

# QUT Exchange Application Guide

Please read the information below carefully, for everything you need to know about applying for the QUT Exchange Program.

QUT has 2 semesters  
periods each year:      **Semester 1** - February to June  
                                 **Semester 2** - July to November

QUT Academic  
Calendar:                      You can view our [semester dates](#) via our website.

## APPLICATION DOCUMENTS

### Nomination

Students coming to QUT through the Exchange program will need to be enrolled at one of our [partner institutions](#). You must be successfully nominated to QUT by your home institution before completing an application for exchange.

To complete the online nomination, your home institution is required to submit the following documentation (in English) through the QUT Global Portal:

1. Nominee's current university academic record (grades);
2. Academic transcripts. Master degree students will need to include their Bachelors as well as their current Master transcripts;
3. Nominee's evidence of English proficiency.

### Student Application

After the nomination is received from your home institution, QUT Global will make an initial assessment of the above listed documentation. Upon a successful nomination, you will receive an invitation via email to apply online.

To complete the online application, students are required to submit the following documents in English:

1. Applicant's current university academic record (grades);
2. List of units which are currently being studied prior to commencement at QUT.
  - If these are showing on your current home university transcript you do not need to supply this information again;
3. Unit outlines from home institution (in English); and
4. A photocopy of your current passport details page.

Students are required to research the QUT units they want to study before completing their online application (refer to *Unit Selection* below for more details).

## ENGLISH REQUIREMENTS

There are two ways to provide proof of a student's English Language proficiency:

1. Applicants must meet the English language standards for entry to the QUT Exchange Program. Results must be provided from a QUT approved English language test as follows:

IELTS	Overall score of 6.5. No sub-score below 6.0.
TOEFL	Overall score of 90. No sub-score below 20.

Further information regarding current English requirements is available from the QUT Global [website](#).

2. As an alternate option, where evidence of an official language proficiency test has not been completed by the student, QUT Global will accept the QUT English Endorsement Form.
  - This form must be signed by an authority at the home university that can attest to the student's level of English language, confirming it is equivalent to an IELTS 6.5.

Students who do not meet the English language standards for direct entry may be interested in first studying at the [QUT International College](#) (QUTIC) which is a registered English Language School. We can assist you to enrol in a pathway from QUTIC to QUT's Exchange Programs.

Please note that the English pathway programs with QUTIC do not fall under our Exchange agreement, separate tuition fees will apply.

## UNIT SELECTION

- Individual subjects are called "units" at QUT.
- You may select units across multiple faculties and degree programs, provided that you meet any pre-requisites listed for the unit/s.
- Students must request a minimum of 6 units for consideration for a one semester Exchange program (12 if you are applying for a year). The units are to be submitted through your online application in the QUT Global Portal.
  - Please ensure you discuss your unit selections with your academic advisor at your home university before applying to QUT.
  - Your advisor will be able to confirm if the units you intend to study at QUT will give you credit towards your home institution degree (should you require this).
- QUT cannot take responsibility for the units you select for your Exchange program. Students must ensure that they have the appropriate prior academic knowledge for selected units as well as credit approval (if needed) from your home university.
- Please note: students studying a Master degree at their home institution cannot study Bachelor level units at QUT unless approval is received by both parties.

### Available units

Units open to Exchange students are available on our website:

<https://www.qut.edu.au/international/study-abroad-and-exchange/subjects-you-can-study>

- The above link summarises all QUT units open to Exchange students, including those where prior background knowledge (called pre-requisites) is required.
- For any units with pre-requisites, your home university academic transcript and submitted unit outlines will be assessed to see if you meet these requirements. This process is required to ensure you have the relevant knowledge to study the QUT unit.
- Assessment of your units may be delayed if you do not provide outlines for units you have previously studied. QUT academic staff need this information to assess your prior knowledge for your requested unit/s.

### Study level

Students will be required to study at the same level as their current degree overseas.

- Students completing a Bachelor degree should select undergraduate QUT units.
- Students completing a Master degree should select postgraduate QUT units.
- The third letter of a QUT unit code denotes what level the unit is offered at.
  - B - Identifies a unit at Bachelor level. E.g. EN**B**101
  - N or P - Identifies a unit at Masters level. E.g. AM**N**123 or EB**P**456

### MBA Units

For special consideration into MBA units offered by QUT, student must meet the standard QUT entry requirements for the MBA degree program, as follows:

- Having completed a recognised Bachelor degree in any discipline with a minimum GPA of 4.5 on QUT's 7-point scale (overall 65%);
- GMAT score of at least 550;
- A minimum three years full-time equivalent relevant managerial or professional work experience post-degree (internship experiences are not sufficient to meet this requirement)
- Two completed referee report forms.

To apply for MBA units you would be required to provide the above supporting documentation with your Exchange application to QUT.

### PRE-REQUISITES

Pre-requisites are units required to have been completed before entering a more advanced unit. For example:

<b>QUT unit</b>	AMB208	Events Marketing
<b>QUT pre-requisite unit</b>	BSB126	Marketing

Most units at QUT that are above introductory (first year) level will have pre-requisites.

You are therefore advised to consider the following for your QUT unit selections:

- Review the pre-requisites and be confident you have the required knowledge before selecting the unit for your application.
- It is your responsibility to make sure you have reviewed the pre-requisites for any units you select on your application.
  - You must feel confident that you can successfully complete the units you intend to study at QUT.
  - When your application is processed, QUT staff will refer to your supporting documents to assess your selected units. Your home university academic record and the unit outlines you have submitted will be reviewed to assess your prior knowledge.

### **CO-REQUISITES**

In some cases units have co-requisites, which mean they are designed to be taken concurrently (at the same time) with another unit.

- If you want to study a unit with a co-requisite on your application, please ensure to also list the co-requisite unit.
- If approved, you would need to take the co-requisite unit in the same semester.

### **STUDY LOAD**

- As an international student in Australia, immigration regulations require you to be enrolled as a full-time student.
- At QUT this means studying a minimum of 36 credit points (3 units). However, the normal study load at QUT is 48 credit points (4 units). The majority of units at QUT are each worth 12 credit points.

### **ENROLMENT**

Key enrolment dates can be found on [Academic Key Dates Search](#). QUT Global will keep you informed regarding important key dates for unit enrolments and subsequent class registrations prior to semester commencement.

Once you have enrolled in your units, you will need to await class registrations to open (which occurs at a later date in line with the academic key dates). Each unit may deliver classes on a range of days and times that are available for you to choose from, and students are recommended to register for their classes as soon as possible.

Students are responsible for their Study Plan management and to generate a clash-free class timetable. QUT Global will provide you with more detailed information about how to enrol after you accept your offer to study with us.

## APPLICATION DEADLINES

QUT semester 1 (February - June): 2<sup>nd</sup> January of the same year.

QUT semester 2 (July - November): 1<sup>st</sup> June of the same year.

Please contact us if you need support to send applications after the above dates:

[stae@qut.edu.au](mailto:stae@qut.edu.au).

## QUT ACADEMIC RECORD

All students enrolled in the QUT Exchange program will receive one official QUT Academic Record. This will be sent by mail within approximately 3 months of you finishing your semester/year with QUT.

## QUT GLOBAL STAFF AND CONTACT INFORMATION

- Ms Choity Jones; Mrs Dianne Farley; Mrs Natalie Pye; Ms Truc Huynh; Ms Gemma Sinclair; Mr Febs Ierome.

Our team works across all study abroad and exchange program areas and should be contacted via email on [stae@qut.edu.au](mailto:stae@qut.edu.au).

## APPLICATION TIMELINE

It is important you accept your QUT offer in a timely manner to allow sufficient time for travel and student visa arrangements.

<b>Step 1 Apply Online</b>	<ul style="list-style-type: none"> <li>• Upon receiving the application invitation to the QUT Global Portal, please complete your application and submit prior to the deadline.</li> <li>• Submit <u>all required supporting documentation</u>. You will not be able to save the application before submitting it to QUT.</li> <li>• Please note that missing documentation will delay the application processing period.</li> </ul>
<b>Step 2: QUT will Assess your Application</b>	<ul style="list-style-type: none"> <li>• QUT Global will assess your application and our team will liaise with QUT academic staff for assessment of units requiring pre-requisite knowledge.</li> </ul>
<b>Step 3: Letter of Offer</b>	<ul style="list-style-type: none"> <li>• For eligible applicants, QUT Global will contact you and your home institution with a "letter of offer".</li> <li>• Applicants will need to satisfy the offer requirements as well as any potential conditions prior to accepting the offer.</li> </ul>

<b>Step 4:</b> <b>Acceptance of Offer</b>	<ul style="list-style-type: none"> <li>Follow the instructions emailed to you to accept the offer; this may include the need to upload further supporting documents if offer conditions are stated in the document.</li> <li>At this time, you will be required to pay the Overseas Student Health Cover (OSHC; see next section) fees.</li> <li>If you will be studying at QUT on a Working Holiday Visa (WHV) you must supply your Visa Grant Letter along with a translated copy of your Health Insurance Policy with acceptance documents.</li> <li>Complete your acceptance in the QUT Global Portal.</li> </ul>
<b>Step 5:</b> <b>Confirmation of Enrolment (eCoE)</b>	<ul style="list-style-type: none"> <li>When your documents and payment (from Step 4) are received you will be formally admitted to the Exchange program and will be issued with an electronic Confirmation of Enrolment (eCoE) to apply for your Australian student visa.</li> <li><b>We do not recommend that students make payments for flights until they receive their Australian Student Visa.</b></li> </ul>

### OVERSEAS STUDENT HEALTH COVER (OSHC)

[OSHC](#) is compulsory for obtaining an Australian Student Visa (subclass 500). For further information regarding the OSHC requirements refer to the [information provided by the Australian Department of Health](#).

OSHC is not required for students studying on a [Working Holiday Visa](#). Applicable students must arrange their own health insurance cover in this case and the policy must include cover for basic medical and hospital treatment, including cover for repatriation to their home country. Students must be covered for the entire duration of their Exchange Program (as per the offer letter dates) and submit a translated copy of the insurance policy with their acceptance to QUT Global.

### VISA MATTERS

The Australian student visa requirements are administered by the Department of Immigration and Border Protection (DIBP). We advise students to check the DIBP website for the most up to date information relating language proficiency documentation and visa application requirements.

For further visa and immigration, we direct you to the following web links:

- [DIBP immigration information for students](#)
- [Student visa \(subclass 500\)](#)

## ARRIVAL INFORMATION

You will be emailed a detailed arrival guide with your formal QUT acceptance and eCoE documentation. Until then, here is some information you should consider upon application.

### Compulsory Orientation

The week before semester commences is [Orientation Week](#) or “O’ Week” at QUT. This week will hold important information sessions for all QUT students.

**Orientation Week for Semester 1, 2018: 12 February – 16 February**

**Orientation Week for Semester 2, 2018: 16 July – 20 July**

The Exchange Orientation Session is usually held on the first day of O’ Week and is compulsory to attend. We recommend students arrive approximately 1 week prior to orientation week so they can adjust and prepare for their semester with at QUT.

### Late Arrival Information

The only reason we may make an exception to not attend orientation is if students have exams to attend at their home institution during this week. The absolute last day you can arrive on campus at QUT is the Monday of week 2 of classes. This date is non-negotiable. Students who cannot arrive by this day will have to postpone their Exchange semester and may be able to come in a future semester.

### Airport Transfer

QUT provides a free 24 hour [airport reception](#) service to students at the commencement of their program at QUT. The airport reception service will be able to transport you to your pre-arranged accommodation. Inbound Exchange students can book this service online.

### Temporary Accommodation

We recommend students book [temporary accommodation](#) for their first few weeks in Brisbane and use the time to search for more permanent accommodation options.

### Permanent Accommodation

QUT has an Accommodation Office to assist inbound students in locating a suitable place to stay during their time at QUT. In Brisbane, there are a range of [permanent accommodation options](#) including Student Accommodation providers, Homestay service and share houses.

It is not recommended for students to book permanent accommodation prior to arrival to QUT. Many students look for a share house after arriving in Brisbane and are usually able to arrange their accommodation in Brisbane within two weeks.

**Thank you for choosing QUT for your Exchange Program, we look forward to welcoming you to campus soon!**