ECU EXCHANGE PROGRAM CHECKLIST

The Study Abroad/Exchange (SA/EX) Office has put together this checklist to help you keep track of all the things you will need to prepare for your exchange semester/year.

PARTNER APPLICATION

The SA/EX Office will provide you with the relevant partner application material that you will need to complete and return, with any required documentation, to us by the specified date. It is important that you read our partner’s application carefully and complete all required sections. Please note that if the partner application requires you to submit documents that you have already provided to the SA/EX Office as part of your ECU exchange application, you do not need to submit these documents again. Once we receive your completed partner application and supporting documents, we will email/courier it to the partner institution. Please note that applications to our partners must be sent by our office and not by the individual student.

PARTNER ACCEPTANCE

The exchange partner will review your application and make a decision regarding your admission. Application turnaround times can differ from institution to institution and can take in excess of 4 weeks. We will follow up with the partner on your behalf regarding your application if needed. Once accepted at the partner, they should then provide you with further information regarding the organisation of your exchange (i.e important/arrival dates, accommodation, visas, health insurance requirements etc). After acceptance at the partner you can liaise with them directly regarding organising your exchange.

ACCOMMODATION

You should start looking into your accommodation options for the duration of your exchange. Most of our partners have on-campus accommodation available for exchange students or you may prefer to stay off-campus (please note that partners may provide little to no assistance in helping you find off-campus accommodation). Applying for accommodation is different for each institution and there may be housing application deadlines so it is important you start looking into your accommodation options early. Please note that you may not be able to apply for on-campus accommodation until you have been officially accepted at the partner, while in other cases the accommodation application may be included in the partner’s exchange application.

PASSPORTS and VISAS

You should make sure that you have a valid passport that is not due to expire while you are on exchange. Visa applications for some countries may even require your passport to be valid for at least 6 months after the date you return home.

You will most likely need to obtain a visa to allow you to study in the country of your exchange placement. An acceptance letter and/or other documents from the partner institution are usually required as part of the visa application process. It is therefore likely that you will not be able to apply for a visa until after your acceptance at the partner. In the meantime, however, you should visit the Consular/Embassy websites of the country you will be studying in to learn more about visa requirements, the visa application process and required documents, visa fees and application processing times. Please note that the SA/EX Office cannot advise on visa issues.

FLIGHTS

The SA/EX Office strongly recommends that you do not book your flights until you have been accepted at the partner institution and your visa, if applicable, has been granted. You must arrive at the partner institution in time to attend their orientation session before the start of semester (exact dates provided by partner after acceptance). You should also be aware of the move in/move out dates for your arranged accommodation as you may need to arrange temporary accommodation (hostel/hotel etc) if you arrive early and/or if you stay after the move out date.
AIRPORT PICKUP/TRANSFER
Some partners may offer a free pick up/transfer service from the airport to accommodation for newly arriving students. Please note that airport/transfer services may only be available on a particular date/s and advanced booking is usually required. Information on airport pick up/transfer services should be provided by the partner or may be available on their website.

PARTNER ENROLMENT
Enrolment procedures differ from institution to institution and information regarding when and how you can enrol in your units there should be provided by the partner once you are accepted. You may be able to enrol yourself online or through correspondence with the partner before you leave or, in some cases, you may not be able to complete your enrolment until you arrive at the partner. Please be aware that you may have to show that you satisfy prerequisites that partner units have. This may require you to provide the partner with relevant ECU unit outlines for units you have completed at ECU (these can be obtained from ECU’s Online Handbook http://handbook.ecu.edu.au/).

Please note that you must notify the SA/EX Office of your enrolment at the partner institution once it has been finalised so that we can organise your ECU enrolment for your exchange semester/s. You must also have your ECU Course Coordinator’s approval (via the Credit Transfer Form) for all units you complete on exchange in order to receive credit for them towards your ECU degree.

ECU ENROLMENT
The SA/EX Office handles your ECU enrolment for your exchange semester/s. Once you are enrolled at the partner you must notify the SA/EX Office of your enrolment so that we can enrol you in the corresponding ECU units that have been approved by your ECU Course Coordinator on your Credit Transfer Form(s). Please note that we can only enrol you in the ECU units that have been pre-matched and approved by your Course Coordinator via the Credit Transfer form. The SA/EX Office will send you a confirmation of your ECU enrolment for your exchange semester/s once it has been finalised.

Please note that the SA/EX Office must be notified immediately of any changes to your partner enrolment as we will need to adjust your ECU enrolment accordingly.

If you would like to enrol in units at the partner that are not approved on your original Credit Transfer form(s), you must complete a new Credit Transfer form, obtain ECU Course Coordinator approval and return the form to the SA/EX Office as soon as possible.

NO APPROVAL = NO ENROLMENT = NO CREDIT!

OS-HELP
The SA/EX Office will notify you of the outcome of your OS-Help loan application (if applicable) by early-mid November and will then provide you with the relevant forms to be completed and returned to us. Payment of OS-Help loans cannot be made until after the release of the current semester’s results and so payment will occur in early-mid January 2012. To allow for any gaps in transfer of funds, you should ensure you have access to other funds to cover initial upfront costs associated with your exchange (housing, flights etc).

AUSTUDY/YOUTH ALLOWANCE PAYMENTS
If you currently receive or will be applying for Austudy/Youth Allowance, these payments will continue while you are on exchange as you will be enrolled full time at ECU. You will need to provide Centrelink with a letter from the SA/EX Office confirming certain details regarding your exchange placement. If you require a letter for Centrelink please contact us after your acceptance at the partner advising us of your exact exchange program start and end dates.

PREDEPARTURE BRIEFING PLUS FAREWELL FUNCTION
The pre-departure briefing session for students going out on exchange in Semester 1, 2012 will take place on Friday November 11 from 2.30-4.30pm at the Joondalup campus. Further details of the session will be distributed to students closer to the date. ALL outgoing exchange students must attend this session NO EXCEPTIONS! There will
also be a **Farewell Function** after the briefing from **5-6.30pm** to farewell you all and the inbound students who have spent the last semester at ECU. It will be a great opportunity for you to meet international students from the same institution and/or country where you will be travelling to.

**ECU TRAVEL APPROVAL PROCESS**

It is an official ECU policy that all students travelling on exchange have their travel approved through ECU’s travel approval process. **Please note that this process must be completed no less than three weeks prior to your departure for exchange.** The SA/EX Office will help you in completing this process. **You will need to notify the SA/EX Office as soon as you have a confirmed departure date.** We will then provide you with the relevant forms and instructions for completing the travel approval process and the date that these forms must be submitted back to us. We will then obtain the relevant Faculty approvals for you and provide you with an electronic copy of your completed and signed travel approval form. You should keep the form with you when travelling as you will need to produce it in the event of a claim on your insurance. **Once the above process is completed you are then covered by ECU’s Travel Insurance (see Health and Travel Insurance below).**

**HEALTH AND TRAVEL INSURANCE**

It is important that you have comprehensive health and travel insurance to cover you and your belongings while you are on exchange and/or travelling before/after your exchange placement.

By having your travel approved through ECU’s official travel approval process (see above) you will automatically be covered by ECU’s Travel Insurance at no extra cost. However, please note the following about ECU’s Travel Insurance:

- The SA/EX Office will email all exchange students ECU’s student travel insurance policy
- The insurance automatically covers students travelling for up to 180 days (6 months)
- For students travelling for more than 180 days (two semesters) the SA/EX Office will need to obtain confirmation from ECU’s insurance provider that you will be covered for the duration of your overseas travel
- Students will also be covered for the personal travel/holiday component of their exchange semester as long as this does not exceed 60% of the time overseas and total duration overseas does not exceed 180 days. **At least 40% of the time overseas must be spent for your exchange placement at the partner university.**
- You may still need to purchase the specific health insurance required by the institution/country you are travelling to. We currently know this is the case for students going on exchange to:
  - USA – visa requirement for international students
  - Germany
  - Canada (at some partner institutions)
- You will need to produce your completed and signed Travel Approval form in the event that you need to claim on ECU’s insurance.

If you have specific questions regarding ECU’s travel insurance policy please contact:

Ross Bethell  
Principal  
Marsh Pty Ltd  
Level 28 Exchange Plaza  
2 The Esplanade  
Perth WA 6000 Australia  
Tel: +618 9289 3884  
Fax: +618 9289 3880  
Email: Ross.Bethell@marsh.com

Please note that it is your responsibility to review ECU’s travel insurance policy and the insurance requirements of the host institution and country you are travelling to. You are also responsible for ensuring you have appropriate insurance coverage for the duration of your overseas travel.
REGISTER YOUR TRAVEL WITH DFAT
You must register your travel, once finalised, with the Department of Foreign Affairs and Trade before your departure https://www.orao.dfat.gov.au/orao/weborao.nsf/homepage?Openpage

Important travel information can also be accessed on DFAT’s SmartTraveller website http://www.smartraveller.gov.au/

ECU AMBASSADOR
ECU exchange students are selected for their potential to be good ECU ambassadors and we expect that you will take pride in this opportunity to represent your university overseas. It is important that your attitude and behaviour, interaction with other staff and students and involvement in campus and off-campus activities while on exchange reflect positively on you and ECU.

Academic performance is also an important aspect of being an ECU Ambassador. Failing units while on exchange is NOT ACCEPTABLE. This reflects negatively on both yourself and ECU and could jeopardise exchange opportunities for future ECU students. If you fail any units while on exchange you will be required to provide a supporting statement and/or meet with the ECU SA/EX Office to discuss your academic performance before your exchange results can be processed. The ECU SA/EX Office may also inform your ECU Course Coordinator of any poor academic results while on exchange.

OTHER
So that you are well prepared for your exchange placement it is important that you conduct as much research as possible into the country and institution where you are travelling to. Apart from the key areas listed above, you may also like to look into the following:

Mobile phone
- Enquire with your current mobile phone service provider of your options while overseas.

Bank account/Money
- Enquire with your bank about your options while overseas, transfer/withdrawal fees etc.
- You may wish to look into the exchange rates for your destination country before you leave.
- **We strongly recommend that you have some local currency on you at the time of your arrival in your host country.**

Power adaptors
- Research the voltage used in the country where you are going and what adaptors/transformers you may need.

Baggage
- Check with the airline you are travelling with regarding baggage allowances and restrictions.

Climate
- Research the climate in your destination for your exchange period as you may need to take your scarf and gloves!

Useful travel websites:
Living Abroad http://www.justlanded.com/

Embassy and tourism websites for your destination country may also offer helpful information.

**POST-EXCHANGE DEBRIEF SESSION**
All students must attend the debrief session held by the ECU SA/EX Office for returned exchange students. This session will be held prior to the commencement of Semester 2, 2012. Students not able to attend the debrief session will be required to meet with the ECU SA/EX Office to discuss their exchange experience as well as submit their ECU Exchange Student Feedback form.
CONDITIONS OF PARTICIPATING IN ECU EXCHANGE PROGRAM

As an Edith Cowan University student participating in an exchange program, I understand that I remain subject to the rules and regulations of Edith Cowan University as well as the rules and regulations at my host institution and in my host country. On becoming a student in the ECU Student Exchange Program:

- I must attend any pre-departure events as required by the ECU Study Abroad/Exchange office.
- I must fulfill my role as an ambassador for ECU, show respect for the host country and host institution culture and maintain a high academic standing.
- I understand that my exchange placement may be terminated if I do not maintain a pass average and Good Academic Standing status in the semester prior to going on exchange.
- I am responsible for obtaining prior academic approval from my ECU Course Coordinator for any units I wish to enrol in at my host institution prior to actually enrolling in them.
- I understand that approval from my course coordinator does not guarantee my enrolment in host institution units. Enrolment at the host institution is at their discretion.
- I understand that credit towards my ECU degree will only be granted for host institution units that have been approved by my ECU Course Coordinator.
- I am responsible for ensuring that my exchange enrolment is correct and that any changes must be conveyed to the ECU Study Abroad/Exchange office prior to the end of my exchange period.
- I authorise ECU to release relevant information to my host institution for the purpose of arranging my exchange.
- I am responsible for any costs associated with travel, insurance, living and any additional host institution expenses. I also understand that I must pay ECU tuition fees while I am on exchange.
- I understand that all outstanding ECU fees/encumbrances must be cleared prior to my departure for exchange.
- I must provide the ECU Study Abroad and Exchange Office with my contact details within 1 week of arriving at my host institution.
- I am responsible for requesting an official Statement of Academic Results from my host institution to be sent to the ECU Study Abroad/Exchange Office. I am responsible for checking that my transcript has been received by the ECU Study Abroad/Exchange Office.
- I understand that going on exchange in my final semester can delay my graduation. As a graduating student it is my responsibility to ensure that all exchange paperwork, including my transcript from the host institution, is submitted to the ECU Study Abroad/Exchange and that my exchange results are in order.
- I understand that I may apply to extend my exchange to two semesters. Approval from the ECU Study Abroad/Exchange Office and host institution is required as well as credit approval from my ECU Course Coordinator.
- I understand that I am expected to help in the promotion of outbound exchange opportunities upon my return to ECU.

STUDENT DECLARATION

I declare that:

- I have read and will endeavour to abide by the ECU Student Charter (found at http://intranet.ecu.edu.au/student/my-studies/rules-policy/student-charter) uphold ECU’s core values and represent ECU to the best of my ability while on exchange;
- I have read and understood the conditions of participating in the ECU Exchange Program;
- I have read and understood the information contained in this ECU Exchange Program Checklist;
- I understand that I must complete and submit an ECU Exchange Student Feedback form (located on the USB drive) to the ECU SA/EX Office on completion of my exchange placement BEFORE my exchange results can be processed;

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Student’s Signature                                    Date

This checklist must be completed and returned to the SA/EX Office before your departure.