

This document includes the following information guidelines:

1. Key Timelines for students as they start preparing for their Year 3 Exchange Year at Portsmouth (January and September intakes) (p 1-5)
2. Student Sessions are highlighted and are important to attend (**items 3, 14, 15 & 19**)
3. Notes, Terminology (p 6)
4. Frequently asked questions and Responses (p 7)

#	Tasks	January: Students starting at UoP (Teaching Block 2)	September: Students starting at UoP (Teaching Block 1)	Notes and useful websites
1	Intention to go to UoP: ECU Study Overseas will contact you seeking confirmation on your intention to undertake your <i>Year 3 Exchange Year</i> with the University of Portsmouth, providing you with instructions on how to submit your application.	From April of year prior to travel (10 months prior)	From 15 December of the year prior to travel	Assessment of your eligibility for the exchange program will be conducted by ECU following your enrolment in the preceding teaching period.
2	ECU Application documents: Submit your <i>Year 3 Exchange Year</i> application to the ECU Study Overseas team as per the instructions.	No later than 1 May	No later than 15 January	Application submitted online as per instructions. This information will be shared with UoP.
3	STUDENT EVENT (1 of 4) (presented by UoP on zoom) UoP Accommodation and Admissions briefing session	July / August (4 months prior to travel)	Mid March (6 months prior to travel)	This info briefing session will provide information on: • UoP accommodation options, including how and when to apply, fees, locations of the various options. • UoP application, offer, acceptance and enrolment process to the exchange year of the dual degree program and general information on applying for a student visa.
4	Application process: UoP Global Mobility team will email you with the online application instructions for the Year 3 Exchange Year, the required documents and the link to UKVI Student Route Questionnaire	July / August	Mid March	UK Visa & Immigration

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5	Accommodation: submit your application for accommodation	August	Late March	This should be done around the time that the accommodation briefing is provided. Accommodation can be reserved then to secure a room and full payment completed later.
6	Application form: complete the UoP online admission application form and supply the relevant documents (transcripts, etc). Also, provide proof of your submission to the UKVI Student Route Questionnaire	31 August	31 March	
7	Confirmation of Acceptance for Studies (CAS): UoP will send you an email with your CAS, as well as your unconditional offer.	September / October	April / May	
8	Pay the relevant Student Health Cover (NHS)	September / October	April / May	National Health Service
9	Student Visa application: Apply and submit your UK visa application form	September / October	April / May	Students will require their CAS, Health Care and demonstrate that they have sufficient funds for the duration of their stay (see here for details). Students will also need to pay the necessary visa fee (£363). Students will need to check on the UK Government visa website what the estimate duration is for processing a visa. https://www.gov.uk/student-visa/apply
10	ECU Travel Approval form Complete and submit it to the Study Overseas team once you have received your CAS.	September / October	April / May	Email to: studyoverseas@ecu.edu.au Link to Travel Approval form
11	Financial Assistance: If you need financial assistance, you may be eligible to apply for a Commonwealth Government overseas study loan (OS-HELP Loan).	As soon as your travel has been approved by ECU		Email: studyoverseas@ecu.edu.au Link to OS-HELP Application form

#	Tasks	January: Students starting at UoP (Teaching Block 2)	September: Students starting at UoP (Teaching Block 1)	Notes and useful websites
12	Flights	NB: Flights should only be booked once you have received your CAS from UoP and your Travel has been approved by ECU.		Relative costs: Flight costs typically start from around AUD\$1500 return depending on dates, whether direct or with stopovers. You are responsible for all travel costs.
13	Vaccines: check your required vaccines are up to date	Prior to departure		See here for more details – UK Government website
14	STUDENT EVENT (2 of 4) (presented by UoP on zoom) 'Meet your UoP Course Leader' (Coordinator) Session will cover overview of modules (units) to be studied, likely assessments, a typical week of study, key tips on how to best prepare, UoP and School inductions	September (3 months out)	Mid May (4 months out)	Organised by UoP Course Leaders. ECU Course Coordinators invited to attend. Attend academic information session. Ask Questions about the modules (units) you will be enrolling for at UoP.
15	STUDENT EVENT (3 of 4) (in person) ECU Student Exchange Pre-departure briefing session. This session will cover relevant information and advice on your <i>Year 3 Exchange Year</i> to the UK. The session will include: • Travel insurance * • Travel tips • Staying overseas • Health cover • General UK overview • Inter-cultural communication • Resilience	October/November	May / June	This 90-minute session will be presented by the Study Overseas Team and a representative from ECU Insurance
Useful information: Insurance* ECU has comprehensive travel insurance for its students who travel on ECU 'business'. As a student enrolled in the ECU/UoP student Dual Degree program, you have coverage under ECU insurance for up to a maximum of 365 days. However, there are certain exclusions and these will be highlighted in the Predeparture session by the ECU Insurance representative (Student Event 3).				

#	Tasks	January: Students starting at UoP (Teaching Block 2)	September: Students starting at UoP (Teaching Block 1)	Notes and useful websites
16a	Student Enrolment update: ECU Study Overseas team will send your updated ECU transcript to UoP, demonstrating required completion of 240 CP.	15 December	15 July	Following results release, the Study Overseas team can also provide you a free copy of your academic transcript. Email: studyoverseas@ecu.edu.au
16b	Student Enrolment at UoP: online student registration (enrolment) of modules (units)	January	August	A list of required modules (units) for enrolment, will be made available to you by UoP.
16c	The Study Overseas team will enrol you in your UOP Placeholder units in SIMO.	February	September	You will be charged tuition fees for these units as per normal for ECU enrolled units.
17	UK bank account: It is recommended that you open a UK bank account as soon as you arrive in Portsmouth. You may be able to do so beforehand from Australia.	Which UK bank is best for an international student account? Best Banks for International Students in UK ● HSBC Basic Account 2021. ● Barclays Student Additions Account (International) 2021. ● Natwest International Student Account. ● Santander Basic Current Account. ● TSB Cash Account. Westpac operates in London as the Westpac Institutional Bank division Online banks: Monese and Revolut (require proof of residency in EU/EEA or another country).		NB: This information is provided as a general guide only.
18	Student Orientation/Induction sessions: Once you arrive at UoP, you will need to register for and attend International orientation and Induction sessions and course inductions	3 rd week in January	3 rd week in September	UoP will notify you of the orientation/inductions after you have accepted your offer to study at UoP UoP Orientation website
19	STUDENT EVENT (4 of 4) (in person in the UK) UoP Welcome to ECU students	February	October	UoP Executive Management, Course Leads, Professional Services, UoP Dual Degree students welcome ECU students to UoP

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20	<u>Completion of studies at UOP</u> You will receive a Pass/Fail result for each UOP placeholder unit in SIMO depending on your module results from UOP as evidenced on your UOP transcript. You will then complete your final semester/year at ECU (depending on the course you enrolled in).	January/February	End June/July	Depending on the time of the year that you complete your Exchange Year (December or June), you will receive either a partial transcript (January) or a full transcript (July). For students completing in December a final transcript for the September to December period will only be available after the Annual Board of Examiners review in July. Please Note: The UoP Global Office will also provide a copy of the final Board of Examiners confirmed Transcript to ECU Study Overseas team in July which this will be saved to your student record. Your results for your exchange year will be recorded once the final transcript has been received.

Notes:

- **NB:** Make sure your passport is current and will have at least **6 months** of validity upon your **return** to Australia.
- **Useful websites and contacts:**
 - ECU Study Overseas team: studyoverseas@ecu.edu.au
 - UoP Study Abroad team: goabroad@port.ac.uk
 - UoP [Key Dates](#) (Academic Calendar)
 - For the Dual Degree Program, you will have to apply for this [Student Route visa](#) in the UK.
 - [UoP website for visa](#) information

Different wording used at UoP vs ECU: What does it mean?

UoP use of language	ECU equivalent or Definition
CAS - Confirmation of Acceptance for Studies	COE - Confirmation of Enrolment (international students)
Module	Unit
Teaching Block (TB)	Semester
Registration	Enrolment
Board of Examiners	Progression Panel
Course Lead/er	Course Coordinator
Faculty	School
To withdraw from a course/module without financial penalty	Census Dates
Bank holidays	Public holidays
National Health Cover NHC	Overseas Student Health Cover (OSHC)
Key dates	Academic Calendar
Home Office	Department of Home Affairs
Universities and Colleges Admissions Service (UCAS)	Tertiary Institutions Service Centre (TISC)

FAQ

You will get the opportunity to ask questions during the various information sessions held prior to your departure, however, we have listed some of the most frequently asked questions below.

1. When are the specific dates of the start of the Teaching Blocks at UoP?

The start dates of the study periods at UoP are available on their website under [Key Dates](#). ECU refers to this as Academic Calendar.

2. When are the specific dates of our semesters? Especially in relation to when our final semester will end. Will we be required to stay over the Christmas break into early January for a reason such as exams?

If you are required to write a deferred, supplementary or sick exam after you have completed your exchange year, there is a process in place where you will be able to write the exam back in Perth online. Please contact your course lead at UoP for the arrangements.

3. When will we be permitted to enter our student accommodation?

You can contact the accommodation provider directly for this information.

4. Will we have to apply for a VISA directly through the UK government website or can this be done through UoP somehow?

See section 9 for the answer to your question. Visit the Government website for the relevant information - <https://www.gov.uk/student-visa/apply>

5. I'm aware that a student VISA only allows us to work a certain number of hours a week, however, will this include internship hours?

This will exclude internship hours but you need to check this on the UK government website to confirm.

6. Will our insurance cover us only for the duration of the semesters, or will we be covered over the break as well?

You will be covered for the duration of your 12-month exchange in the UK which includes the holidays. You will have an additional 1 week cover outside of the 12-month cover for personal travel. Please note the exclusions of the insurance.

7. How will the tuition work for my exchange year in the UK? Will I have to pay any money to UoP?

You will continue to pay your tuition fees to ECU for the duration of your exchange year. If you currently defer your tuition fees to HECS-HELP, this will still occur whilst you're on exchange. You will not need to pay any tuition fees to UOP, however, there may be other fees or incidentals that will apply, ie textbooks.

8. Who do we contact for course related concerns or content?

For any questions about your course (academic content), you must contact the relevant course lead at UoP. Any other questions about support or the process of your Year 3 Exchange Year, please contact the Study Overseas team - studyoverseas@ecu.edu.au.

9. How do I make sure my accommodation has been secured?

In the first instance for any questions about your accommodation, please contact the UoP accommodation provider. The contact details will be provided during the Accommodation Student Session. If the answer you received is not satisfactory, then contact the UoP Dual Degree Partnership office for support – ECU@port.ac.uk