

OUTGOING INTERNATIONAL EXCHANGE PROGRAM



FACULTY OF BUSINESS

Criteria for eligibility and procedures

The rules for the eligibility to participate in the University of Tasmania Outgoing International Exchange program are as follows:

1. To be approved by the Faculty of Business for the University of Tasmania International Exchange program a student must be enrolled in the Faculty of Business for full-time study in either a three year undergraduate degree or a four or five year combined degree. A student must have a current enrolment in the semester immediately prior to their departure on International Exchange;
2. The student must have achieved a minimum average grade of Credit (CR) in the units attempted and a minimum GPA of 5.0 prior to acceptance for the program;
3. The student should normally be in the third or later semester of their degree studies, that is, that they should have completed the equivalent of one year full-time study by the date of their departure;
4. Combined degree students who are enrolled in degrees offered by two faculties must have the approval of each of the faculties before departure;
5. The student will be required to enrol for at least a 50% study load per semester at the host institution;
6. The international study program must be approved, prior to departure for the overseas institution, by, not only the relevant School but also by the Faculty Office. If prior written faculty approval has not been obtained for any unit then approval for these studies will **not be granted retrospectively nor will they be recognised in the student's UTas degree**;
7. If, upon arrival, the student finds that their prior approved study program needs to be changed then it is the student's responsibility to obtain immediate approval, from the School and the Faculty Office in the Faculty of Business at the University of Tasmania, for their enrolment in any alternative or substitute units;
8. It is the student's responsibility, upon completion of their international studies, to provide an original or an officially certified copy of their academic record from the host institution to the Faculty Office for updating of the University of Tasmania academic record;
9. Approvals as specified in 6 above must be completed for the student to be eligible to apply for a Faculty of Business scholarship (the scholarship form is available on the Faculty website);
10. It is the responsibility of the student to amend their University of Tasmania enrolment, to withdraw from all ordinary UTas units and to add the appropriate approved overseas study units **before departure** on exchange.

Approved FT&LC 23/10/07

INTERNATIONAL EXCHANGE

Scholarship Agreement



FACULTY OF BUSINESS

Faculty of Business
Private Bag 84
Hobart, Tasmania, 7001
Fax: (61) (03) 6226 2170

I, _____ (ID Number _____) hereby confirm my understanding that in accepting a Faculty of Business International Exchange Scholarship I am agreeing to the following conditions:

1. This scholarship is tenable for the equivalent of one/two semester/s study at an approved overseas institution and will be used for this purpose;
2. While studying at the approved overseas institution I will meet all the requirements of the host institution regarding my study, such as attendance at lectures/tutorials and completion of assessment tasks. I will also be mindful of the fact that while I am at this overseas institution I will be an ambassador for the University of Tasmania.
3. Should I fail to enrol at this approved institution I will repay the scholarship to the Faculty that I have received.
4. I confirm that
 - all course and unit approvals have been obtained from the relevant School **and** from the Faculty Office;
 - I have received a letter from the Faculty Office confirming approval for my international study at the approved university;
 - I have amended my enrolment to include the appropriate overseas study units;
 - I have withdrawn from my University of Tasmania units, apart from the approved overseas study units, for the duration of my exchange.

I have attached proof of travel documents (eg e-ticket), a copy of the international study approval letter from the Faculty Office and a copy of my UTas enrolment form.

Signed Student _____ Date _____

Signed Faculty Officer _____ Date _____

Banking details: Bank _____ Branch _____

BSB _____ - _____ Account Number _____

Signed _____ Date _____

Travel and program approved for payment of Faculty Scholarship

Amount of payment approved: \$ _____

Signed: Associate Dean (Teaching & Learning) _____ Date _____

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