UQ ABROAD FAQs
Answers start on page 3.................

CATEGORIES:

1. THINKING ABOUT APPLYING TO UQ ABROAD
   a. How does the exchange program work?
   b. Does my degree program allow me to go on exchange through UQ Abroad?
   c. Which host university is the best place for me to go on exchange to?
   d. How early should I start planning for my exchange?
   e. How long can I go on exchange for?
   f. Can I go on exchange for longer than a year?
   g. Do I have to speak a foreign language to study in a non-English speaking country?
   h. Can I still apply for the exchange if I have failed a course?
   i. Can I go on exchange to a university not on the partner list?
   j. How many exchange places are available?
   k. Can I go on exchange in the last semester of my program?
   l. Can I go on exchange during the summer?
   m. If I am in my first year now can I apply for an exchange next year?
   n. When is my UQ Abroad application due?
   o. Where do I submit my UQ Abroad application?

2. ACADEMICS
   a. How do I know what courses to take at the host university? How do I find courses to take on exchange?
   b. How do I prepare a study plan?
   c. What if I can’t find course descriptions for my study plan?
   d. How many courses do I have to take?
   e. Do the grades from my exchange studies count towards my GPA at UQ?
   f. If I am doing a double degree do I have to do courses from both faculties?
   g. If taking courses towards a dual degree, do I get my courses for exchange approved by both faculties?
   h. Can I do my Honours year overseas?
   i. Can I go on exchange in a post-graduate degree?
   j. Can I get credit for my studies overseas?
   k. What if I can’t enrol in my pre-approved courses at the host university?
   l. Does going on exchange extend my degree?

3. I’VE APPLIED TO UQ ABROAD... NOW WHAT?
   a. After I submit my application, how soon can I get a response?
   b. Can I defer my exchange once I have been offered a place?
   c. What happens if I don't get into my first preference?
   d. What happens if I am not accepted by the host university?

4. FINANCE & FINANCIAL ASSISTANCE
   a. How much does it cost to go on exchange for one semester?
b. How do I apply for a scholarship?
c. What scholarships are available for students going on exchange?
d. Can I receive Centrelink payments while I’m on exchange?
e. Do I have to pay tuition to the Host University while I’m on exchange?
f. What scholarships are available to postgraduate students on exchange?
g. What scholarships are available to international students on exchange?

5. WHAT HAPPENS NOW THAT I’VE BEEN ACCEPTED BY MY HOST UNIVERSITY?
   a. How do I organise accommodation while I’m on exchange?
   b. What happens if I go for a semester and want to stay longer?
   c. Can I work while on exchange?
   d. Do I need to get a student visa? Where do I find information about getting a visa for the country I’m going to?
   e. Can I travel before I go on exchange?
   f. I’ve been accepted into UQ Abroad, can I buy my plane tickets?
   g. How early should I arrive at the host university?
   h. What happens when I arrive in my host city?

6. INSURANCE
   a. What is a Certificate of Currency?
   b. Do I need to buy insurance?
   c. How do I fill in the Travel Form?
   d. How do I extend the UQ insurance policy?
1. THINKING ABOUT APPLYING TO UQ ABROAD

a. How does the exchange program work?
When you go on exchange you ‘swap’ your place at UQ with a student at your host university. You will still be enrolled at UQ, paying your fees/HECS to UQ, but studying overseas. Therefore the subjects that you study while overseas must be approved by your faculty to transfer the credit to your UQ degree.

b. Does my degree program allow me to go on exchange through UQ Abroad?
Most undergraduate programs at UQ allow students to spend at least one semester studying overseas. However, not all degree programs have the flexibility to allow students to participate in an exchange program. Programs that do not allow exchange through UQ Abroad are:

- MBBS (please see your school or other international opportunities during your studies)
- B. Pharmacy
- B. Occupational Therapy
- B. Physiotherapy
- B. Education – (your practical component)
- B. Music (first and second year, and performance or composition majors)
- B. Speech Therapy
- B. Dentistry
- B. Veterinary Science

c. Which host university is the best place for me to go on exchange to?
There are a number of reasons people choose their exchange destination. When selecting your preferred host university, you should consider:

- Language
- Culture
- Location
- Climate
- Reputation of the institution in your field of study
- Living costs
- Family/friends nearby
- Travel opportunities

To research your host institution and country, the following resources might help you:

- UQ Abroad Student Exchange Advisers
- UQ Abroad Resource room (Room 220, Level 2, Student Union Complex (#21C), near the Red Room)
- Academic advisers
- Academic staff in your department/field of study
- Past and present exchange students
- Foreign institution websites (accessible through the UQ Abroad website)
- Advising sheets – lists of recommended universities by study area, available from the UQ Abroad Resource Room

Be adventurous! Check out places like Turkey, Russia, South Africa or Peru. Explore your world!


d. **How early should I start planning for my exchange?**
Application deadlines are between 9 - 12 months prior to the start of the overseas semester. To make sure that your application is ready to submit by the deadline, we recommend starting your research 3 months prior to that date.

Also, if you have only just started your studies here at UQ, we recommend you start thinking now about what courses you can do on exchange and plan your studies accordingly. Remember, it’s best to save your electives, or most flexible courses, for your exchange overseas.

e. **How long can I go on exchange for?**
UQ Abroad offers exchanges for either one or two semesters, depending on which university you wish to study at. Most students go on exchange for a single semester, but for a list of our partner universities with year-long exchange options please go to our homepage and click on ‘Restrictions’ under ‘What’s New’.

Also if you do wish to go on exchange for a year, please consult your faculty to ensure that you have enough subjects to take on a year-long exchange.

f. **Can I go on exchange for longer than a year?**
One year is the maximum period of exchange at a single partner university. Depending on faculty approval, it may be possible for you to complete more than one exchange at multiple exchange partners.

g. **Do I have to speak a foreign language to study in a non-English speaking country?**
Not necessarily. Many exchange partners in non-English speaking countries offer courses taught in both English and the native language of that country. Please check the web page of each partner university to see whether courses in English are offered (from the UQ Abroad website).

When selecting courses to study at a partner university in Europe or Asia, make sure that the courses you wish to study are taught in English.

If you plan to study in a foreign language while overseas you will need to submit an Assessment of Language Proficiency form (available on the UQ Abroad website forms page). Your foreign language skills must be at the B2 level or above in order to be able to study in a foreign language. This form should be completed by a lecturer from the School of Languages and Comparative Cultural Studies at UQ and must be submitted with your UQ Abroad application.

h. **Can I still apply for the exchange if I have failed a course?**
You may still be eligible for exchange if you have failed a subject, depending on your overall GPA and academic progression status. Please consult with a UQ Abroad Adviser for more information.

i. **Can I go on exchange to a university not on the partner list?**
No. If you wish to study at a university that is not listed as one of UQ’s exchange partners you would need to organise your own studies there and pay tuition to that university rather than UQ. Under these conditions, you would be studying at the overseas university as a fee paying study abroad or ‘free mover’ student, rather than an exchange student.

As a fee paying ‘free mover’ student, you would not be enrolled at UQ and therefore would not be eligible to receive Centrelink payments. You may be able to receive credit for the courses you plan to study at the host university, but you would need to discuss course approvals directly with your faculty.
j. How many exchange places are available?
The exchange program is reciprocal which means that the number of places at any partner institution is determined by the number of students sent to study at UQ. When there are limited places at a partner, those places are allocated according to two criteria: (1) by GPA in current program and (2) whether the student has participated in UQ Abroad previously. Those students who have been on exchange before through UQ Abroad are considered after students who have never been on exchange through UQ Abroad.

There are also limitations to which universities you can go on exchange to, depending on your degree program. For more information on restrictions, please see the ‘additional information’ section on each university’s page on the UQ Abroad website.

Due to these restrictions and popularity of some partners it is best to be flexible with your preferences, this way you will also be more likely to have an enjoyable exchange experience.

k. Can I go on exchange in the last semester of my program?
Yes, you can as long as your Faculty approves the timing of your exchange. You also need to remember that:

- You must have a minimum of 6 units left in your degree to be able to study overseas in your last semester.
- Studying overseas in your last semester will most likely delay your graduation by a semester.
- If you fail any courses while you are overseas in your last semester, you will almost certainly have to return to UQ to finish your degree.
- Flexibility with courses is necessary when going on exchange. If you only have core courses remaining in your degree it is not recommended that you go on exchange in your last semester.
- You will not be eligible for an OS-Helper loan.
- If you are an international student, you must complete your UQ degree program within the timeframe of your Australian student visa.

l. Can I go on exchange during the summer?
A limited number of UQ exchange partners offer short term programs during the summer. It may be possible for you to participate in one of these programs if you are able to receive credit for the courses. Contact UQ Abroad for more information about summer exchange programs.

m. If I am in my first year now can I apply for an exchange next year?
To be eligible for exchange through UQ Abroad you must have completed at least one year of study (#16 units) by the end of the semester in which you apply for exchange.

Therefore, if you are in your 2nd semester of your 1st year, you can apply by the October 31 deadline (for exchange in semester 2, of the following year). However, please be aware you will only be conditionally considered for exchange until it can be confirmed that you have successfully passed your 2nd semester and therefore completed 16 credits.

Keep the application deadlines in mind, and consult with your Faculty Academic Advisor to plan your program structure from your first year at university, to allow for an exchange later in your degree.

n. When is my UQ Abroad application due?
There are two application deadlines per year:
31 May (or the last working day in May) for an exchange in semester 1 of the following year.
31 October (or the last working day in October) for an exchange in semester 2 of the following year.
Where do I submit my UQ Abroad application?
Submit your completed application form (and all required supporting documents) to UQ Abroad. Your original study plan needs to go to your faculty by the appropriate application due date.

Tip! Keep a photocopy of your application for your own records and make sure that you give UQ Abroad a photocopy of your draft study plan as well.
2. ACADEMICS

a. How do I know what courses to take at the host university? How do I find courses to take on exchange?
Firstly, complete a graduation check, either on-line by yourself or done by your faculty, to determine what courses are left to complete your degree program requirements and, therefore, what you should be taking on exchange.

Next, go to the host university’s page on the UQ Abroad website, access the host university’s website or list of courses and search for courses similar to those you need to complete as identified by your graduation check.

Your faculty may have a list of appropriate pre-approved courses available at partner universities so make sure you visit your faculty office for course selection advice.

Finally, select appropriate courses and write down the titles and course codes on the study plan. Make sure that you have selected enough courses to make up more than a full time load of study at your host university (try to find roughly double the required number of courses).

TIP! Save your electives to take on exchange.

b. How do I prepare a study plan?
Your detailed study plan should include:
- The title of the course at your host institution (including the course code if available)
- The credit value of the course at the host university (in credits/ECTS/hours)
- The UQ Equivalent course which may be listed as:
  - An elective (Introductory or Advanced)
  - A course towards a major (eg, History, Business Management, Drama)

DON’T FORGET! If the course you are getting approval for is not an elective you must provide a copy of the course profile(outline) from the host university website.

c. What if I can’t find course descriptions for my study plan?
Many universities have limited course information on the institution’s website. If your Academic Advisor requires more information to be able to approve the course, please contact your UQ Abroad adviser. (Details on who looks after your country portfolio are available under ‘Contact Us’ on the UQ Abroad website). PLEASE DO NOT CONTACT THE HOST UNIVERSITY DIRECTLY AT THIS STAGE.

d. How many courses do I have to take?
On the UQ Abroad website, on each university’s page you will find the ‘Full Time Load Equivalent’. This is usually written as credits, ECTS, hours, or courses. To be able to transfer a ‘full time load’ (#8 units) of study back to your UQ degree you must complete the full time load of study listed for your host university.

For Example: Purdue University (USA) – full time load = 15 credits per semester.
A student must complete 15 credits of approved study at Purdue to gain #8 units of credit back at UQ. This is generally achieved by completing 5 x 3 credit point subjects at Purdue.
e. **Do the grades from my exchange studies count towards my GPA at UQ?**

No, the grades you receive at your host university do not count towards your UQ GPA. If you have successfully passed all of your (pre-approved) courses at the host university (according to the host university passing requirements), you should receive credit towards your UQ degree. You will receive an official transcript from your host university showing the grades you received while abroad, but again, these will not count towards your degree at UQ.

f. **If I am doing a double degree do I have to complete courses from both faculties?**

You can choose to take courses from either/both of your faculties while overseas if your host university allows enrolment across different faculties. Please note:

- Some host universities may restrict your study to only one school/faculty within their university which would mean you would not be able to study across different fields (please see the ‘additional information’ on the host university page on the UQ Abroad website for any exclusions).
- You will need to submit two separate study plans to your faculties.

Tip! Try and save up your elective courses for your exchange overseas. These will be much easier to get approved by your faculty, and it provides you with more flexibility when you arrive at the host university.

g. **If taking courses towards a dual degree, do I get my courses for exchange approved by both faculties?**

Yes, submit a separate study plan to each faculty, ensuring that you mention on the study plan that you are getting other courses approved at a different faculty so each faculty will be aware that you will be completing a full-time study load. Also ensure that you have provided UQ Abroad with a copy of both study plans as part of your application.

h. **Can I do my Honours year overseas?**

No. You cannot complete your honours on exchange as it often includes a research/thesis element which must be completed at UQ.

i. **Can I go on exchange in a post-graduate degree?**

Course work Master’s students are eligible to apply for the UQ Abroad exchange program, however there may be restrictions to your program, so please ensure that you meet with an academic advisor from your faculty to confirm if you are eligible for exchange. You should also be aware that not all of the partner universities accept post-graduate students on exchange so make sure you discuss your destination options with UQ Abroad. Postgraduate students use the same application process as undergraduates.

j. **Can I get credit for my studies overseas?**

Yes, as that is the whole point behind an exchange: you study overseas but gain credit towards your home degree. You will receive credit towards your UQ degree as long as you enrol in and pass the courses that were pre-approved by your faculty.

k. **What if I can’t enrol in my pre-approved courses at the host university?**

It is quite common for students to have difficulties getting into the courses they have had approved for their exchange. In some universities, courses fill up and extra lecture hours are not added; in others, programs change and the courses you selected may no longer be offered.

If you have to get new courses approved, make sure you take the following steps:
• Gather information/course profiles for the new course/s, including a description of the topics covered, contact hours, methods of assessment, texts used, level (introductory/advanced) and the credit value of the course.
• Email the new course information to the contact at your faculty, copying in your UQ Abroad adviser.
• If the course is approved, keep all communication you have had with the faculty to ensure ease of credit transfer on return to UQ.

I. Does going on exchange extend my degree?
As long as you study courses that have been pre-approved by your faculty and do not fail any of them, your UQ degree program should not be extended at all.
3. I’VE APPLIED... NOW WHAT?

a. After I submit my application, how soon can I get a response?
Once the application deadline passes you can expect to receive a response from UQ Abroad within 6-8 weeks (i.e. after exam results have been released for that semester).

b. Can I defer my exchange once I have been offered a place?
No. As the demand for student exchange continues to increase we are not able to hold places for students who wish to defer their exchange. If you change your mind and you no longer wish to go on exchange in the semester you applied for, you must re-apply with a completely new application (including photo, personal statement etc) by the next relevant deadline.

c. What happens if I don’t get into my first preference?
If you don’t get your first preference university we will try and place you in your second or third preferences. If you are not nominated for a place in your first preference university, you will need to complete a new study plan and submit it to your faculty once you have been offered a place at a new host university.

Tip! Be flexible when choosing your exchange preferences.

d. What happens if I am not accepted by the host university?
UQ Abroad will endeavour to find you another host institution to attend; however, usually by this point in the process, most positions are filled or host universities have closed their application periods. Therefore if you are unable to be placed in a different university, we would recommend re-applying in the next application round.
4. FINANCE & FINANCIAL ASSISTANCE

a. How much does it cost to go on exchange for one semester?
Each university page on the UQ Abroad website has an ‘estimated cost of living’ per semester for that university. On average we recommend that students have between AUD$8000-$12,000 per semester of exchange.

Tip! Remember you’re also there to have fun. Don’t aim to only cover living costs, but have enough to travel, join universities activities, clubs and societies and go shopping!

b. How do I apply for a scholarship?
All students who submit their UQ Abroad application on time are automatically considered for the range of scholarships and grants administered by the UQ Abroad Office.

Scholarships that require an additional application are faculty/school/host university/host government/community scholarships that administered outside of UQ Abroad.

c. What scholarships are available for students going on exchange?
For a full list of our scholarships please visit http://www.uq.edu.au/uqabroad/financial-assistance.

d. Can I receive Centrelink payments while I’m on exchange?
If you are eligible to receive Centrelink payments, you can continue receiving those payments while on exchange. If you require a Centrelink letter from UQ Abroad, please complete the form found at http://www.uq.edu.au/uqabroad/docs/Request_for_Centrelink_Letter.pdf.

e. Do I have to pay tuition to the Host University while I’m on exchange?
While you are on exchange, you will continue to pay your tuition/HECS fees to the University of Queensland; you will not need to pay tuition fees to the host university.

Please Note: Some institutions have compulsory student activity/transport fees or have compulsory insurance that you must purchase. Factor these into your budget.

f. What scholarships are available to postgraduate students on exchange?
If you are accepted into the UQ Abroad program, you may be considered for a UQ Abroad scholarship or travel grant if you meet the conditions (see http://www.uq.edu.au/uqabroad/uq-student-exchange-scholarships). You are not eligible to receive an Australian government grant as recipients of this funding must be undergraduate students.

g. What scholarships are available to international students on exchange?
If you are accepted into the UQ Abroad program, you will be considered for the UQ Abroad scholarships and travel grants. You may also be eligible to apply for scholarships provided by your faculty (please contact your faculty for more information). You are not eligible to receive an Australian government grant as recipients of this funding must be Australian citizens or permanent residents.
5. WHAT HAPPENS NOW THAT I’VE BEEN ACCEPTED BY MY HOST UNIVERSITY?

a. How do I organise accommodation while I’m on exchange?
All partner institutions are required to provide information about the availability of housing at or near the university and how to access a place.

Some students may have to apply for accommodation as part of the host university application form; others will be given the information with their acceptance letter from the host university. Each institution may offer different types of accommodation to students. The most common options are on-campus (university halls/dorms), off-campus purpose-built student accommodation or off-campus apartments. In limited cases, a home stay (living with a local family) may also be an option.

More information about accommodation options is available on the ‘additional information’ listed on the host university’s page on the UQ Abroad website. Also, read students’ testimonials for tips on where (and where not) to stay.

b. What happens if I go for a semester and want to stay longer?
Exchanges can only be for a maximum of two semesters at any one exchange partner. If you originally planned to stay for one semester, but want to stay for an additional semester, it may be possible to extend your exchange. However, if places are limited at your host university, you will not be permitted to extend. If you are interested in staying for an extra semester, you must first contact your UQ Abroad adviser.

c. Can I work while on exchange?
Work rights for international students vary from country to country; they also vary depending on your visa. In the USA and Canada, you can work for a limited number of hours on campus only. In other countries you can work part-time off-campus, and in some countries, you cannot work at all. For more information on your visa restrictions for your country please contact the consulate or embassy of the host country.

d. Do I need to get a student visa? Where do I find information about getting a visa for the country I’m going to?
Student visa requirements will depend on where you are going for your exchange, the length of your stay in your host country and your citizenship.

Your host university will provide you with information about getting a student visa when they send you your acceptance letter. However, prior to receiving your acceptance letter, you can check visa requirements by looking at the Visa information link provided on the country page on the UQ Abroad website. If you are required to get a student visa, you can begin preparing the required documentation while waiting for your acceptance letter to arrive.

e. Can I travel before I go on exchange?
We do not recommend travelling before your exchange unless you have received your host university acceptance letter and your student visa (if required). It is a better plan to travel after your exchange has finished.

f. I’ve been accepted into UQ Abroad, can I buy my plane tickets?
We advise against purchasing any plane tickets/travel until you have been officially accepted by your host university.
g. **How early should I arrive at the host university?**
If your housing has been arranged before arrival, there is no need to arrive too early at your host university. Arriving one or two days prior to Orientation (or an intensive language course, if offered) is sufficient.

If you have not organised accommodation, you may like to arrive a few weeks in advance to organise your living arrangements before classes commence.

h. **What happens when I arrive in my host city?**
Your host university will most likely have provided you with a letter or information pack prior to your departure from Australia informing you of your orientation dates and helpful hints for when you arrive in the country.

Some universities have airport pick up services or welcoming parties. Please take advantage of those options.
6. INSURANCE

a. What is a Certificate of Currency?
A Certificate of Currency is a document from the University’s insurer certifying that the University has a current insurance policy in place that covers you during your exchange. The certificate includes the type, limits, and period of coverage.

b. How do I request a Certificate of Currency?

c. Do I need to buy insurance?
Students going on exchange are covered by The University of Queensland’s Corporate Travel Insurance for up to two semesters (maximum 12 months) plus five (5) days immediately before the first semester (including any orientation and compulsory language classes) and five (5) days immediately after the designated exam period for each semester. Please note: the period in between semesters is NOT covered by UQ’s insurance policy. For more information see http://www.uq.edu.au/uqabroad/travel-and-health-insurance-35372.

However, some of our partners (particularly in the US, Canada and France) have a mandatory health insurance plan for international students. Although you are covered by UQ’s corporate insurance, you may also have to purchase your host university’s health insurance.

Also, if you are planning to travel before or after your exchange you will need to purchase additional insurance for the period that is not covered by UQ’s insurance policy.

d. How do I fill in the Travel Form?
Please contact UQ Abroad for instructions on how to complete the Travel Form.

e. How do I extend the UQ insurance policy?
To extend your UQ insurance policy you will need to visit the UQ Insurance website and request an extension. Please follow the instructions listed below to access this page:

- Click ‘here’ in ‘Details of the coverage and the excess can be found here’
- Enter your UQ Login Details
- Click on ‘Student Travel Insurance’
- Click on the link under ‘Excess Private Travel’ at the bottom of the page.
- Click on ‘Online Quote/Apply’

You are responsible for the cost of the extension of the insurance policy.