

Applying for ACICIS' Short-Term Programs at the University of Technology, Sydney

1 IMPORTANT: Before applying please consider the following:

- A. You must apply to both ACICIS and UTS through their individual application portals.
- B. You must be accepted by UTS to confirm academic credit, other funding eligibility including the New Colombo Plan (NCP) funding.
- C. International students are welcome and encouraged to apply – However, you are not eligible for the New Colombo Plan (NCP) funding.

2 UTS Requirements

General eligibility criteria:

- A. Be applying for an activity or program that is endorsed by UTS Global Short Programs.
- B. Be on track to complete one year of full-time undergraduate studies (48 credit points passed) prior to the start of your Global Short Program.
- C. Have achieved a minimum Weighted Average Mark (WAM) of 55.
- D. Have at least 6 credit points remaining to complete in your current UTS degree upon completion of your Global Short Programs experience.
- E. Have no active sanctions against your UTS enrolment.
- F. Not be undertaking a leave of absence or facing exclusion.
- G. Be deemed suitable by UTS International to represent UTS i.e. be a positive global ambassador.
- H. Not apply for a program that is in your home country (international students only)
- I. Have a [Unique Student Identifier \(USI\)](#).

To read the full UTS Global Short Programs eligibility criteria please make sure to head over to his page here(<https://www.uts.edu.au/current-students/opportunities/global-short-programs/eligibility-criteria>).

3 Tuition Fee

Students will need to pay both the ACICIS Admin and Tuition fees directly to ACICIS.

4

New Colombo Plan Mobility Grant

There is no separate application for a New Colombo Plan Mobility Grant – instead, you are automatically considered for a grant when you submit your application to ACICIS. Your eligibility will be assessed in collaboration with UTS upon your acceptance into the program. You will be notified of the outcome via email from ACICIS.

You must meet all the following criteria to be eligible for a NCP grant:

- Current Undergraduate (Bachelor or Honours Degree) Student
- Studying at an ACICIS Member University (Yes, UTS is an ACICIS member University!)
- Australian Citizen
- Will be receiving credit towards your degree for participating in this program
- Have not previously received two New Colombo Plan Mobility grants for in-country study*
- Not a citizen or permanent resident of the Republic of Indonesia

*Students can receive a maximum of two New Colombo Plan mobility grants for in-country programs over the course of their studies.

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

Eligible students must be fully registered with, and approved by, UTS before they can be offered an NCP mobility grant.

5

Application deadlines

	ACICIS Deadline	UTS Deadline
ACICIS Public Health Study Tour	<u>Winter 2024/July 2024:</u> 17 March 2024 <u>Summer 2025/ Jan – Feb 2025:</u> Round 1: 3 June 2024 Round 2: 11 August 2024	<u>Winter 2024/July 2024:</u> 4 March 2024 <u>Summer 2025/Jan – Feb 2025:</u> TBD

ACICIS Indonesian Language Short Course	<u>Winter 2024/July 2024:</u> 17 March 2024 <u>Summer 2025/ Jan – Feb 2025:</u> Round 1: 3 June 2024 Round 2: 11 August 2024	<u>Winter 2024/July 2024:</u> 4 March 2024 <u>Summer 2025/Jan – Feb 2025:</u> TBD
ACICIS Professional Practicum	<u>Summer 2025/ Jan – Feb 2025:</u> Round 1: 3 June 2024 Round 2: 11 August 2024	<u>Summer 2025/Jan – Feb 2025:</u> TBD

6 Application Process (UTS and ACICIS)

Students are advised to complete their UTS application first before starting on their ACICIS application.

Important note: ACICIS will notify the outcome of your application 1 month after the application deadline.

Step 1: Seek approval from UTS:

- Be sure to read through the UTS Eligibility Criteria in point 2.
- Students will need to register in the Global Short Programs [CareerHub Workflow](#) to access instructions on how to find out if they have space in their degree to undertake a short program.
- Students will need to submit an Academic Credit Assessment Form via eRequest to get study plan advice.
- Submit your Global Short Programs application (Link in CareerHub).

Step 2: Apply via ACICIS' online form:

- Follow the instructions in the relevant application form for your program:
 - [For practicum programs](#)
 - [For ILSC or PHST](#)
- As part of the application, you will need to provide several supporting documents:
 - Passport Scan** – you must submit a flat, coloured scan of the full front page of your passport, valid for a minimum of 6 months from the date of entry to Indonesia.
 - ACICIS will not accept photographs or non-colour scans of your passport.
 - If you do not have a valid passport, you must apply for one immediately to

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avoid visa processing complications. ACICIS recommends uploading a blank document in place of the passport scan and submitting the new scan [by email](#) once available.

2. **UTS Academic Transcript** –
 - i. This must be an official or certified copy. ACICIS does not accept screenshots of your enrolment.
 - ii. A certified transcript is an unofficial transcript that has been stamped, dated and signed by an official at UTS.
 3. **Curriculum Vitae/Resume & Statement of Objectives** – (Professional Practicum applicants only).
 4. **Professional or Academic Referee** – you will need to provide their contact details. Please ensure you gain this person's consent to be contacted by ACICIS.
- C. ACICIS will notify you on the outcome of your application 1 month after the application deadline.

6 Travel Insurance

UTS provides all students going on a Global Short Program with travel & health insurance. Students are provided with the UTS Insurance certificate once they have completed the following steps:

- Have enrolled into the subject they are receiving credit for
- If receiving an NCP grant they will need to complete the elearning module "Risks and Responsibilities"
- Have attended a Pre-departure session
- Have registered with ISOS
- Have completed a 'Country Research Worksheet' (a mini risk assessment)
- Have uploaded their proof of acceptance from the program provider to the Global Short Programs CareerHub workflow

Travel insurance is organised by UTS International. <https://www.uts.edu.au/current-students/opportunities/global-opportunities/uts-travel-insurance>

Students need to complete a mini risk assessment, called a Country Research worksheet on the CareerHub workflow and must register with ISOS and add any trips they are undertaking.

7 Other funding options

OS-HELP Loans

Students can apply for an OS HELP Loan for their global short program, but must ensure they meet the [eligibility criteria](#)

You can access the application on the [Global Short Programs CareerHub workflow](#) and will need to make sure they apply before the deadline provided.