

Exchange Program Guide 2012 - 2013

for study at The University of Sydney, Australia

www.sydney.edu.au/studyabroad



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Section 1: Contact Information

Contact details for International Exchange Program

The International Exchange Program is part of the Study Abroad and Exchange Programs Unit within the International Office. All Exchange Advisers are responsible for both inbound and outbound students for specific countries around the world. Applications for your students should be sent to the International Office, who will liaise with academic contacts, as required. Where our exchange partnership is discipline-specific (eg: Law or Sydney College of the Arts), there may also be contacts within these schools that you might regularly work with. If you require these details, please contact the International Office.

Exchange Advisers

Ms Tricia Coroneos

Email: tricia.coroneos@sydney.edu.au

Phone: +61 2 8627 8325

Exchange Adviser for

- USA

Ms Kate Boyle

E-mail: kate.boyle@sydney.edu.au

Phone: +612 8627 8321

Exchange Adviser for

- France
- United Kingdom

Ms Hilary Camarda

- Works part-time - Monday, Tuesday & Wednesday

Email: hilary.camarda@sydney.edu.au

Phone: +61 2 8627 8320

Exchange Adviser for

- Brazil
- Chile
- Canada
- Cyprus
- Italy
- Mexico
- Portugal
- Spain

Ms Elena Andersen

Email: elena.andersen@sydney.edu.au

Phone: +61 2 8627 8318

Exchange Adviser for

- Belgium
- China
- Denmark
- Finland
- Hong Kong
- Indonesia
- Japan
- Malaysia
- New Zealand
- Norway
- Singapore
- South Korea
- Sweden
- Taiwan
- Thailand
- The Netherlands

Mr Thommy Gatling

- Works part-time - Thursday & Friday

Email: thomas.gatling@sydney.edu.au

Phone: +61 2 8627 8322

Exchange Adviser for

- Austria
- Germany
- Hungary
- Israel
- Switzerland

Ms Chi Chi Huang

Study Abroad & Exchange Officer

Email: international.exchange@sydney.edu.au or

Email: study.abroad@sydney.edu.au

Phone: +61 2 8627 8322

- Administrative responsibility for office duties supporting the Study Abroad and Exchange Programs
- Visits administrator

Managers

Ms Kate Cormie

Acting Manager – International Exchange Program

(Managing Exchange operations)

Replacing Veronica Wong (Parental Leave: 7 Feb 2011 to 2 April 2012)

Email: veronica.wong@sydney.edu.au

Phone: +61 2 8627 8319

Ms Kate Smart

Manager, Study Abroad and Exchange Unit

(Overall management for study abroad, exchange, internships & international agreements)

Email: kate.smart@sydney.edu.au

Phone: +612 8627 8308

General Office Details

Study Abroad & Exchange Programs Unit

International Office

Level 4, Jane Foss Russell Building G02

University of Sydney

NSW 2006, Australia

Phone: +61 2 8627 8322;

Fax: +61 2 8627 8390

Email: study.abroad@sydney.edu.au

Section 2: Background to Studying at the University

Location and Campuses

The central Camperdown/Darlington campus of the University of Sydney is located approximately 3 kilometres southwest of the heart of the City of Sydney (<http://sydney.edu.au/about/campuses/>).

Faculties located here include Agriculture, Food and Natural Resources, Architecture, Arts & Social Sciences, Business School, Education and Social Work, Engineering, Law, Medicine, Pharmacy, Science and Veterinary Science.

Dentistry, Health Sciences, Nursing and Midwifery, Sydney College of the Arts and Sydney Conservatorium of Music and some facilities for Agriculture, Food and Natural Resources and Veterinary Science are located on other campuses.

Semester dates

2011 Semester 1 (March semester)

Daily Arrival & Housing Information Sessions:	Monday 17 January - Friday 11 March
Orientation & Enrolment:	Monday 21 February - Tuesday 22 February
O'Week Fete (Student Union)	Wednesday 23 - 25 February
Classes Begin:	Monday 28 February
Mid-semester Break:	Monday 25 - Friday 29 April
Classes End:	Friday 3 June
Study Vacation Period:	Monday 6 - Friday 10 June
Examinations:	Monday 13 June - Saturday 25 June

2011 Semester 2 (July semester) - TENTATIVE

Daily Arrival & Housing Information Sessions:	Monday 27 June - Friday 15 July
Orientation & Enrolment:	Monday 18 - Wednesday 20 July
Classes Begin:	Monday 25 July
Mid-semester Break:	Monday 26 - Friday 30 September
Classes End:	Friday 28 October
Study Vacation Period:	Monday 31 October - Friday 4 November
Examinations:	Monday 9 November - Saturday 21 November

2012 Semester 1 (March semester) - TENTATIVE

Daily Arrival & Housing Information Sessions:	Monday 23 January - Friday 17 March
Orientation & Enrolment:	Monday 27 February - Tuesday 28 February
O'Week Fete (Student Union)	Wednesday 29 February – Friday 2 March
Classes Begin:	Monday 5 March
Mid-semester Break:	Monday 6 - Friday 13 April
Classes End:	Friday 8 June
Study Vacation Period:	Monday 11- Friday 15 June
Examinations:	Monday 18 June - Saturday 30 June

2012 Semester 2 (July semester) - TENTATIVE

Daily Arrival & Housing Information Sessions:	Monday 2 - Friday 20 July
Orientation & Enrolment:	Monday 23 - Wednesday 25 July 2009
Classes Begin:	Monday 30 July
Mid-semester Break:	Monday 24 – Friday 28 September
Classes End:	Friday 2 November
Study Vacation Period:	Monday 5 - Friday 9 November
Examinations:	Monday 12 November - Saturday 24 November

Public Holidays

	2011	2012	2013
New Year's Day	Monday 3 January (substitute)	Monday 2 January (substitute)	Tuesday 1 January
Australia Day	Wednesday 26 January	Thursday 26 January	Monday 28 January (substitute)
Good Friday	Friday 22 April	Friday 6 April	Friday 29 March
Easter Monday	Monday 25 April	Monday 9 April	Monday 1 April
Anzac Day	Tuesday 26 April	Wednesday 25 April	Thursday 25 April
Queen's Birthday	Monday 13 June	Monday 11 June	Monday 10 June
Labour Day	Monday 3 October	Monday 1 October	Monday 7 October
Christmas Day	Monday 26 December	Tuesday 25 December	Wednesday 25 December
Boxing Day	Tuesday 27 December	Wednesday 26 December	Thursday 26 December

Academic Matters

<i>Link/s to detailed subject or course descriptions:</i>	<p>Units of study for a given year are usually released by October of the previous year.</p> <p>A full list of undergraduate and postgraduate units of study offered to Study Abroad and Exchange students is accessible on the on-line Unit of Study Handbook by following the instructions provided – http://sydney.edu.au/future_students/study_abroad/study/choice/</p>
<i>Restricted/closed Departments</i>	<p>The <i>Unit of Study Enrolment Form</i> (http://sydney.edu.au/future_students/study_abroad/USyd_UoS_Enrolment_Form.pdf) that students must complete, in addition to the main Study Abroad Application Form, includes instructions for using the on-line Unit of Study Handbook and clearly outlines any additional requirements or restrictions on page 3.</p> <p>NOTE: Law, Medicine and Psychology are only available at the undergraduate level, coded numerically between 1000-3000.</p> <p>NOTE: Undergraduate students are not permitted to enrol in postgraduate units of study (usually numbered 5000 level and higher eg: MATH5000)</p> <p>Students admitted to the University of Sydney under a faculty-specific agreement (eg: Science) are restricted to units of study within this faculty (eg: Science only). However, 6 credits (one unit of study) out of a full-time load of 24 credits (4 units of study), may be taken outside of this faculty.</p>
<i>Internships</i>	<p>The Study Abroad Internship Program is open primarily to fee-paying Study Abroad students. Places may be made available to exchange students on a very limited basis. Information about the program, including eligibility criteria, can be found at http://sydney.edu.au/future_students/study_abroad/internships.shtml.</p>
<i>Study Load</i>	<p>Normal study load per semester is 24 credits – 4 units of study</p> <p>Minimum study load per semester is 18 credits – 3 units of study (student visa condition)</p> <p>Maximum study load per semester is 30 credits – 5 units of study</p> <p>The University of Sydney assesses enrolment status by the number of credit points a student is taking, not the number of classes or number of contact hours. The normal study load ie: 24 credits, refers to the load a student would undertake per semester to graduate in the standard time frame for their degree. Most units of study are each worth 6 credit points. Students will normally be required to enrol in 4 units of study at 6 credits each per semester.</p> <p>The relationship between the level of student effort in a unit of study and the credit point value of that unit is articulated and defined within the context of all of the courses sharing that unit of study. Faculties use credit points to monitor student work-load on the basis that 24 credit points equates to the effort expected of a full-time student, studying 36-48 hours per week. A credit point should therefore equate notionally to a minimum expectation of 1.5 – 2 hours of student effort. There is no underlying necessity that “equal credit points” imply “equal amounts of work” or “equal load” across different courses of study offered by the University. However, faculties are encouraged to develop clear and consistent guidelines regarding how they define a credit point in terms of the student workload, contact hours, assessment and examination requirements applying to their own discipline and courses.</p>
<i>Enrolment Procedure</i>	<p>Where possible, students are pre-enrolled prior to arrival in Sydney. Prerequisites are checked, and where units require pre-approval before enrolment, the Study Abroad and Exchange Programs Unit arranges this. Subject to approval being granted where required, students are then enrolled according to their preferred units of study, up to 24 credit points, but in no less than 18 credits. Students who are unable to be enrolled in at least 18 credit points will be required to enrol in-person during Orientation. As few units of study have quotas, students are not normally disadvantaged by waiting to enrol in-person. This enrolment process cannot be done on-line and must be done by staff at the University of Sydney.</p>
<i>Enrolment Variation (Add & Drop period)</i>	<p>After semester begins, students have a four week Enrolment Variation Period where changes can be made without penalty (ie: changes do not appear on final record):</p> <p>Adding units of study Until the end of second week of classes</p> <p>Dropping units of study Until 31 March for March semester and 31 August for July semester</p> <p>After the 31 March or 31 August, students may still drop units of study, however, these will remain on the student’s academic record and marked as follows:</p> <p>Last day to discontinue without fail (DNF) End of week 7 or 8 (approximately late April or mid Sep)</p> <p>Last day to discontinue with fail (DF) Last day of lectures</p> <p>Students can never drop below 18 credit points at any time as this would put them in breach of their visa conditions. If a student fails to complete the assessment tasks and has not discontinued by the dates listed above, the result will be a Fail (F) or Absent Fail (AF) which will remain on their academic transcript.</p>

Academic Matters (continued)

Class Timetables / Schedules

The University of Sydney does not produce a catalogue of class schedules. Class schedules, or timetables, are not usually available until the week prior to the beginning of classes. **All enrolment is subject to successful timetabling, which occurs after a student has enrolled in their chosen units.**

Students are not able to choose units of study to meet a preferred class schedule. Students will be able to print a personalised computer generated timetable based on their enrolment. If students experience clashes or conflicts in their schedule, they are able to make enrolment variations to resolve these during the first two weeks of class.

Students who enrol in units of study at different year levels (ie. 1000 and 3000 level) or across different faculties (ie. Health Sciences and Engineering) may have increased schedule conflicts as these class combinations would be highly unusual.

Few units of study have quotas, however, students are advised during Orientation if these exist and for which units of study.

Academic Support During Semester

Lecturers and tutors normally advise students of consultation times during lectures and tutorials. Students may also consult with the Faculty, School or Department Offices.

The Learning Centre (LC) also provides support for students during semester (<http://sydney.edu.au/lc>). They offer a range of workshops in study skills, academic reading and writing, oral communication, examination skills, and postgraduate research and writing skills. These are free of charge and cannot be taken for credit.

Transcripts & Credit Transfer

Examination results are released approximately 2-3 weeks after the end of semester. Students can view their results via the on-line student administration system (MyUni). Two copies of each student's official academic transcript are sent directly to the home institution's Exchange Office approximately 4-6 weeks after results are finalised. The transfer of credit is the responsibility of the home institution.

Grading

The University of Sydney traditionally distributes grades using a norm-referenced approach. Students are graded by comparing their achievements with that of other students undergoing the same assessment. Occasionally, a standards-based approach may be used assessing the achievements of students against a pre-determined standard.

The University of Sydney's Academic Board has adopted a set of grades that will be common to all undergraduate and postgraduate courses which award merit grades for coursework. The proportions below reflect the typical grading patterns using a norm-referenced approach. They are cumulative and are based on the number of students who gain a Pass or better in the particular unit of study. The majority of students achieve a Pass (P) or Credit (CR) grade. A complete list of all Common Result Grades can be found on the back of the official academic transcript.

Grade	Description	Mark Range	Proportion (approx)
HD	High Distinction	85–100	4% receive a HD
D	Distinction	75–84	18% D or above
CR	Credit	65–74	50% CR or above
P	Pass	50–64	
F	Fail	0–49	
AF	Absent Fail	No mark as student did not attend exams	

Housing / Accommodation

Is housing guaranteed?

The University of Sydney is a commuter campus. Most local students either travel some distance to reach the campus or live with friends/family nearer to the campus.

On-campus housing is limited to approximately 5 percent of the student population and there is heavy competition for places. The University is, therefore, unable to guarantee on-campus housing.

Housing assistance is provided, however, to guide students in their search for available and suitable housing off-campus. (<http://sydney.edu.au/accommodation/>)

Housing details

International students at the University of Sydney can choose to apply for on-campus housing in one of the residential colleges, or choose to live off-campus in shared housing with other students. Detailed information about on-campus and off-campus accommodation is available on our website at <http://sydney.edu.au/accommodation/>.

Students interested in on-campus housing will need to submit applications directly to their preferred residential college/s. Residential colleges prefer applicants seeking one year placements from March to December. Most cannot admit students who start mid-year ie: July. The Sydney University Village (SUV) may be able to make exceptions.

Housing / Accommodation (continued)

Students who plan to live off-campus, should arrive in Sydney at least two weeks prior to the Orientation program to find housing before semester begins. The International Student Support Unit (ISSU) provides an accommodation advising service through the ISSU Housing Officer to assist new students in finding off-campus housing. Students are encouraged to use this service once they have arrived in Sydney.

The University of Sydney has teamed with the Australian Homestay Network (AHN) to offer temporary homestay accommodation to newly-arrived international students. This service provides temporary housing upon arrival in Sydney until students find permanent accommodation or are able to move into their on-campus accommodation. Information about costs and the booking requirements for Temporary Accommodation can be found at <http://sydney.edu.au/accommodation/casual.shtml>.

Other links to housing Rental Properties Search <http://www.domain.com.au/?mode=rent>
<http://www.myhome.com.au/rent/nsw/#/>

Student Services (http://sydney.edu.au/current_students/student_services)

Buddy Program This is a group for all study abroad and exchange students who are studying at the University of Sydney. A great range of events and activities are organised to encourage inbound exchange and study abroad students to meet local University of Sydney students (often those who have returned from exchange overseas or who plan to go soon) get you involved in University life. All incoming exchange students are invited to join the relevant semester Buddy Club upon arrival to the University of Sydney.

Disability Services The Disability Services Office at the University of Sydney is the principal point of contact and support for students with disabilities. Support services available in Australia may differ from those offered in a student's home country. Therefore, students who require special services such as note-taking, exam adjustments or assistance with physical access on campus, should review the services offered through the Disability Services Office early in their application process to determine if the services meet their requirements. (<http://sydney.edu.au/stuserv/disability/inter.shtml>).

Libraries The University of Sydney has several libraries on the various campuses. The Fisher Library, located on the Camperdown / Darlington campus is the largest, with 5.2 million items (<http://sydney.edu.au/library>).

Computer Facilities All students receive a free University of Sydney email account once they are enrolled. Some services, for example printing, will incur a fee. Computer access labs are available around campus. For more information about services, costs, and opening hours, please refer to the website – <http://sydney.edu.au/ict/switch>.

Health Insurance

Mandatory Health Insurance details It is a requirement of student visa conditions that international students have valid Overseas Student Health Cover (OSHC) through a provider endorsed by the Australian government. The University of Sydney arranges the OSHC for students with our preferred provider OSHC Worldcare (<http://www.oshcworldcare.com.au/>). Once a student has been issued a Firm Offer to study at the University of Sydney, they indicate their wish for the University of Sydney to arrange OSHC on their behalf as part of the Acceptance of Offer procedure. Once payment is made, we notify DIAC (Department of Immigration and Citizenship) that the OSHC has been arranged. Students can then apply for their student visa.

Students may also choose to arrange their OSHC directly with one of the other government endorsed providers (<http://www.studyinaustralia.gov.au/sia/en/studycosts/oshc.htm>), however, they must ensure they have a receipt to provide evidence of payment. This is essential evidence when they apply for their student visa, as the University will notify DIAC that we have not arranged OSHC on the student's behalf.

Foreign citizens who have dual nationality with Australia, New Zealand citizens, and students on other temporary (non-student) Australian visas are not eligible for OSHC. You are, however, to purchase adequate private health insurance either through a provider in your home country, or through an Australian Provider offering Visitor's Health Cover, since you may not meet the eligibility requirements for cover by the Australian government's Medicare system (<http://www.medicareaustralia.gov.au/public/migrants/new-residents.jsp>)

Can this be waived by a policy from my home country? No. The only exceptions apply to Swedish students covered by SKANDIA and Norwegian students covered by the National Norwegian Insurance Scheme. This is as a result of special inter-governmental arrangements.

Health Insurance (continued)

<i>Reciprocal Health Cover with the Australian Government</i>	<p>Student visa holders from countries with whom the Australian government has Reciprocal Health Care Agreements (RHCA) are eligible to access Medicare. The relevant countries are:</p> <table border="0"> <tr> <td>Belgium</td> <td>Finland</td> <td>Italy</td> <td>Malta</td> </tr> <tr> <td>Norway</td> <td>Sweden</td> <td>The Netherlands</td> <td>United Kingdom</td> </tr> </table> <p>Medicare entitles students from these countries to limited subsidised health services for medically necessary treatment while visiting Australia. Medically necessary treatment means any ill-health or injury which occurs while in Australia and requires treatment before a student returns home</p> <p>It should be noted however, that students from these countries MUST still maintain their Overseas Student Health Cover (OSHC). Further, if students are working and they earn more than the minimum Medicare threshold (currently approximately \$17,300 per annum), they will also be required to pay the Medicare levy to Australia as part of their taxation requirements.</p> <p>Students from the different countries above are covered for different periods of stay in Australia and should review the website below for more information.</p> <p>Information about Medicare eligibility and how to enrol in Medicare can be obtained from http://www.medicareaustralia.gov.au/public/migrants/visitors/uk.jsp</p>	Belgium	Finland	Italy	Malta	Norway	Sweden	The Netherlands	United Kingdom
Belgium	Finland	Italy	Malta						
Norway	Sweden	The Netherlands	United Kingdom						
<i>Approximately how much does it cost?</i>	<p>In 2011, the rate for one semester (6 months) is AUD\$210 and for one year (12 months) is AUD\$420. The 2012 and 2013 rates are likely to be slightly higher.</p>								

Financial requirements

<i>Cost of Living</i>	<p>We estimate students will require AUD\$10,000-12,000 per semester. More details can be found at: http://sydney.edu.au/future_students/international_undergraduate/costs_scholarships/living_costs.shtml.</p>
<i>Financial requirements</i>	<p>Citizens of some countries may be required to supply financial evidence when applying for their student visa. Students should refer to the on-line assessment for their country of citizenship (http://www.immi.gov.au/visawizard). The visa Sub-class for all exchange students is Non-Award-575.</p>
<i>Mandatory Overseas Student Health Cover (OSHC)</i>	<p>In 2011, the rate for one semester (6 months) is AUD\$210 and for one year (12 months) will be AUD\$420. It is anticipated that the rates will increase slightly in 2012 and 2013. Norwegian and Swedish students are exempt from OSHC, as are Australian or New Zealand citizens. See <i>Health Insurance</i> above for details.</p>
<i>Exchange Tuition Fees</i>	<p>Tuition fees are waived at the University of Sydney where a reciprocal exchange agreement has been signed, and students are formally nominated by their home university.</p>
<i>Study Abroad Tuition (where applicable)</i>	<p>Students who are <u>not</u> nominated as tuition-waiver exchange students may study at the University of Sydney via the Study Abroad Program. Eligibility, admission, application and course enrolment requirements are identical to those for the Exchange Program. The main difference is that tuition fees apply. Study Abroad tuition in 2011 is AUD\$11,400 per semester. It is expected to be slightly higher in 2012 and 2013.</p>
<i>Refund Policy (if applicable)</i>	<p>http://sydney.edu.au/future_students/international_undergraduate/costs_scholarships/fees/refund_policy.shtml</p>
<i>Do I have to pay any mandatory costs?</i>	<p>Some courses may have additional charges eg: laboratory costs, field trips, materials costs for art classes. These range between approximately AUD\$50 – 200. These costs are charged directly to the student by the faculty involved and are subject to increase each year.</p>
<i>Student Association Membership</i>	<p>Membership of the student associations in Australia is voluntary. Students may join one or more of the associations for a fee or may choose not to join any.</p> <p>The Camperdown/Darlington campus, the Cumberland (Health Science) campus and the Rozelle (Sydney College of the Arts) campuses have different student union associations.</p> <p>More information is available at http://www.sydney.edu.au/usu.</p>

Section 3: Admission Requirements

Academic Eligibility

General Academic Requirements for admission

At the time of application, applicants should have:

- Completed at least **one year of study** towards a degree* at a recognised institution in your home country and are continuing towards the degree of your home institution#;
- Equivalent grade to a cumulative GPA of 3.0 on a 4 point scale; OR B average; OR equivalent grade of "C" in the ECTS grading scale.
- Students who wish to access postgraduate coursework or research must have completed the equivalent of an Australian Bachelor degree and submit substantiating evidence.
- Postgraduate research applicants must have written support from their supervisor in their home university, and a supervisor at the University of Sydney who has agreed to support their research whilst on exchange at the University of Sydney.

* Exceptions may apply to some partners in the United Kingdom only, as negotiated under partnership agreements.

Students in Canada and the USA who have transferred from Community Colleges, must have completed at least one semester of the one year of study at the home university. The additional semester or more can be made up of transfer credit from the Community College. A GPA or equivalent of 3.0 at the home university must still be achieved.

English Proficiency

English Proficiency Requirements for admission

If English is not a student's FIRST language they must demonstrate proficiency in English before admission can be confirmed.

If you have completed senior secondary/tertiary studies in English in an approved country listed below, you are not required to present proof of English proficiency.

American Samoa; Australia; Canada; Fiji; Ireland; Kenya;
New Zealand; Papua New Guinea; Singapore; Solomon Islands; South Africa;
United Kingdom; USA; Zambia

Acceptable minimum language qualifications include the following tests. Results must be no more than two years old at the time of application.

- **IELTS** Overall band score of 6.5 or better with minimum of 6.0 in each band.
- **TOEFL PBT** (Paper based) 577 or higher plus TWE (Test of Written English) at 4.5 or higher.
- **TOEFL CBT** (Computer based) 233 or higher, Essay rating 4.5 or higher
- **TOEFL iBT** (Internet based) overall score of 90 or higher, minimum 21 in writing score.
- **International Baccalaureate (IB)** according to the following criteria:
 - Completion of two Languages A1 in English at Higher or Standard Level;
 - Completion of Language A2 English as a Group 2 subject at either Higher or Standard Level;
 - Completion of Language B English at Higher Level with Grade 4 or more; or completion of
 - Language B English at Standard Level with a Grade 5 or more
- **CCPE Cambridge Certificate of Proficiency in English** result of B pass

One year of full-time study in English (eg: 60 ECTS for Europe) is also acceptable and must be supported by documentation such as a transcript.

English Proficiency (continued)

In addition, the following additional country specific tests have been approved for the Study Abroad and Exchange Programs:

- **Denmark** – Studentereksamen High School Leaving Certificate score of Grade 10 or better for English B, Level B
- **Finland** – Upper Secondary School Certificate score in English A at High School with a grade of 8 or better
- **Germany** – High School Leaving Certificate (Abitur) score for Advanced level English (Leistungskursfach) of “3” (Befriedigend) or better on the standard 6-point secondary grading scale or a grade of “7” or better on a 15 point scale for the written score (schriftlich).
- **Hong Kong** – B pass in Use of English in Hong Kong Advanced Level Exam
- **Malaysia** – D pass in 920 English, B pass in 914 English in STPM Sijil Tinggi Persekolahan **OR** GCE ‘A’ Level result of A to C pass in the subject English or other humanities subject
- **Norway** – High School Leaving Certificate (Vitnemal) score of 4 or better for upper secondary school English
- **Singapore** – GCE ‘A’ Level result of A to C pass in the subject English or other humanities subject
- **Sweden** – High School Leaving Certificate (Avgangsbetyg / Slutbetyg) score of Grade of VG or better for upper secondary school English
- **The Netherlands** – High School Leaving Certificate (VWO) score of Grade of 8 or better in level 6

Concessional Entry Requirements (not applicable for Architecture, Design and Planning and Law)

In some cases, inbound study abroad or exchange students with the following scores can be provided with a *Firm Offer of Admission* but certain conditions will apply.

- **IELTS (6.0+ minimum of 5.5 in each band)**
- **TOEFL iBT (overall score of 85-89, Minimum Writing score of 18)**
- **TOEFL Paper based (overall score of 550, Minimum TWE of 4.0)**

These students **MUST** enrol in the unit of study titled **WRIT1001 Academic English (6 credits)** in their first semester of study at the University of Sydney -

http://sydney.edu.au/courses/?uos=1&uos_sef_id=WRIT1001_Academic_English_9761 . These students will also only be permitted to enrol in 1000 or 2000 level undergraduate units of study for your remaining 18 credits of enrolment.

Students admitted to the University of Sydney under a faculty-specific agreement are restricted to units of study within this faculty, however, one unit of study (6 credits) may be taken outside of this faculty. For students admitted under concessional entry requirements, WRIT1001 will count as the one unit of study outside the host faculty.

Please note that the following faculties will **NOT** accept students admitted under the concessional entry requirements – Faculty of Architecture, Design and Planning and the Faculty of Law .

English language skills for the Student Visa

While requirements above are sufficient for admission to the University of Sydney, citizens of some countries may need to provide additional evidence of English Proficiency in order to obtain an Australian student visa, which may include sitting a compulsory IELTS test. Students should refer to the on-line assessment for their country of citizenship (<http://www.immi.gov.au/students/students/chooser/575.htm>). The eligibility requirements are listed under section 3 in this visa search and evidence of English language skills should be listed here. The visa Sub-class for all exchange students is Non-Award-575.

English Language Support

Centre for English Teaching (CET)

Students who do not hold any of the above qualifications may take a 10 or 20 week course in English for Academic Purposes at the University Centre for English Teaching (CET). Students who fall short of the above qualification in either writing or speaking, may consider the 5 week intensive courses for Intensive Academic Writing (IAW) or Intensive Academic Speaking (IAS).

Tuition fees apply for all CET courses (<http://sydney.edu.au/cet/>). Students studying at CET will be required to pass an exit exam before they will be admitted into the University of Sydney to take mainstream classes.

Students intending to study at CET prior to their exchange semester can apply for one student visa ('packaging') to cover both the English and the Exchange studies. Students intending to do this should inform the International Office at the University of Sydney as soon as possible.

Application Procedures

How to apply

In order to complete the application process for the Study Abroad and Exchange Programs, students must complete two documents which can be downloaded at http://sydney.edu.au/future_students/study_abroad/admissions/application.shtml

1. Study Abroad Application Form
2. Unit of Study Enrolment Form

Application instructions are available on our website, as well as further program information such as costs, eligibility requirements, courses (units of study) available to visiting students, etc.

All applications must be sent with an official nomination letter from the home university supporting the selection of the applicant as an exchange candidate. Additional supporting documentation must be included, eg: complete academic transcripts (undergraduate and postgraduate), as well as, portfolios for Architecture and Visual Arts and audition DVDs (or videos on Youtube) for the Conservatorium of Music.

Proper certifications and translations are essential. (see section below)

(http://sydney.edu.au/future_students/study_abroad/admissions/application.shtml)

Deadlines

For March semester 2011	- due 30 November 2010
For July semester 2011	- due 30 April 2011
For March semester 2012	- due 30 November 2011
For July semester 2012	- due 30 April 2012

Certification & Translation Procedures

All documents submitted to the University of Sydney must either be original documents or certified copies of original documents.

Original documents must have the original stamp and signature of the issuing authority.

When originals are not available and copies of originals are submitted, it is essential that the Exchange Officer certifying the copy has sighted the original version of the documents. Certification must include the university stamp and printed name and signature of an official Exchange Officer on each page.

Translations are required for all documents which are in languages other than English. Where an official academic transcript is normally issued in a language other than English, this version must also be submitted in addition to the translation.

Photocopies, scans or faxes of documents can only be accepted if properly certified (see instructions below).

In summary, to be properly certified, each document page must be stamped with:

- The full name (clearly printed) of the certifying officer
- The signature of the certifying officer
- The official stamp of the certifying organisation
- The words "true copy of original" or "certified copy".
- The date the document was certified.

Submission Procedures

Original and/or certified copies of application documents can be accepted:

- in hard copy by mail from the student or Exchange Office; or
- by fax with a coversheet from the Exchange Officer in-charge; or
- scanned and attached to an email from the Exchange Officer in-charge.

Application Outcomes

<i>When are application outcomes available?</i>	Applications are processed on a rolling basis as they arrive, however, peak processing periods are October to February and April to June. Offer letters are normally sent between 2 to 3 weeks after the application is received. The waiting time may be extended during peak periods or if the original documentation submitted is incomplete or not properly certified.
<i>Accepting the Offer</i>	<p>Once students received the Firm Offer letter, they are required to formally confirm their acceptance of this offer. Instructions for completing the acceptance can be found at: http://www.usyd.edu.au/fstudent/studyabroad/offers/accept.shtml. Students must also pay for Overseas Student Health Cover (OSHC) at the time of acceptance.</p> <p>Once the acceptance and payment have been processed, the University of Sydney is able to issue the visa documents (electronic Confirmation of Enrolment or eCOE).</p>

Visas Requirements

<i>When are visa documents (eCOE) sent?</i>	The electronic Confirmation of Enrolment (eCOE) can be sent as soon as a student accepts their offer and pays for their Overseas Student Health Cover (OSHC). Turnaround from acceptance is normally within the week (unless a student requires a pre-visa assessment, PVA – see below).
<i>Where can I find further information about visa requirements?</i>	<p>Australian Department of Immigration and Citizenship (DIAC) – http://www.immi.gov.au</p> <p>Students coming with the purpose of studying in Australia should normally enter Australia on a student visa which must be obtained prior to arrival in Australia.</p> <p>It is not recommended that students enter Australia on a tourist visa, hoping to change visa status after arrival. Apart from the extra costs incurred for obtaining two visas, there is no guarantee that immigration officials will permit entry if they believe a visitor is actually meant to be a student. If denied entry, students will have to leave Australia and travel to Asia or New Zealand before applying for their student visa off-shore. This process can take some time.</p> <p>Requirements for a student visa vary depending on a student's country of citizenship. Citizenships are classified according to Assessment Levels (ALs) which range from AL 1 (simplest procedure to obtain a visa) to AL 4 (more involved procedure).</p> <p>Students should use the DIAC Visa Wizard to help them find the appropriate visa: http://www.immi.gov.au/visawizard/</p> <p>In using the DIAC Visa Wizard, students must indicate at question 7 in the Visa Wizard that their "intended level of study" is "Non-Award study". Exchange students must NOT select any other "intended area of study" such as 'Higher Education' or 'Postgraduate Research'.</p> <p>Exchange students should apply for the student visa sub-class called Non-Award Sector: Temporary Visa (Subclass 575). Students from some countries may be eligible to apply for a working holiday visa which will allow them to also study for up to a maximum of 4 months (which covers only one semester of study). Please note, however, that this visa recommends students purchase their own private health insurance. Only applicants for a student visa are eligible for Overseas Student Health Cover (OSHC) offered through the University of Sydney.</p> <p>Some students may be able to apply for their visa on-line whilst others will be required to submit a paper application.</p> <p>The student visa application charge is currently AUD\$550. This fee may increase on 1 July each year.</p>
<i>Pre-Visa Assessment (PVA)</i>	Students who are citizens of countries classified at Assessment Level (AL) 3 and 4 will be required to meet additional Pre-Visa Assessment (PVA) requirements, which normally include evidence of English proficiency, medical and financial checks. Some of these countries currently include China, India and the Russian Federation. Processing times are usually lengthier and students are encouraged to investigate student visa requirements early in their application so they will be fully prepared once they receive their eCOE.
<i>Work Permit & Work Rights</i>	<p>Students are automatically given permission to work (PTW) with their student visas, however, the following conditions apply:</p> <ul style="list-style-type: none"> • Students are not allowed to work until they have started their course of study (as determined by the course start date on their eCOE). • Students can work no more than 20 hours per week during semester, however, they may work full-time during the official University vacations. Please note that DIAC strictly enforces this rule and students found in breach may be deported.

Section 4: Pre-Arrival and Orientation

Pre-arrival information

<i>Predeparture Information</i>	Predeparture Information may be found at http://sydney.edu.au/stuserv/issu/predep.shtml . There are various forms to review and complete and students may also download the guide book, "Your Road to Success", from this site.
<i>Where is your nearest airport?</i>	Sydney Airport is located approximately 12km from the central business district (CBD). The University of Sydney is located on the outskirts of the CBD. (http://www.sydneyairport.com.au). Travel time by car from the airport to the University during is approximately 20 minutes in non-peak hours.
<i>What is the arrival procedure?</i>	Students should complete the Airport Arrival Booking Form (http://sydney.edu.au/stuserv/issu/predep.shtml#arrival) so that staff at the Airport Arrivals Reception Desk will expect their arrival. These staff will give students an Airport Reception Kit to help them with the next step after arrival. It contains a welcome letter, information about the University, a map of the University and information about temporary accommodation. This desk operates for a number of weeks at the beginning of each semester.

Orientation information & Student Support

<i>Orientation program</i>	A free Orientation program is organised by the International Student Support Unit (ISSU) (http://sydney.edu.au/stuserv/issu/orientation.shtml). The schedule is available on this website closer to the beginning of semester. Prior to Orientation, the ISSU holds Arrival Information Sessions, which provides students with immediate information to help them settle in quickly into Sydney. These are held daily from either mid January, for students beginning in March semester, or from early June for students beginning in July semester. The Arrival Information Sessions are followed directly by a Accommodation Information Session to assist students in finding housing off-campus. (http://sydney.edu.au/stuserv/issu/post.shtml) Whilst attendance is not mandatory, it is strongly recommended. See tentative Orientation Dates under Semester Dates on page 3.												
<i>International Student Support Unit</i>	The International Student Support Unit (ISSU) aims to help international students develop successful strategies for coping with the challenges of living and studying in an unfamiliar culture, to achieve success in their studies and to make the experience of being an international student rewarding and enjoyable. International Student Counsellors are qualified professionals with extensive experience in cross-cultural counselling. We provide an integrated service to international students and their families, which includes free and confidential counselling, welfare advice, information, and assistance with accessing other support services and resources on campus and in the community. http://sydney.edu.au/issu/												
<i>Local Information</i>	<table> <tr> <td>New South Wales Tourism</td> <td>http://www.visitnsw.com</td> </tr> <tr> <td>Official Sydney</td> <td>http://www.sydney.com.au</td> </tr> <tr> <td>What's On Sydney</td> <td>http://www.whatsonsydney.com</td> </tr> <tr> <td>Citysearch</td> <td>http://sydney.citysearch.com.au</td> </tr> <tr> <td>Public Transport Information</td> <td>http://www.131500.com.au</td> </tr> <tr> <td>Sydney Airport</td> <td>http://www.sydneyairport.com</td> </tr> </table>	New South Wales Tourism	http://www.visitnsw.com	Official Sydney	http://www.sydney.com.au	What's On Sydney	http://www.whatsonsydney.com	Citysearch	http://sydney.citysearch.com.au	Public Transport Information	http://www.131500.com.au	Sydney Airport	http://www.sydneyairport.com
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