

# ECU STUDENT EXCHANGE APPLICATION CHECKLIST



Student exchange applications must be submitted by:

**JULY 31<sup>ST</sup> FOR EXCHANGE IN SEMESTER 1**

**FEB 28<sup>TH</sup> FOR EXCHANGE IN SEMESTER 2**

Before submitting your application please make sure that you have ticked all boxes below;

- Completed and signed student exchange application form
- Statement of Purpose (approximately 1-2 typed pages)
- Credit Transfer Form signed by ECU Course Coordinator
- One ECU Academic Reference using template provided
- ECU Statement of Academic Record (transcript) purchased from Student Central
- Copy of the ID page of your passport
- OS-HELP Loan Application (if applicable – not available to permanent residents and international students)
- Photocopy of your application for your records

## PLEASE SUBMIT YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS

### By Mail:

Study Abroad/Exchange Office  
ECU International  
270 Joondalup Drive  
Joondalup WA 6027

### By Email:

[student.exchange@ecu.edu.au](mailto:student.exchange@ecu.edu.au)

Please note that if submitting your application by email you will also need to submit the originals at a later date.

### In Person:

Study Abroad/Exchange Office

Joondalup Campus  
Building 18, Level 2 (International Reception)  
Ph: (08) 6304 2427

Mt Lawley Campus (Wednesday & Friday only)  
Building 3 Room 147  
Ph: (08) 9370 6698

PLEASE CONTACT THE STUDY ABROAD/EXCHANGE OFFICE IF YOU REQUIRE ASSISTANCE WITH YOUR STUDENT EXCHANGE APPLICATION.

# ECU STUDENT EXCHANGE APPLICATION

## 1. PERSONAL DETAILS

Title Mr  Mrs  Ms  Miss  Other  Sex Male  Female

Family Name

First Name

Citizenship  Date of Birth Day  Month  Year

Student ID  Home Campus JO  ML  BU

Phone No.  Email Address

## 2. NEXT OF KIN/EMERGENCY CONTACT DETAILS

Name  PO Box or Street Address

Telephone Country Code  Area Code  Number  Suburb/Town

Email  State/Province  Postcode/Zip code

Relationship to you  Country

## 3. ECU COURSE INFORMATION

Current ECU Course:

Major area of study:

## 4. PROPOSED EXCHANGE PERIOD

When do you wish to commence your exchange? Semester 1  2  Year

How many semesters are you applying for? One  Two

## 5. CHOICE OF EXCHANGE INSTITUTION

List your two preferred exchange institutions here. We will make every effort to place you in your 1<sup>st</sup> preference however final selection will depend on availability of places, student demand and academic appropriateness.

1<sup>st</sup> Preference Institution  Country

2<sup>nd</sup> Preference Institution  Country

## 6. SPECIAL ASSISTANCE

Will you require any special assistance while on exchange (i.e. Disabilities or illnesses)

Yes

No

If you answered yes, please describe what assistance you will require

## 7. STATEMENT OF PURPOSE

You must submit a typed 1-2 page statement of purpose, which addresses the following:

- Academic and personal reasons for wanting to undertake an exchange
- Expected outcomes from participating in the exchange
- Reasons for wanting to attend first preference exchange institution/country
- Reasons why you would be a good ECU Ambassador while on exchange
- Challenges you may face while on exchange and how you will overcome these challenges

**Be sure to include your name on your statement of purpose.**

Please note that your statement of purpose may be used to support the host institution application and/or any future scholarship application related to your exchange (if a statement of purpose is required).

## 8. EXCHANGE CREDIT TRANSFER FORM

An essential part of your student exchange application is gaining approval from your ECU Course Coordinator for the units you plan to enrol in at the host institution. Your ECU Course Coordinator ultimately approves your study plan for the exchange period, thus ensuring that credit goes towards your ECU degree. Please complete the Exchange Credit Transfer Form (p5-6) for your **first preference exchange institution only** and provide this to your ECU Course Coordinator for their approval. It is your responsibility to research the units offered at the host institution and to provide any documentation necessary to assist your ECU Course Coordinator in the approval process. This generally involves locating and printing unit descriptions from the host institutions website where available.

**Please note that you will only receive credit at ECU for host institution units approved by your ECU Course Coordinator on the Exchange Credit Transfer form.**

## 9. FINANCIAL INFORMATION

An important step in preparing for exchange is to develop a financial plan estimating your expenses and available funds. We conservatively estimate that you will need \$9,000-10,000 per semester to cover the cost of your exchange. A more accurate calculation of your estimated expenses can be obtained by reviewing host country and exchange institution websites, talking with international students and returned exchange students and using the internet. **It is your responsibility to ensure that you can support yourself financially for the duration of your exchange as no additional funds will be available from ECU should your own funds run out before your return.**

Student visas issued by some countries do not allow students to work while on exchange. Even if you are allowed to work in a particular country there is no guarantee that you will find employment and so this should not be taken into account when determining if you have the finances to fund your exchange.

Please note that it is likely that you will be required to show proof of your finances to the host institution and/or to Consular Officials prior to being accepted to undertake an exchange or as part of the visa application process for the host country.

### Estimated Expenses

Airfare	\$
Passport/Visa	\$
Travel & Medical Insurance*	\$
Accommodation	\$
Transportation	\$
Living Costs (food, phone etc)	\$
Spending Money	\$
<b>Total Estimated Expenses</b>	\$

### FINANCIAL DECLARATION

I understand that:

- 1) I am fully responsible for any costs associated with my exchange including, but not limited to, travel, visa, insurance, accommodation and living expenses;
- 2) I will continue to pay my tuition fees to ECU while on exchange;
- 3) I will not pay tuition fees to the host institution, however, other host institution fees may be applicable.
- 4) There will be no funds available from ECU should my own funds run out.

I declare that I will be able to financially support myself for the duration of my exchange.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

\*Ask the ECU Study Abroad/Exchange Office about ECU's free Travel and Medical Insurance coverage

## 10. ACADEMIC REFERENCE

As part of your application you must have one academic reference from an ECU academic staff member (other than your Course Coordinator). Please provide them with the academic reference form (p.7), which they should then return **directly** to the ECU Study Abroad/Exchange Office. Please indicate below the name of the ECU staff member who will be providing you with a reference.

Name	Position	Faculty

Please note that your academic reference may be used to support the host institution application and/or any future scholarship application related to your exchange (if an academic reference is required).

## 11. CONDITIONS OF PARTICIPATION IN THE ECU EXCHANGE PROGRAM

As an Edith Cowan University student participating in an exchange program, I understand that I remain subject to the rules and regulations of Edith Cowan University as well as the rules and regulations at my host institution and in my host country. On becoming a student in the ECU Student Exchange Program:

- I must attend any pre-departure events as required by the ECU Study Abroad/Exchange office.
- I must fulfil my role as an ambassador for ECU, show respect for the host country and host institution culture and maintain a high academic standing.
- I understand that my exchange placement may be terminated if I do not maintain a pass average and Good Academic Standing status in the semester prior to going on exchange.
- I am responsible for obtaining prior academic approval from my ECU Course Coordinator for any units I wish to enrol in at my host institution prior to actually enrolling in them.
- I understand that approval from my course coordinator does not guarantee my enrolment in host institution units. Enrolment at the host institution is at their discretion.
- I understand that credit towards my ECU degree will only be granted for host institution units that have been approved by my ECU Course Coordinator.
- I am responsible for ensuring that my exchange enrolment is correct and that any changes must be conveyed to the ECU Study Abroad/Exchange office prior to the end of my exchange period.
- I authorise ECU to release relevant information to my host institution for the purpose of arranging my exchange.
- I am responsible for any costs associated with travel, insurance, living and any additional host institution expenses. I also understand that I must pay ECU tuition fees while I am on exchange.
- I understand that all outstanding ECU fees/encumbrances must be cleared prior to my departure for exchange.
- I must provide the ECU Study Abroad and Exchange Office with my contact details within 1 week of arriving at my host institution.
- I am responsible for requesting an official Statement of Academic Results from my host institution to be sent to the ECU Study Abroad/Exchange Office. I am responsible for checking that my transcript has been received by the ECU Study Abroad/Exchange Office.
- I understand that going on exchange in my final semester can delay my graduation. As a graduating student it is my responsibility to ensure that all exchange paperwork, including my transcript from the host institution, is submitted to the ECU Study Abroad/Exchange and that my exchange results are in order.
- I understand that I may apply to extend my exchange to two semesters. Approval from the ECU Study Abroad/Exchange Office and host institution is required as well as credit approval from my ECU Course Coordinator.
- I understand that I am expected to help in the promotion of outbound exchange opportunities upon my return to ECU.

I have read and understand the consequences of the above information and I declare that the information I have provided in this application is true and complete.

Signature  Day  Month  Year

## 12. SOURCE OF INFORMATION

For marketing purposes, what was your main source in finding out about ECU's Student Exchange Program? (Tick only one)

<input type="checkbox"/> Student Exchange Fair	<input type="checkbox"/> Exchange Information Session	<input type="checkbox"/> Exchange Posters/Flyers
<input type="checkbox"/> Open/Welcome Day Booth	<input type="checkbox"/> Past ECU Exchange Students	<input type="checkbox"/> Exchange Students at ECU
<input type="checkbox"/> Friends/Family	<input type="checkbox"/> Resource Library	<input type="checkbox"/> Website
<input type="checkbox"/> Lecturer	<input type="checkbox"/> Faculty Promotion	<input type="checkbox"/> Course Induction Sessions
<input type="checkbox"/> Class Presentation	<input type="checkbox"/> Other (please specify) _____	

# INFORMATION FOR EXCHANGE CREDIT TRANSFER FORM

Please read this information sheet before completing the Exchange Credit Transfer form. You must provide this information sheet along with the Exchange Credit Transfer form to your ECU Course Coordinator when seeking their approval.

**Please note that your ECU Course Coordinator's approval of host institution units does not guarantee your enrolment in them. Enrolment at the host institution is at their discretion.**

## SELECTING UNITS AT HOST INSTITUTION

It is recommended that you have at least **6-8 units** approved by your ECU Course Coordinator for each semester you will be on exchange. This will allow you the flexibility to change your enrolment at the host institution if necessary, without needing a new Credit Transfer form signed. There are a number of reasons why you must be flexible with your host institution enrolment, for example, classes may be full, timetable clashes and unit cancellations may occur and/or your unit preference may change when you arrive at the host institution.

**Please note that you will need to satisfy any prerequisite/s that a host institution unit has before you can be enrolled in it. This may require you to provide the host institution with the unit outlines/unit plans for relevant ECU units that you have completed (see ECU online handbook <http://handbook.ecu.edu.au/>).**

## INFORMATION ON CREDIT SYSTEMS IN OTHER COUNTRIES/REGIONS

Not every country uses the same credit system as ECU and so the information below is provided to give you a brief summary of the credit systems used in various countries/regions where we have exchange partners. Please note, however, that this information is provided by the ECU Study Abroad/Exchange Office as a **guide only**. Final approval is up to the discretion of the ECU Course Coordinator.

### USA

Individual courses (units) at US institutions are generally worth 3 or 4 US credits, although some may be worth less or more. It is a US visa requirement that exchange students are enrolled in a full time semester load at a US institution while on exchange, which is considered to be 12 US credits for undergraduates or 9 US credits for postgraduates. You may be able to enrol in more than a full-time load if approved by the host institution to do so, but you will not be allowed to enrol in less.

As a general guide, a 3 US credit course is roughly equivalent to an ECU 15 credit point unit.

### CANADA

Individual courses (units) at Canadian institutions are generally worth 0.5 credits in their system. Courses worth 1.0 credits run for their full academic year (Sept-April) and will not be open for exchange students only attending for either a semester or for the year running Jan-Dec. Exchange students are generally allowed to take between 1.5-2.5 credits during a semester exchange, or between 3.5-5.0 credits during a full-year exchange.

As a general guide, a 0.5 Canadian credit course is roughly equivalent to an ECU 15 credit point unit.

### EUROPE (including Scandinavia but excluding the United Kingdom)

The majority of institutions across Europe use what is known as the European Credit Transfer System (ECTS). At most of our European partners, exchange students will be expected to complete a standard full-time study load of 30ECTS/semester or 60ECTS/year. The ECTS weighting of individual courses (units) will vary from institution to institution. Therefore, for some of our European partners, it may be necessary to match up two or more of their courses to one ECU unit due to the relatively low ECTS weighting for individual courses (i.e. their semester may be comprised of a greater number of individual courses although the semester study/work load of 30 ECTS remains the same).

As a general guide, a 7.5 ECTS course is roughly equivalent to an ECU 15 credit point unit.

### UNITED KINGDOM

Institutions in the UK may use the ECTS system mentioned above or a credit system similar to ECU's (i.e 60 credits/semester). Please note that those UK institutions using the latter may have individual modules (units) worth 10, 15 or 20 credits and this should be taken into consideration during approval (i.e. 3 x 20 credit modules at a UK institution may be matched up to 4 x 15 credit point ECU units).

## ECU STUDENT EXCHANGE ELECTIVES

While it is preferable that you match each host institution unit to a comparable ECU unit, we understand that this is not always possible (i.e. ECU does not offer a particular subject area). Please use the relevant 'Student Exchange Elective' units listed below when you are unable to find an ECU unit equivalent to your selected host institution unit. Please note that these units will be credited as **ELECTIVES** towards your ECU degree.

	<b>Business and Law</b>	<b>Education and Arts</b>	<b>Computing, Health and Science</b>
1 <sup>st</sup> year	EEU1101, EEU1102, EEU1103	CEU1101, CEU1102, CEU1103	DEU1101, DEU1102, DEU1103
2 <sup>nd</sup> year	EEU2101, EEU2102, EEU2103	CEU2101, CEU2102, CEU2103	DEU2101, DEU2102, DEU2103
3 <sup>rd</sup> year	EEU3101, EEU3102, EEU3103	CEU3101, CEU3102, CEU3103	DEU3101, DEU3102, DEU3103

## PLEASE RETURN COMPLETED FORM TO THE ECU STUDY ABROAD/EXCHANGE OFFICE

**BY INTERNAL MAIL:**  
Study Abroad/Exchange Office  
ECU International  
Joondalup Campus  
Ph: (08) 6304 2427

**BY EMAIL:**  
[student.exchange@ecu.edu.au](mailto:student.exchange@ecu.edu.au)

**IN PERSON:**  
Joondalup Campus  
Building 18, Level 2  
Mt Lawley Campus  
Building 3, Room 147

Please contact the Study Abroad/Exchange Office directly if you have any questions/concerns regarding the Credit Transfer Form.



# ACADEMIC REFERENCE FOR STUDENT EXCHANGE PROGRAM

## STUDENT DETAILS (TO BE COMPLETED BY THE APPLICANT)

Title Mr  Mrs  Ms  Miss  Other  Student ID

Family Name  First Name

Current ECU Course

## BACKGROUND INFORMATION FOR ECU ACADEMIC STAFF MEMBER

The above student is applying to participate in ECU's Student Exchange program to attend one of our overseas partner institutions. Obtaining an academic reference is an important part of the exchange application process to help the Study Abroad/Exchange Office determine the applicant's suitability to participate in the program and to be nominated to our overseas partner. Your comments will also assist us in making an informed and fair decision when having to choose between students wanting to attend the same partner institution.

Please note that this reference may also be used to support the student's application to the overseas partner and/or any future scholarship application related to their exchange (if an academic reference is required).

## ACADEMIC REFERENCE (TO BE COMPLETED BY ECU ACADEMIC STAFF MEMBER)

1) How long have you known the above student? \_\_\_\_\_ In what capacity? \_\_\_\_\_

2) On a scale of 1-10 please rate the applicant relative to students whom you have known in recent years. *Please circle N/A if you do not have sufficient knowledge about the applicant to rate them on a certain criteria.*

		POOR		FAIR		GOOD		VERY GOOD		EXCELLENT	
		1	2	3	4	5	6	7	8	9	10
Academic Performance	N/A										
Class Participation	N/A										
Ability to meet deadlines	N/A										
Emotional Maturity	N/A										
Adaptability to new situations	N/A										
Self reliance/independence	N/A										

3) Please provide any additional comments to support the student's application to study overseas

4) Please indicate your view on the student's overall suitability to participate in an overseas exchange program?

Strongly recommend  Recommend  Recommend with reservation  Do not recommend

## ECU ACADEMIC STAFF DETAILS

Name  Phone No.

Position  School/Dept

Signature  Day  Month  Year

## PLEASE RETURN COMPLETED FORM DIRECTLY TO THE ECU STUDY ABROAD/EXCHANGE OFFICE

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**IN PERSON:**  
Joondalup Campus  
Building 18, Level 2  
Mt Lawley Campus  
Building 3, Room 147

Please contact the Study Abroad/Exchange Office directly if you have any questions/concerns regarding this reference.