study


   Students should download and read the instructions related to the online application from the webpage referenced above. **Please note that ‘@hotmail.com’ email addresses are not accepted due to issues sending and receiving information from these accounts.**

   **IMPORTANT:** Exchange (EX) and Study Abroad (SA) students should only apply for the course codes: EX-UG/EX-PG or SA-UG/SA-PG. Do NOT apply for courses such as B-COM or B-ARTS as they are only for full-degree applicants and attract an application fee of A$100.

   If you are not sure if you are an exchange or study abroad student, please see: [www.mobility.unimelb.edu.au/inbound/before-applying/study-abroad-exchange.html](http://www.mobility.unimelb.edu.au/inbound/before-applying/study-abroad-exchange.html).

2. Prepare and upload the following supporting documents into the online application:
   - Academic transcript*
   - Copy of your passport details page
   - Evidence of language proficiency
   - Faculty specific requirements (applicable for some faculties only, check website at [www.mobility.unimelb.edu.au/inbound/apply/faculty-requirements.html](http://www.mobility.unimelb.edu.au/inbound/apply/faculty-requirements.html))

   The supporting documents are explained online at [www.mobility.unimelb.edu.au/inbound/before-applying/supporting.html](http://www.mobility.unimelb.edu.au/inbound/before-applying/supporting.html).

   **ALL documents must be uploaded into the system for your application to be considered complete.**

   * Note that the transcript must be scanned and emailed to the University of Melbourne by your Exchange or Study Abroad advisor/agent/representative to verify its authenticity.

How to Apply for Housing

This applies to applicants wishing to live in one of our Residential Colleges, Unilodges, RMIT Village or Yarra House. Information regarding the housing options can be found online at: [www.mobility.unimelb.edu.au/inbound/life/housing.html](http://www.mobility.unimelb.edu.au/inbound/life/housing.html).
1. Apply for your preferred residential college online before the deadline at:

2. Prepare and upload your supporting documents into the application system:
   - Cover Letter
   - Residential College Information Form (applicable for some colleges only, check website)
   - Copy of your passport details page
   - Academic transcript
   - Academic Reference/s
   - Optional supporting documents (e.g., CV, personal reference)

*Due to a limited availability of places no late applications can be accepted. Applicants should apply for housing before the advertised deadline regardless of whether they have received their offer letter.*

How to Apply for the Melbourne Welcome Program


*Due to a limited availability of places in this program applicants should apply early. Once all places have been filled, applicants will be placed on a waiting list and will be notified in the event of a cancellation. Please direct queries directly to our Student Mobility Outreach Advisor, saex-outreach@unimelb.edu.au.*

Questions

If you have questions regarding the application process you should first contact your home institution’s study abroad and exchange office or your agent. In the event that your query cannot be resolved by your adviser, please contact us via email at studyabroad-exchange@unimelb.edu.au.

—I love Melbourne because of its colours. This picture is taken in one of Melbourne’s well-hidden, fantastic laneways. Street art is a big thing in Melbourne and contributes to making Melbourne a truly colourful city.’

Kine from Norway
Exchange student at Melbourne, 2012