Applying for an ACICIS Short Term Program at The University of Melbourne

Important: Before applying at *acicis.edu.au/apply-now*, please consider the following:

1. Eligibility for credit

To be eligible to receive credit toward your University of Melbourne degree for an ACICIS program, you must :

- Be currently enrolled at the University of Melbourne, and have successfully completed a minimum of one study period and at least 37.5 credit points (undergraduate students) or one study period and at least 12.5 credit points (graduate students) at time of application.
- Not have an 'at risk' status at the time of application or before commencing the overseas study program.

The University of Melbourne eligibility criteria are available at:

https://students.unimelb.edu.au/your-course/study-overseas/explore-study-programs/short-term-programs

2. Fees

ACICIS fee arrangements fall under the "fee-paying" classification. You can read more at the link above. In summary, you will not pay fees to the University of Melbourne for the credit received for your chosen ACICIS program. You will be enrolled in a "placeholder" subject (to maintain your UoM enrolment) and will instead pay fees directly to ACICIS.

You can read more about ACICIS fees and other associated costs (i.e. travel and in-country expenses) at the below links:

- Fees and costs for summer Professional Practicum programs:

    https://www.acicis.edu.au/programs/practicum/costs/

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- Fees and costs for summer/winter Indonesian Language Short Course:

  https://www.acicis.edu.au/programs/tour/indonesian-language-short-course-ilsc/costs-ilsc/

NOTE:

Participation in this program for credit requires approval by The University of Melbourne.

If you are refused credit by The University of Melbourne and consequently decide not to participate in the program, you may still be liable for any fees already paid to ACICIS.

3. New Colombo Plan Mobility Grant

New Colombo Plan (NCP) Mobility Grant funding is available to support <u>undergraduate</u> students undertaking overseas study in the Indo-Pacific region. NCP funding is available for all ACICIS programs.

There is no separate application for a New Colombo Plan Mobility Grant. You will indicate your preference to be considered for a Grant within your program application to The University of Melbourne. If you are eligible for the Grant (i.e. meet all eligibility criteria, as per the below) and there are sufficient Grants available, you will be awarded the Grant by the University of Melbourne.

New Colombo Plan Mobility Grant Eligibility Criteria:

- The student is a current undergraduate (Bachelor or Honours Degree) student
- The student is studying at an ACICIS Member University
- The student is an Australian citizen
- The student will be receiving credit towards my degree for participation in this program
- The student has not previously received two New Colombo Plan mobility grants for in-country study*
- The student is 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.

Australian Consortium for 'In-Country' Indonesian Studies
a ACICIS Secretariat, The University of Western Australia (M363), 35 Stirling Highway Perth WA 6009
t (61-8) 6488 6675   **e** acicis@acicis.edu.au   **w** www.acicis.edu.au

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4. Other Funding (Optional)

OS-HELP Loan

You can apply for an **OS-HELP** Loan through The University of Melbourne if you satisfy the **Australian Government's eligibility requirements**. OS-HELP loans for destinations in Asia can be up to $8,295 in 2020. You do not need to apply for the full amount. Information on OS-help loan for UoM students can be found here https://ask.unimelb.edu.au/faq/6093/os-help-loans/.

University of Melbourne Grants and Scholarships

You may be eligible for funding from The University of Melbourne. Read the information **here** and direct any questions to The University of Melbourne **here.**

5. Application Deadlines

The application deadlines for ACICIS and The University of Melbourne are **different**. You must apply to **both** by the respective deadlines in order to be considered for your chosen program.

The University of Melbourne Deadlines are listed on each brochure page in the database.

ACICIS Deadlines:

The application deadlines for ACICIS can be found on the website or by contacting ACICIS directly at **enquiries@acicis.edu.au.**

Practicum Dates: **https://www.acicis.edu.au/programs/practicum/dates/**

Indonesian Language Short Course Dates: **https://www.acicis.edu.au/programs/tour/indonesian-language-short-course-ilsc/tour-dates/**

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6. Application Process

Step 1: **Read the University of Melbourne step-by-step guide here:** **https://students.unimelb.edu.au/your-course/study-overseas/step-by-step-guides/short-term-programs/plan-your-overseas-study**

At the minimum, you should:

- ✓ Check your eligibility
- ✓ Consult with your faculty for credit
- ✓ Attend an Information Session (Register here: **https://students.unimelb.edu.au/student-support/advice-and-help/student-services-workshops-and-sessions**)

Step 2: **Apply to The University of Melbourne:**

a. You can find ACICIS programs in The University of Melbourne database:

https://studyos.students.unimelb.edu.au/index.cfm?FuseAction=Programs.ListAll

b. Search "ACICIS" and select your chosen program.

c. Ensure you have read all the information on the brochure page, including subject options, eligibility criteria, and any credit limitations that may apply. You should also be aware of any **faculty rules and restrictions**.

d. Follow the application instructions stipulated on the program brochure page. You will receive an outcome from Global Learning via email one to two weeks after you apply.

e. New Colombo Plan (and other funding) eligibility and application processes are included in The University of Melbourne brochure page.

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Step 3: **Apply to ACICIS:**

a. Apply online: **https://www.acicis.edu.au/apply-now/**

b. ACICIS **does not** assess your eligibility for any funding.

c. ACICIS **does not** assess your eligibility for academic credit.

Step 4: **Acceptance:**

Once you have obtained approval from The University of Melbourne and been accepted into the ACICIS program, you will receive an official acceptance document from ACICIS. You will need to provide a copy of this document to The University of Melbourne. Once you have submitted your ACICIS acceptance to UoM, you will be provided with the UoM official acceptance documentation, including the travel insurance document required for your overseas study program. You will also receive a placeholder clarification email request to ensure you are enrolled into the relevant placeholder subject.

Step 5: **Attend a Pre-departure Session:**

The University of Melbourne hosts pre-departure sessions for students. Attendance is compulsory. Information on dates and how to register for the overseas study pre-departure sessions will be provided to you when we receive your ACICIS acceptance.

ACICIS will host a pre-departure meet up for all students departing on our in-country programs. These are non-compulsory but offer the opportunity to meet other students on your program from your city. For more information contact the ACICIS Secretariat (**enquiries@acicis.edu.au**).

7. Results

Six weeks after you have returned from your short-term program, ACICIS will submit a *soft-copy* of your original transcript or certificate of completion to the Global Learning team.

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The grade from your ACICIS program will not impact your GPA / WAM and will show as Pass/Fail only on your transcript.

Students who require results sooner than six weeks post-program completion (i.e. for gradution or enrolment purposes) should inform the Secretariat as soon as possible (**enquiries@acicis.edu.au**).