



GRIFFITH EXCHANGE PROGRAM

exCHANGE YOUR LIFE!



WHAT is an exchange?

An exchange includes the following elements:

- The Exchange Program involves agreements between Griffith University and overseas Universities which enables students to study overseas for one semester or one year as part of their Griffith degree
- This means students continue to pay their tuition fees to Griffith during their exchange and all tuition fees at the overseas institution are waived
- Subjects studied overseas are credited to your Griffith degree
- An exchange does not extend the length of your degree



WHY go on exchange?

- Add something unique to your degree
- Study courses not available at Griffith
- Combine study with travel
- Challenge yourself
- Enrich your life by learning another culture and language
- Meet new people and make professional contacts
- Have the time of your life!



WHO can go on exchange?

The Griffith Exchange Program is available to all currently enrolled Griffith University students, including international and postgraduate (coursework Masters only) students. (International students participating in the Griffith Exchange Program cannot return to their home country).

To be eligible to apply for the Griffith Exchange Program you must have:

- a cumulative GPA (Grade Point Average) of at least 4.5* This is between passes and credits
- completed at least one full-time semester of study in a degree program at Griffith at the time of application and completed one year by the time you leave to go overseas
- a current enrolment at Griffith
- a current passport valid for at least six months after your return

*Students who have a GPA under 4.5 may be considered under certain circumstances - please contact the Exchange Office for more information

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WHEN can I study overseas?

- Most students will go on exchange in their second or third year depending on their degree duration and structure. For advice about the best time, students need to consult their Program Convenor or School Office
- For example students enrolled in Joint Law degrees who are planning to study just Law subjects overseas can only receive credit for their 4th year Law electives
- Students who are planning to study a language overseas are advised to wait until they have completed at least two years of language study before going on an exchange. Advice can be obtained from the relevant Language Convenor
- OS-HELP Loans are only available to students who have at least one full-time semester to complete in their degree when they return from overseas



WHERE in the world can I study overseas?

Griffith has over 220 exchange partner universities in over 38 countries around the world – details can be found on the Exchange website at

<http://www.griffith.edu.au/international/exchange/outgoing-exchange>



I am studying or know another language – what's available for me?

Language exchanges are available with many of our Partner Universities in Argentina, Austria, Chile, China, Ecuador, France, Hong Kong, Italy, Japan, Korea, Mexico, Taiwan and Spain.



I can only speak English, where can I go?

Students who don't speak a second language still have options to study in a wide variety of countries where English is not the first language. Many of Griffith's partner universities throughout Asia, Europe and Latin America offer a selection of courses in English. This information is available on the Exchange website under the individual partner university page.



WHAT funding is available for overseas study?

Griffith understands that expense is a major issue for students when considering an overseas experience and therefore offers eligible students a range of funding support options for their exchange. Options include:

Scholarships*

- Griffith IEIS Grants – up to \$3,000
- Australian Government Student Exchange Program Grants - \$5,000
- John and Alison Kearney International Law Scholarship - \$5000

*Students are not required to submit additional applications for any of the above scholarships except for the John and Alison Kearney Law scholarships and students will be notified of this procedure.

Government Funding & Loans

- Centrelink available
- OS-HELP Loans – Max. \$5611 per semester

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Griffith International Experience Incentive Scheme (IEIS) Grants

Each year the Vice-Chancellor generously provides funding for the Exchange program to encourage and assist students to participate in such a valuable experience. IEIS grants up to the value of \$3,000 are available for students who have a GPA of 5.5 or above.

Members of the Griffith Honours College are eligible to receive up to \$5,000.

Short-term Griffith Grants: IEIS grants of \$500 may also be awarded to students participating in approved short-term overseas programs. Contact the Exchange Office for more information.

Australian Government Student Exchange Program Grants

Each year Griffith puts forward submissions to the Department of Education, Employment and Workplace Relations (DEEWR) for mobility subsidies to support students participating in the Exchange Program.

Grants are made through three funding schemes: University Mobility in the Asia Pacific (UMAP), Endeavour and Endeavour Cheung Kong. Grant recipients must be Australian citizens or permanent residents and must be studying at the undergraduate level and grants are awarded on a competitive basis.

The universities for **2011** where grants are available to eligible Griffith students include

Country	Institution/Study Areas	Grant Available/Scheme
Canada	All partners	5 x \$5000 - UMAP
Chile	All partners	1 x \$4500 - UMAP
Taiwan	All partners (Engineering only)	6 x \$5000 - UMAP
USA	All partners	6 x \$5000 - UMAP
China	All partners	10 x \$5000 - Cheung Kong
Hong Kong	All partners	6 x \$5000 - Cheung Kong
Ecuador	UEES	5 x \$5000 - Endeavour
Korea	All partners	6 x \$5000 - Endeavour
India	All partners	1 x \$5500 - Endeavour
Taiwan	All partners	4 x \$5000 - Endeavour
Turkey	Yasar University	4 x \$5000 - Endeavour
UK	All partners	4 x \$5000 - Endeavour
Vietnam	All partners	1 x \$5000 - Endeavour

John and Alison Kearney International Law Scholarship

The Griffith Law School is delighted to announce the John and Alison Kearney International Scholarship of \$5000. Established through the generosity of Mr John Kearney AM QC and Mrs Alison Kearney, the scholarship is designed to provide opportunities and assistance to deserving Griffith Law School students to further their legal studies overseas.

Centrelink

Students currently receiving financial assistance from Centrelink may be eligible to continue receiving these payments whilst participating in the Griffith Exchange Program. Students planning on applying for Centrelink must start this process at least 2 months before they leave to go on exchange. Please check with Centrelink for eligibility requirements. More information can be found at <http://www.centrelink.gov.au/>

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Overseas Higher Education Loan Program (OS-HELP) Loans

Eligible students can apply for a Federal Government OS-Help loan worth \$5,611 per semester (max. two semesters) to assist them with their exchange expenses. The interest free loan is added to a student's existing HELP/HECS debt, to be paid back once their income reaches the appropriate earning threshold. Application forms are available from the Exchange Office. More information is also available on the Going to Uni website at

<http://www.goingtouni.gov.au/Main/Quickfind/StudyOverseas/OSHELP.htm>



HOW do I pay for my tuition while on exchange?

All exchange students are required to enrol at and pay their tuition fees to Griffith as they would usually do for the semester/s that they will be overseas. The tuition fees at the overseas university will be waived, however, students may be required to pay some General Student Services charge at their host institution. Before leaving to go overseas ALL students must ensure that they have enrolled at Griffith for the relevant semester.



WHAT other costs may be involved?

Students will need to pay for their own accommodation, textbooks, living and travel expenses, visas and travel insurance and often some minor expenses like sports fees, internet/phone connections etc. It is recommended that students have access to approximately AUD12,000 to cover all their expenses for a semester of study (this includes flights, visa costs and insurance). Obviously some countries have a higher cost of living (and lower exchange rates) than others so this is a general recommendation. For students who are planning to travel frequently while they are overseas, additional funds will be required. Many of our Partner Universities provide estimated costs of living on their Exchange or International student websites so please refer to these for more detailed information.

Students can find currency conversion information at <http://www.oanda.com/convert/classic>



HOW do I arrange my accommodation overseas?

Prices vary between countries and institutions and of course the type of accommodation that you choose. Many of Griffith's partner universities offer on campus accommodation options however students can choose to stay off campus if they prefer. Accommodation is generally finalised throughout the application process if students choose to stay on campus – for off campus, advice and options can be sought from the overseas university. Full details of the accommodation options and costs are usually available on the overseas University websites.



DO I need insurance?

Griffith provides insurance to all students who participate in the exchange program for the duration of their enrolment at the overseas university plus 5 days before and after their semester. Any travel undertaken in the mid-semester break will not be covered so students will need to get additional insurance for this and any travel in the outside of the above times.

Please note that some of our partner universities (especially in the USA) require Griffith students to have specific Health insurance stipulated by the universities themselves. Students will be advised of this at the time of application to the overseas university.

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DO I need a Visa?

Students are responsible for accessing information about, and applying and paying for, their own entry visas for their country of study. Most students will need to apply for a student visa before they leave to go overseas and the application details can be found on the relevant country's Consulate website. Most countries will have a consulate located in Australia and you can search for these on the web or access the information on the Government website at <http://protocol.dfat.gov.au/Default/view.rails>

Applications for a visa cannot be submitted to a consulate until students have received their official letter of offer from the overseas university.

Students going to the USA must travel to Sydney as part of the visa application process – more details can be found on the Consulate websites.

Students should be aware that visa information is subject to change on a regular basis and must consult the Consulate for the updates.



WILL I get credit for my overseas study?

All students going on exchange must gain credit for their overseas study and this must be approved at the time of application. Students will need to discuss the proposed overseas subjects with their Program Convenor and submit a signed study plan as part of their application. GBS students are required to submit a study plan to Student Administration at their campus for credit approval. Student Administration will then forward the finalised approvals directly to the Exchange Office staff.

Please note: It is recommended that students seek general approval for an exchange from their Program Convenor early in the process. There may be restrictions or regulations that you need to abide by and in some cases an exchange may not be feasible for your particular Griffith degree.



WHAT is a STUDY PLAN?

Choosing the overseas courses for your exchange is one of the most important components of the Exchange application and often the most time consuming. A study plan must be submitted to the Exchange Office with the Outgoing Exchange Application or to Student Administration for GBS students.

Finding courses for your study plan will involve researching the course catalogues of the overseas institution that you wish to apply for.

Putting together a Study Plan involves four main steps:

Step 1. Find out all the requirements of your Griffith degree including all core and elective course requirements by downloading the program structure from the Griffith Degrees and Course website: <http://www.griffith.edu.au/programsandcourses/>

Step 2. Search the intended host university's course catalogue* to find courses that are similar to the courses you are required to take at Griffith – if seeking credit for a core course the subjects will need to be approximately an 80% match in content. If you are seeking credit towards unspecified/free-choice electives, find courses that you are interested in that are relevant to your Griffith degree. You need to make sure you do not select courses that are too similar to courses you have already undertaken at Griffith University. (Try and avoid 1st year courses as you may have completed your quota).

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Step 3. Download the course outlines/descriptions of the courses you wish to take from the host university's course catalogue.

Step 4. Make an appointment to see your Griffith Program Convenor to discuss your intended study plan and ask them to help you complete the study plan page of the application form. Their signature on your study plan enables you to gain credit for your successful Exchange studies when you return from overseas.

*Often the course catalogue for the following semesters will not be released at the time you are searching for courses – you need to search the subjects that were offered in the previous semester to access the course information. Study Plans may need to be amended when the overseas university course catalogue is updated so please consult their website for this information and if necessary seek new approvals for the updated courses.

GBS AND LANGUAGE STUDENTS:

Griffith Business School students – you will need to submit your study plan and the relevant course outlines from your intended host university to the Credit Officer at Student Administration on your campus. The Credit Officer will then liaise directly with the Course Convenors on your behalf. Once approvals have been obtained, the study plan will be sent directly to the Exchange Office to be attached to the rest of your Outgoing Exchange Application. It is extremely important to submit the rest of the exchange application and supporting documentation to the Exchange Office before the application deadline. *Do not submit the exchange application to Student Administration.*

Language exchange students - you do not have to complete a study plan as part of your exchange application. However, it is mandatory that you meet with your Language Convenor and Program Convenor prior to submitting an exchange application so they are aware of your intentions and can advise you on whether an exchange is possible and can be credited to your degree.

Approximate Credit Point Translations:

The following should only be used as a guide when completing a study plan. The program convenor may determine that your studies will be credited differently.

USA

3 - 4 credits = 10CP at Griffith

Canada

0.5 or 3 - 4 credits = 10CP at Griffith

Europe

5 - 7.5 ECTS (European Credit Transfer System) = 10CP at Griffith

UK

20 credits = about 1½ subjects at Griffith

60 credits (3 subjects) = 40CP at Griffith



HOW do I apply?

To apply for the Griffith Exchange Program you must submit the following documents to the Exchange Office before the application deadline:

1. A Completed Outgoing Exchange application form* – make sure it is signed page 2. The forms on the exchange website under “How To Apply”.

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2. A study plan, approved by your Program Convenor, let us know that it has been submitted to Student Administration for approval.
3. A personal statement outlining your motivations to participate in the Griffith Exchange Program and how you think you will benefit from the exchange both personally and academically (one page maximum).
4. Two letters of recommendation from Griffith academic staff who have taught you and can comment on your academic performance. The letters of recommendation must be on Griffith letterhead and signed, as they are sent to the host university. If you are going on a language exchange you must ensure that at least one of their letters of recommendation is from a language instructor attesting to your linguistic capacity to undertake a language exchange
5. An unofficial academic transcript (available through the Griffith Portal) which includes all of the subjects you have completed and your cumulative GPA.
6. A copy of your passport which needs to be valid for at least six months after you return from overseas.



WHAT are the deadlines for applications?

USA Universities

Semester 1 Exchange – 1st July

Semester 2 Exchange – 1st February

All other countries

Semester 1 Exchange – 31st August

Semester 2 Exchange – 31st March



HOW long does the application process take?

The exchange process can take anywhere from 1 month to 5 months so your patience is appreciated – we will keep you updated.

1. Student applies to Griffith for the Exchange Program
2. Griffith exchange office nominates student to overseas university
3. Partner University contact Griffith to confirm nomination
4. Griffith emails student and asks them to complete the partner university application form
5. Griffith sends the application to the partner university to assess
6. Partner sends offer letter and exchange information to the Griffith exchange office
7. Once the offer letter is received, Griffith contacts the students and advises of the confirmation
8. Students can now arrange student visas, buy insurance and book flights
9. Student attends the compulsory pre-departure session
10. Student leaves to go overseas!

PLEASE NOTE – It is important to know how long the visa application process will take. Delays in processing may occur so students are requested not to book flights until visas are received/confirmed.

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WHO can I contact about the exchange program?

Please contact either Katie or Camilla for further details about the Griffith Exchange Program or visit the website at <http://www.griffith.edu.au/international/exchange/outgoing-exchange>

Nathan Campus (Mt Gravatt, Nathan and Southbank students):

Camilla Graham

Phone: (07) 3735 6518

Email: exchangecoordinator@griffith.edu.au

Location: Sewell Building - N12 (next to the cashier)

*Camilla is at Southbank campus every second Wednesday from 16 March 2011 in S02_2.09

Gold Coast Campus (Logan and Gold Coast students):

Katie Rennick

Phone: (07) 5552 8300

Email: exchangegoldcoast@griffith.edu.au

Location: Student Centre, G33, Room 2.41

*Katie is at the Logan campus in L03_3.19 on the third Wednesday of every month.



Information Sessions

Katie and Camilla hold general information sessions each semester in week 2 or week 3. Check the exchange website for details on locations and times. A general email will be sent to all students advertising the sessions

Sessions are held at Nathan, Southbank, Logan and Gold Coast campuses. Details can be found on the website at <http://www.griffith.edu.au/international/exchange/outgoing-exchange/exchange-news-and-events-page>



Exchange Fair!

Each year the exchange office hosts an Exchange Fair where our students and staff have the opportunity to meet representatives from our overseas partner universities as well current international exchange students and past Griffith exchange students. It is a chance for students and staff to get information firsthand on what it's like to study overseas on exchange.

In 2011 the Fairs will be held at the following times:

- 11th April - Nathan campus 11:30 - 1:30
- 12th April - Gold Coast campus 11:30 - 1:30