

INFORMATION FOR EXCHANGE PARTNERS, STUDY ABROAD AND AGENTS

RMIT is a global university of technology and design and is Australia's largest provider of degree and technical education. From its beginnings in 1887, the University has forged an international reputation for excellence strengthened by its active engagement with industry and communities around the world. RMIT provides an urban experience and impact through innovative and industry-focussed education and research.

Melbourne is characterised by its maze of hidden laneways and eclectic eateries, art and fashion. There's simply no better place to combine a world-class study experience with the laid-back café culture this city has to offer.

Life at RMIT is filled with on and off campus events, over 100 clubs, student run media, sport competitions and more. You will be offered a range of support services and orientation activities to help you transition into one of the best personal and academic experiences you'll ever have.



RMIT University City campus

Location

Melbourne, Australia
City campus (City centre)
Brunswick campus (5 kms/3.1 miles from City)
Bundoora campus (18 kms/11.2 miles from City)

www.rmit.edu.au/about/campuses

What is Student Exchange?

Exchange students are officially nominated by their home institution to study for one to two semesters at RMIT University under a reciprocal student exchange agreement.

Students enrolled in the Exchange Program do not pay tuition fees to RMIT University but continue to pay fees to their home institution.

A list of RMIT University's partner institutions can be viewed at www.rmit.edu.au/globalpassport/exchangepartners.

What is Study Abroad?

Where there is no reciprocal student exchange agreement, students are still able to study at RMIT University for one or two semesters as a Study Abroad student (fee paying).

Students who are not nominated by their home institution as exchange, can also apply as a Study Abroad (fee paying) student.

The 2013 Study Abroad fee is AU\$8640 per semester.

Orientation

It is compulsory for all students (higher education* and TAFE**) to attend the Education Abroad Office (EAO) Orientation.

Semester 1 2013

Tuesday 19 to Thursday 21 February
(students should arrive by 18 February)

Semester 2 2013

Tuesday 16 to Thursday 18 July
(students should arrive by 15 July)

Note: Students studying TAFE courses must arrive by the TAFE calendar semester dates.

Academic semester dates

Higher education

Semester 1 2013: 4 March – 8 June
Semester 2 2013: 22 July – 15 November

TAFE

Semester 1 2013: 11 February – 21 June
Semester 2 2013: 8 July – 15 November

*Higher education = undergraduate and postgraduate
**TAFE = technical education (certificate, diploma and advanced diploma)

Eligibility criteria

- » Completed at least one full year of studies at home institution
- » Minimum GPA of 2.5 or 60% or equivalent
- » Met RMIT's English language requirements
- » Be 18 years of age or over (at the time of applying)

Check our website for detailed eligibility criteria:
www.rmit.edu.au/globalpassport/incomingexchange.

English Language requirements

For Undergraduate and TAFE programs (Postgraduate courses may require higher test results):

- » IELTS Academic – 6.0 (no band less than 5.5)
- » TOEFL (Paper based) 550+ (TWE 4.0+)
- » TOEFL (Internet-based test) – Overall score 79, minimum 19 in all sections
- » RMIT English Worldwide – Advanced 1

Information on other acceptable English language tests, can be viewed at www.rmit.edu.au/programs/apply/international/englishequivalent.

Note: RMIT University reserves the right to alter any admission requirement without prior notice.

How to apply

- » Complete the *Education Abroad Application – Incoming form* which can be downloaded at www.rmit.edu.au/globalpassport/incomingapply
- » Send **Incoming form** to EAO with the following supporting documents:
 - Original or certified true copy of latest official academic transcript
 - Original or certified true copy of translated transcripts in English (if applicable)
 - Evidence of English proficiency (if English is not first language)
 - One academic reference
 - One passport photographs
 - Statement of purpose explaining why the applicant wants to study at RMIT, approximately 500 words
 - Portfolio if applying for architecture, art and design courses

Note: Please ensure that the application is complete to avoid any delays.

Application deadlines

Semester 1 (February):

- 30 October
- 30 September (architecture^ programs only)

Semester 2 (July):

- 30 April
- 30 March (architecture^ programs only)

[^]See 'Architecture programs' on page 3

Selecting courses

College system

RMIT University offers programs of study in 24 schools across three academic colleges:

- » Business
- » Design and Social Context
- » Science, Engineering and Health

www.rmit.edu.au/schools

One of the advantages of choosing RMIT University is that you can choose courses from across a wide range of disciplines to design your own program. You can choose any course at RMIT as long as you meet the necessary prerequisites.

RMIT University offers higher education courses i.e. undergraduate and postgraduate as well as TAFE. TAFE courses are typically suited to students who are studying at a community college, vocational institution or technical college.

Higher education

36 to 48 credit points (equivalent to three to four courses) is a normal full-time load per semester. Students must undertake a minimum of 36 credit points and are not permitted to exceed 48 credit points (overload). Dropping below 36 credit points is a breach of the student visa conditions.

48 credit points at RMIT usually equate to 30 ECTS or 12 North American Credits. Please check your home institution credit conversion.

TAFE

TAFE has a different structure to higher education. Course credits are based on the number of contact hours a student is enrolled in. At least 360 contact hours should be taken per semester, or as directed by the school, in order to maintain a full time load.

How to find courses

Students may choose any courses listed on the student elective page at: www.rmit.edu.au/students/studentelectives. All electives listed are taught at undergraduate level only.

To search courses by program

Students can view all RMIT programs at: www.rmit.edu.au/students/enrolment/search. Each program summary shows a list of courses offered within the program, and the semester in which it is offered.

To search courses by course code/name

All course guides (subject descriptions) are available at:

Higher education

www.rmit.edu.au/students/courses/he

TAFE

www.rmit.edu.au/students/courses/tafe

When selecting courses, students are asked to note the following:

- » Students can apply for any course as long as they have met the set pre-requisites. All course outlines are available on the RMIT University website.
- » Students must select courses from a higher education undergraduate/postgraduate or TAFE calendar as classes commence at different dates.
- » Students should select up to eight courses for their first semester of study in case there is any course clash or unavailability.

Note: Students who apply for one year (two semesters) do not have to select courses for their second semester at the application stage.

- » Once at RMIT University, students will select from the pre-approved courses as shown on their offer letter to enrol in a full time load and finalise their class timetables. Please advise students to select courses carefully as it is difficult to change courses upon arrival.

Course restrictions

Architecture programs

Please be aware that courses in architecture are very competitive and limits are set by the school on the number of students that can be accepted each semester. The deadlines for students applying for courses in architecture are earlier than for general applications. Applications must be received by the EAO no later than the following dates:

- » RMIT Semester 1 (March)
Architecture students only – 30 September
- » RMIT Semester 2 (July)
Architecture students only – 30 March

Applicants will be notified of the outcome for architecture courses around end of November or early December for Semester 1 and early May for Semester 2. Therefore, it is best to advise your students to select back-up courses in case they are not pre-approved for the architecture courses.

Folio format for architecture exchange/study abroad applications:

- » Architecture applicants must submit a Hard copy portfolio in A3 or A4 size (printed in colour).

Studio space

Each semester, students studying fine art or architecture and design courses (such as architecture, landscape architecture, interior design, industrial design, fashion design, etc) are asked to ballot for their preferred choices using ballot forms. Failure to comply with the balloting procedure will result in students being placed in studios by default (i.e. any remaining studios with space left).

Studio and elective balloting presentations typically take place during the week prior to class commencement.

Specialty courses

RMIT offers a range of specialty courses which include not only academic content but also a combination of social and culturally specific opportunities:

- » HUSO2105 [Introduction to Australian Society](#)
- » HUSO1296 [Indigenous Studies](#)
- » LANG1029 [Advanced English Language 1](#)
- » HUSO1207 [Modern Australian Society](#)
- » POLI1025 [Contemporary Australian Politics](#)
- » COMM1033 [Australian Cinema](#)

Approval process

Initial assessment

RMIT will acknowledge receipt of applications as soon as they are received. The EAO carries out the initial assessment of applications, checking that the applications are complete and that all eligibility criteria have been met, including English proficiency. If there are any missing documents or issues with the courses selected, an EAO staff member will contact you.

As the EAO handles both incoming and outgoing student programs, incoming applications received well before the deadline will not necessarily be processed immediately. They will, however, be processed as soon as possible and, at the latest, by the closing dates for applications.

Study plan approval

Once the initial assessment is complete, applications with course selection (study plan) are sent to the relevant schools for approval. Schools are entirely responsible for assessing whether students have the necessary prerequisites and academic background to undertake the selected courses. A study plan may require multiple approvals in more than one school, a process which can take from two to eight weeks (from application closing date). Every effort is made to have the study plan approvals completed as quickly as possible so that we can move onto the next stage of processing.

School staff may request course outlines and other material from a student's home institution to assess the student's suitability for a particular course. Such requests will normally be forwarded via the EAO staff on behalf of the school.

In cases where delays in study plan approvals are such that time is running out to apply for a visa, the EAO will make a formal offer once three to four courses have been pre-approved and will continue seeking pre-approvals for the remaining courses.

Offers

Once the study plan has been approved, the EAO will issue a formal offer letter, via email. The offer will include a list of all courses requested with the outcome of each e.g. approved, pending, etc. plus the *Offer Acceptance form*. The offer letter will be accompanied by pre-arrival information.

Acceptance of offer

The student must sign and return the *Offer Acceptance form* and the *Application to Enroll by Proxy form* by email or fax to the EAO along with proof of payment of the following: the compulsory health insurance (see Overseas Student Health Cover); and for Study Abroad; payment of the study abroad semester fees, as outlined on the offer letter.

Electronic Confirmation of Enrolment (eCoE)

Within seven days of the EAO receiving all forms and proof of payment, an eCoE will be emailed along with a formal acceptance letter. As the eCoE is recorded electronically in the Australian Government visa system, it is not possible to apply for an Australian Student visa before this document has been issued.

It should be noted that an eCoE cannot be issued until the student's offer acceptance form, proxy form, and proof of payment of relevant fees have been received.

Student visa

Exchange and Study Abroad students study in Australia on a sub-class 575 Student Visa (Non-Award). Before they can apply for a visa, students will need a letter of acceptance and an eCoE issued by the EAO.

Please refer to the Department of Immigration and Citizenship (DIAC) web site at www.immi.gov.au/students for detailed information about student visas. The charge for a student visa is currently AU\$565.

Student visas are normally issued for one month prior to commencement of the semester and will be valid up to one month after completion of studies.

Country assessment levels and Pre-Visa Assessment (PVA)

Visa requirements are determined by the assessment level of the student's country of citizenship. To find your assessment level, refer to the following web site: www.immi.gov.au/students/student-visa-assessment-levels.htm#a.

Assessment levels will also determine the need for English language tests, health checks, supporting financial documentation, etc.

Students from assessment level three and four countries will first need a Pre-Visa Assessment (PVA). An application for PVA has to be lodged with the Australian Embassy or High Commission in the student's country of residence, prior to the student applying for a visa. The process is outlined on the DIAC web site at: www.immi.gov.au/students/students/575-3/apply-person.htm.

Please note that acquiring pre-visa approval (a PVA) will add significantly more time to the application process. Students and Partner Institutions need to take this into account when sending applications.

Nomination process

The EAO at RMIT is the first point of contact for partner institutions and students, and manages both inbound and outbound applications.

It is recommended that partner institutions contact the relevant Student Mobility Adviser (as listed in this document) to confirm the number of applications that can be accepted each semester.

RMIT is required to maintain a balance of numbers on our agreements over a two to three year period. Each semester studied at RMIT is considered as one student place.

Overseas Student Health Cover

It is a condition of the Australian Student Visa to have Overseas Student Health Cover (OSHC) for the duration of the student visa. OSHC can be purchased through RMIT and costs approximately AU\$249 per semester.

Accommodation

While RMIT does not offer on-campus accommodation, it has an extensive range of recommended off-campus accommodation, including RMIT Village. Detailed information can be found on www.rmitvillage.com.au. The Study Abroad and Exchange rates are provided on the last page of this document.

The RMIT Housing Advisory Service can assist new students with a range of options. Detailed information can be viewed at www.rmit.edu.au/housing.

Cost of living

Living costs vary according to the type of accommodation, the number of people living in the accommodation and the location. An example of typical living costs for a student can be found at www.rmit.edu.au/students/services/finance.



The Hub

Office details

Education Abroad Office
RMIT University

Street address:
Building 15, Ground Floor
124 La Trobe Street
Melbourne VIC 3000
Australia

Postal address
GPO Box 2476
Melbourne VIC 3001
Australia
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Fax: +61 3 9925 5235
Email: eao@rmit.edu.au

Note: Please do not use the postal address if sending documents by courier.

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Marketing materials

RMIT offers a range of marketing materials such as brochures, posters and presentations that can be sent through upon request. Please contact the relevant Student Mobility Adviser for more details.



Every effort has been made to ensure the information contained in this publication is accurate and current at the date when it was published. For the most up-to-date information, please refer to the RMITUniversity website. Prepared November 2012. CRICOS provider code 00122A



RMIT Village is located near the heart of Melbourne CBD, only a 5-minute tram ride from RMIT University and just across the road from the University of Melbourne. You can enjoy all the benefits of living in an exciting, culturally diverse and modern student community!

Apartments

Take your pick from our one, two, three and five bedroom apartments. Whether you want to share with flatmates or enjoy your own space, we have an option to suit your needs. All apartments are fully furnished so you can move right in without any hassle!

More than just a room

Right from the time you check in, you'll find fantastic opportunities to make friends and experience all that university life has to offer. Our residential life program is our pride and joy, with events designed to help students live, learn and grow.

Live: with themed parties, movie nights and sporting competitions...

Learn: with group study spaces, lessons on exam techniques and essay writing...

Grow: with multicultural food festivals and cooking classes...

Security and support

RMIT Village provides 24 hour support for residents, with a dedicated team of Resident Assistants (RAs) and Evening Duty Manager. Apartments and common areas are only accessible by electronic swipe card and all individual bedrooms are lockable.

Find out more

visit: rmitvillage.com.au phone: (03) 8330 2000 email: info@rmitvillage.com.au
RMIT Village, 5 - 17 Flemington Road, North Melbourne VIC 3051, Australia

Facilities

- > Heated swimming pool & BBQ
- > Student lounge (including Playstation & Foxtel)
- > Study (including wireless internet access)
- > Glasshouse recreation room (including Foxtel)
- > Café (open Monday to Friday)
- > Tutorial room
- > Gym

Rates per person (2013)

Room type	Weekly rate (52 weeks)	Weekly rate (44 weeks)
One bedroom apt	\$405	\$479
Two bedroom studio	\$263	\$311
Two bedroom apt	\$319	\$377
Three bedroom apt (standard)	\$264	\$312
Three bedroom apt (large)	\$319	\$377
Five bedroom apt	\$264	\$312

Rate fees include:

- > Accommodation
- > Electricity, gas and water
- > Access to all Village facilities
- > Residential Life program

A Bond fee is payable upon signing the Residential Agreement and is fully refundable by the Residential Tenancy Bond Authority, subject to the terms and conditions of the contract.