For Bachelor of Arts (International Studies) students only:
ACICIS' Professional Practicum Programs

Important: Before applying, please consider the following:

- ✓ You must apply separately to both ACICIS and RMIT University through the respective application forms – detailed in the following information.
- ✓ Your Mobi application must be complete to confirm academic credit, travel insurance and any funding eligibility (including New Colombo Plan funding).

Your points of contact:

- ✓ For queries about academic credit and study plans, submit a query through the **RMIT Connect Portal**
- ✓ For queries about Mobi, travel insurance and Centrelink support letters, email **Adam Da Cruz**
- ✓ For questions about funding available from RMIT, email **global.funding@rmit.edu.au**
- ✓ For enquiries about anything ACICIS, contact Natassia at **n.bell@acicis.edu.au**

Still not sure who to contact? Ask Natassia at **n.bell@acicis.edu.au** to find out.

Fees and Enrolment

Students undertaking an approved Professional Practicum with ACICIS receive credit towards HUSO2314 Global Internship. Successful completion of the Program contributes 50% of the overall Global Internship grade. The remaining 50% is comprised of additional assessments to be submitted to Aya Ono (Global Internship Coordinator).

- ACICIS Administration Fees: You are responsible for paying ACICIS' Administration fees.
- ACICIS Tuition Fees: You **do not** pay ACICIS tuition fees directly. Instead, ACICIS will invoice your School (GUSS) who will pay these fees on your behalf.
- RMIT Fees: You will enrol into, and be invoiced for, HUSO2314 Global Internship. If you are on a Commonwealth Supported Place, these fees defer to your HECS-HELP debt.

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New Colombo Plan Mobility Grant

There is no separate application for a New Colombo Plan Mobility Grant – instead, ACICIS will automatically consider you for a grant when you submit your program application to ACICIS. ACICIS and RMIT work together to assess your eligibility upon your acceptance into the program.

You must meet the following eligibility criteria:

- ✓ Current undergraduate (Bachelor or Honours Degree) student
- ✓ Studying at an **ACICIS Member University** – YES, RMIT is a **Member University**.
- ✓ Australian citizen
- ✓ Receiving credit towards my degree for participation in this program
- ✓ Have not previously received a short-term New Colombo Plan Mobility Grant*
- ✓ Not *currently* a citizen or permanent resident of the Republic of Indonesia

*Students can only receive **one** short-term mobility grant and **one** semester-long mobility grant from the New Colombo Plan.

N.B. 70% of grant recipients (Australia-wide) must be between the ages of 18-28.

Other Funding (Optional)

RMIT University and the Australian Government offer various other forms of funding to support you on your program abroad. ACICIS is not responsible for these forms of funding. Direct all queries to the funding distributor.

1. OS-HELP

This is an interest-free loan that RMIT applies to your HECS-HELP debt. The loan is available to all students studying on a Commonwealth Supported Place. Students can take out the loan, in full, twice during their student career.

- ✓ You can apply for **OS-HELP** through RMIT if you satisfy the Australian Government's eligibility requirements.
- ✓ OS-HELP loans for destinations in Asia (that includes Indonesia!) can be up to $8,149 in 2019. Students do not need to apply for the full amount.

2. Centrelink

If you are currently receiving payments from Centrelink, these may be able to continue in part while you are in Indonesia.

- ✓ Read the information **here**, request a Mobility Confirmation Letter from RMIT, and upload it to your MyGov account.

3. RMIT Grants

RMIT offers mobility and equity **grants** to students who are not eligible for other forms of funding.

Application deadlines

ACICIS Program	ACICIS Deadlines	RMIT Mobi Registration Deadlines
Development Studies Professional Practicum Sustainable Tourism Professional Practicum	**First Round:** 1 July **Second Round (if places available):** 1 September	**All Rounds:** 1 November (rolling acceptance)

Application process

Step 1: RMIT School Approval.

- ✓ Submit a study plan (see examples provided below) via the **RMIT Connect Portal** for review.
- ✓ Confirm approval by uploading your approved study plan to Mobi (see Step 3).

Step 2: Submit your application to ACICIS Study Indonesia.

- ✓ Whilst your study plan is being assessed, complete and submit the **ACICIS online application** for your selected program by the deadline.
- ✓ ACICIS will notify students the outcome of their application one month after the deadline.

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Step 3: Submit your registration through RMIT's Mobi

- ✓ Once you have applied to ACICIS, begin your RMIT Mobi registration for your selected program:
  - **DSPP**
  - **STPP**
- ✓ A comprehensive guide on Mobi is available **here**.

Step 4: Complete all required documents and forms for ACICIS pre-departure

- ✓ Once accepted onto your program, you will be required to complete several forms and documents for the procurement of a visa and for ACICIS' health and safety management policies.
- ✓ This information is outlined clearly in your acceptance letter – so be sure to read it top-to-bottom!

Step 5: Enrol in RMIT course codes

- ✓ Once you have been accepted, you will need to ensure you are enrolled in HUSO2314.

Step 6: Travel Insurance

- ✓ Travel insurance is **compulsory** for all ACICIS students.
- ✓ RMIT University provides complimentary **Travel Insurance** for students studying abroad who have registered and been approved on Mobi.
- ✓ Read the **COP** closely to ensure the policy is suitable for their needs.

Step 7: Attend a Pre-Departure Session

- ✓ Successful applicants will receive pre-departure information from RMIT's Global Experience Office and attend a pre-departure session along with all students participating in programs around the world.
- ✓ ACICIS will host an informal pre-departure meet-up for all students departing on ACICIS' programs. These are non-compulsory but offer the opportunity to meet other students on your program.

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Results

After you have returned from your program, ACICIS will email you a copy of your original transcript or certificate of completion, as well as a qualitative outcomes report.

It is your responsibility to ensure your ACICIS grades are transferred onto your transcript. You are encouraged to confer with your school once you have received your results to ensure grade transfer.

Notes on enrolment in HUSO2314 (Global Internship)

In order to receive credit for HUSO2314, students must be enrolled in the unit during their internship and provide assessment material to RMIT for marking in addition to the assessments already required by ACICIS.*

For enquiries regarding enrolment matters, please go to RMIT Connect.

The assessment breakdown is as follows:

ACICIS Assessment components: 70%

- ✓ See the Program Components pages for a breakdown of ACICIS' Assessments: **DSPP**; **STPP**.
- ✓ Proof of completion of program will be sent to you and Aya Ono.

RMIT Assessment components: 30%, including:

- ✓ Internship Report (25%)
- ✓ Internship Postcard with a 300-word description (5%)
- ✓ Internship Journals
- ✓ Updated CV

*You will notice that some of the RMIT Assessments are the same/similar to ACICIS Assessments. Even so, combine everything in a bundle for submission to Aya. You can duplicate these Assessments where possible (i.e. Journals, CV).

For queries about RMIT assessment details, deadlines and submissions please go to our google site.

Contact HUSO2314 Course coordinator, **Aya Ono** for the information not listed on google site. See also next page for Assessment Rubrics.

Global Internship (HUSO2314) Assessment Guide for students undertaken with ACICIS

Name of Student: **Internship location:**

ACICIS Practicum grade [converted to a mark out of 70]				
A. Photographic or Video Postcard	**/5%**	**Above expected standard work Excellent**	**Expected standard work Satisfactory**	**Below expected standard work Unsatisfactory**
Choose an option A) Photographic Postcard or B) Video Postcard. **Choice A) Photographic postcard must include:** • A high-quality jpeg (preferably at least 3-4MB), • 300-word description of the actual placement experience, your insights, and impact which draws on significance of the image chosen, • The completed consent form (Appendix 7). **Choice B) Video postcard must include:** • A high-quality MP4 or other video recorded file that encapsulates your placement experience, insights, and impact. (Upload the video file on Google Drive and include the link to it in the submission email) • Verbal summary of the actual placement experience, your insights, and impact which draws on significance of the video filmed, • The completed consent form (Appendix 7).		**Presentation: Visual impact and readability** ☐Highly relevant image / video ☐Ready identification of titles by reader due to suitable placement and formatting **Content: Explanation of image/video and experience** ☐Clear description with context of the photo/video ☐Clear and informative description of the significance of the image/video in reflecting the placement experience **Content: Sophisticated and insightful reflection on** ☐The impact of the placement on you ☐The impact of your placement on the clients / placement organisation / community ☐Clear demonstration of themes of global processes and cultural diversity	**Presentation: Visual impact and readability** ☐image/video not immediately relatable to the text content ☐Title placement and format detract from ready identification by the reader **Content: Explanation of image/video and experience** ☐Moderate description of the context of the photo/video ☐Partially developed insights of the significance of the image/video in reflecting the placement experience **Content: Moderate depth of reflection on** ☐The impact of the placement on you ☐The impact of your placement on the clients / placement organisation / community ☐Moderate demonstration of themes of global processes and cultural diversity	**Presentation: Visual impact and readability** ☐image/video not relevant to the text content ☐Title placement and format detract considerably from ready identification by the reader **Content: Explanation of image/video and experience** ☐Limited and/or unclear description of the context of the photo/video ☐Limited and/or unclear description of the significance of the image/video in reflecting the placement experience **Content: Limited reflection on** ☐The impact of the placement on you ☐The impact of your placement on the clients / placement organisation / community ☐Limited demonstration of themes of global processes and cultural diversity

B. Internship Report	**/ 25%**

A formal and factual document of 2,000 words, addressed to an academic audience which ought to give a clear picture of the following:
- the organisation's goals and operations in global-local perspective
- your role within the organisation,
- an overall reflection upon the agency and its work and operation in global-local perspective
- opportunity to use your studies including:

- *Knowledge of global processes*
- *Knowledge of cultural diversity*
- *Generic (transferable) skills*
- *Specific skills*

- A list of professional contacts gained during the work placement
- Conclusion and ways forward

Internship Report Rubric (25%)

	Above expected standard work: Excellent	**Expected standard work: Satisfactory**	**Below expected standard work: Unsatisfactory**
Comment on your professional development experience in Indonesia – achievements – issues – learning **500 words**	☐Clear and relevant comments on the learning, achievements and issues encountered in the Indonesian context ☐ Comments on relevance and needs for future professional development with appropriate reference to reflective journal entries and to relevant theory sourced from appropriate academic publications	☐Some appropriate comments on the learning, achievements, needs and issues in relation to professional development ☐Refers to reflective journal entries and/or theory	☐Does not identify the application of learning in professional and/or personal spectrum, in either short or long term or identifies the application of learning in an unrealistic fashion ☐Makes inadequate reference to reflective journal entries and/or theory
Discuss the function of the organisation, the work and any issues with the internship **500 words**	☐Informed (and referenced) discussion of function of the work, and the organisation in its Indonesian, regional and global contexts; key learning issues from the internship, and the relationship of learning to own professional development	☐Discussion of the work, the organisation, and any issues with the internship, and the relationship to own professional development	☐Does not adequately discuss the work, the organisation, and any issues with the internship, or the relationship to own professional development
Application of what you have learned Knowledge of: – global processes – cultural diversity – generic and specific skills **1000 words**	☐ Relevant and appropriate application of knowledge to planning for future professional learning and development, with insight into potential challenges and strategies for future achievement ☐ Informed and referenced reflection on the challenges of cross-cultural practice in the Indonesian context	☐Realistic application of knowledge to future professional development	☐Does not apply knowledge to planning for future professional development
Writing structure Use of academic language and writing, including:	☐Accurate use of academic English language and structure to communicate ideas clearly.	☐Appropriate use of academic English language and/or structure to communicate meaning and ideas; inadequately cited	☐Inadequate use of academic English language and/or structure to communicate meaning; errors frequent and detract from meaning; no reference

– vocabulary – grammar – punctuation – spelling	☐Few/no errors. Accurate and appropriate use of in-text citations and references, vocabulary, grammar, punctuation and spelling	☐Appropriate vocabulary; accurate spelling, grammar and punctuation; errors rare and do not detract from meaning;	☐Vocabulary spelling, grammar and /or punctuation not adequate for undergraduate-level communication
Comments:			

ACICIS MARK	**/70**	***HD DI CR PA NN***
RMIT ASSESSMENT MARK	**/ 30**	
TOTAL	**/100**	

Confirmed by RMIT Internship Coordinator: Date Received:

Global Experience Study Plan

Student Name		**Student ID**		**Semester Program** D Exchange D Study Abroad D Cross campus / inter-location	**Short Term Program** D Summer / winter ☑ Work based D Other _____	**Other** D Dual award (Engineering)
Host Institution	ACICIS	**RMIT Program Name**	Bachelor of Arts (International Studies)			
Host Country	Indonesia	**RMIT Study Period**	Sem: Year:			
Host Campus	Sanata Dharma University	**Host Study Period**	Sem: Year:			

Part A - All students

Student Approval:

I confirm that...

1. I understand that I need to study a Full Time load at RMIT and host institution [#1]
2. I understand the process to obtain new course approvals and that it is my responsibility to obtain approvals for any new changes
3. I have sought advice on my program structure from mycollege/school
4. I have listed courses at an appropriate study level for my program plan

College / School Academic Approval:

I confirm that...

1. The proposed program fits within the student's RMIT program structure

Student: _____ _____ **Program Coordinator/Manager:** _____ _____

Signature *Date* *Signature* *Date*

Part B - Semester exchange/credit equivalency approvals (not applicable to Cross Campus students)

RMIT Course Code	RMIT Course Name	RMIT Credit Points	E[#3]	Host Course Code	Host Course Name	Host Cred-Points	Approver Name	Approver Signature	Approver Equivalent	Approver Comments
HUSO2314	Global Internship	24	D	N/A	ACICIS Development Studies	N/A			D Y D N D M[#2]	
			D		Professional Practicum				D Y D N D M[#2]	
			D						D Y D N D M[#2]	
			D						D Y D N D M[#2]	
			D						D Y D N D M[#2]	
			D						D Y D N D M[#2]	
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			D						D Y D N D M[#2]	
			D						D Y D N D M[#2]	
			D						D Y D N D M[#2]	

[#1] This item applies to Semester Exchange Programs only

[#2] More information required

[#3] Is this course an elective?

*If applying for 2 semesters, complete 1 Study Plan persemester

Global Experience Study Plan

Student Name		**Student ID**		**Semester Program** D Exchange D Study Abroad D Cross campus / inter-location	**Short Term Program** D Summer / winter ☑ Work based D Other _____	**Other** D Dual award (Engineering)
Host Institution	ACICIS	**RMIT Program Name**	Bachelor of Arts (International Studies)			
Host Country	Indonesia	**RMIT Study Period**	Sem: Year:			
Host Campus	Udayana University	**Host Study Period**	Sem: Year:			

Part A - All students

Student Approval:

I confirm that...

1. I understand that I need to study a Full Time load at RMIT and host institution [#1]
2. I understand the process to obtain new course approvals and that it is my responsibility to obtain approvals for any new changes
3. I have sought advice on my program structure from mycollege/school
4. I have listed courses at an appropriate study level for my program plan

College / School Academic Approval:

I confirm that...

1. The proposed program fits within the student's RMIT program structure

Student: _____ _____ **Program Coordinator/Manager:** _____ _____

Signature *Date* *Signature* *Date*

Part B - Semester exchange/credit equivalency approvals (not applicable to Cross Campus students)

RMIT Course Code	RMIT Course Name	RMIT Credit Points	E[#3]	Host Course Code	Host Course Name	Host Cred-Points	Approver			
							Name	Signature	Equivalent	Comments
HUSO2314	Global Internship	24	D	N/A	ACICIS Sustainable Tourism Professional Practicum	N/A			D Y D N D M[#2]	
			D						D Y D N D M[#2]	
			D						D Y D N D M[#2]	
			D						D Y D N D M[#2]	
			D						D Y D N D M[#2]	
			D						D Y D N D M[#2]	
			D						D Y D N D M[#2]	
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			D						D Y D N D M[#2]	
			D						D Y D N D M[#2]	
			D						D Y D N D M[#2]	
			D						D Y D N D M[#2]	

[#1] This item applies to Semester Exchange Programs only

[#2] More information required

[#3] Is this course an elective?

*If applying for 2 semesters, complete 1 Study Plan persemester