SHORT RESIDENTIAL UNITS OVERSEAS – WINTER VACATION 2012 PROGRAMS

Berlin School of Economics
Advanced Beginners German

1st July – 21st July 2012 (3 weeks)

Macquarie application deadline: Monday 19th March 2012

See also: http://www.hwr-berlin.de/en/study-at-hwr-berlin/summer-schools/berlin-international-summer-school/

Overview
The Berlin School of Economics is situated in the heart of Berlin, one of Europe's most vibrant cities. This program has been specifically developed for Macquarie students studying first year German, although it is open to all students.

The program consists of 20-24 hours of intensive German language lessons as well as cultural and social activities.

Students will gain credit towards their Macquarie award program and enhance their language skills through this three-week language immersion program.

Program description
This course is for advanced beginners only: students with basic knowledge (A2) of German (after 1-2 semesters at Macquarie).

The language courses combine intensive language classes with a taste of culture and history of Berlin / Germany. The course is taught entirely in German and covers the following:

- general language skills
- core grammatical structures
- basic vocabulary
- German culture and living

Classes are held every day, usually in the morning. A special focus will be on communication.

Optional cultural and social events are organised every couple of days and usually on the weekends. Most (but not all) of these activities are included in the logistics fee and can include:
• Museum visits
• An excursion to Potsdam
• Visits to a beer garden or brewery (not included in the fee)
• Beach volleyball
• Boat trip
• A concert or opera performance is one of the highlights of the course

Student Profile
This program is specifically designed for advance German language students at Macquarie University.

The short term programs are primarily for students undertaking a study program with a language major at Macquarie University (BIntStud/BA/DipLang). Only in exceptional circumstances will students from other faculties who have been studying a language at Macquarie be permitted to participate, provided the credit they gain from the program can be applied to their degree.

Places available
A maximum of 12 Macquarie students can enrol in the relevant unit and participate in this course. Please note that BSE reserves the right to cancel the program if they receive insufficient applications.

Selection Criteria
• Students must be enrolled in a relevant Macquarie University degree award program at the time of application and also at the time of travel. Students must have completed 18 credit points towards their degree, with exceptions outlined below.
• Students must have a Macquarie University GPA of 2.5 or higher. In exceptional circumstances, students with a GPA of 2.0 - 2.5 may be considered for short term programs only on the advice of the Head of The Department of International Studies. Students should in the first instance contact Joanna Rosenzweig joanna.rosenzweig@mq.edu.au to outline their case for consideration.
• Students must require credit points towards their MQ degree for their participation in this program
• Priority will be given to students undertaking German as a compulsory unit in their degree such as students enrolled in a Bachelor of International Studies and students currently enrolled in a degree with a language major at Macquarie University.
• Students’ eligibility will be assessed according to the guidelines in the Student Mobility Policy, http://www.international.mq.edu.au/goingabroad/important/student_exchange
• Students will be selected to participate in the program based on academic merit, references and personal statement
• Students enrolled in non-award programs are not eligible to participate in the short term programs

Language students in their first year may participate in an in-country unit without having fulfilled the 18cp requirement on the following conditions:

• They are enrolled in a Bachelor degree program at Macquarie
• They are enrolled in both Semester 1 and Semester 2 units for their chosen language
• They obtain a recommendation from the Department of International Studies
• The short program in which they are participating is one that has been specifically designed for students going between 1st and 2nd semester language units (100 level credit)
• The program offered is specifically established for a group of students who do not comply with the regular policy. If this is the case, it will be made clear in the documentation about the program

Timing and Duration of Program
The program will run for 3 weeks, from 1st July to 21st July. Students must be present for the entirety of the course, including the whole of the first and last days.

Accommodation
Accommodation is guaranteed for all participants in the program.

BSE have arranged off-campus accommodation for the duration of the program at a student Hotel. Participants will be assigned to double-rooms and will have a room-mate.

Breakfast is included in the accommodation.

Assignment and Assessment
Attendance at all classes is mandatory. Students will be required to undertake a final exam as part of the course in Berlin. They will be presented with a certificate at the conclusion of the course.

Further information about the course is available on the Berlin School of Economics webpage http://www.hwr-berlin.de/en/study-at-hwr-berlin/summer-schools/berlin-international-summer-school/2012/german-classes/
Credit
Students participating in the course will be enrolled at Macquarie in GMN 199 (3 credit points). All students must be enrolled into the unit to receive this credit. Standard tuition fees (HECS or full fee) for the enrollment are payable to Macquarie.

Please note the cost of enrolment at Macquarie is not included in the program logistics fee.

Students cannot enrol themselves into the unit until they have been accepted into the program and a waiver has been entered.

Grades will be recorded as “satisfactory” or “fail” and, provided students pass, will not affect their GPA.

Mobility Scholarships

Eligible students participating in the program will receive a Macquarie mobility scholarship.

Mobility scholarships are intended to assist students in participating in student mobility programs.

While the scholarships will assist in meeting program expenses, they are not intended to cover all costs and cannot be processed on demand. Grants are processed after the pre-departure session, close to the start date of the overseas program.

Applicants will need to be able to meet the costs of the program independently of the mobility scholarship.

Students do NOT need to apply for the mobility scholarship separately. Students accepted into the program will be automatically be eligible for the scholarship. Further details will be provided to successful applicants.

OS – Help
In the event that you should require additional financial assistance, the Department of Education, Employment and Workplace Relations (DEEWR) offers loans to assist Australian students undertake some of their study towards their undergraduate degree overseas. The scheme is known as OS-HELP.

See further information on this link http://www.international.mq.edu.au/goingabroad/process/accepted_exchange

Eligible students can collect hard copy OS-Help applications from Macquarie International, E3A, Level 1.
Please note that OS-Help applications are not guaranteed and students should not reply on this money as a source of funding for their program.

Successful applicants can expect to receive their payment on or close to the start of their overseas program. Payments cannot be processed on demand.

**Fees and Costs**

To apply to participate in the program, all students must submit an application to Macquarie International via the online application system.

There is an **application fee** of **$110** to apply for any short-term program. This fee must be received by the application deadline, and must be paid either in person at the MI Shop in Building E3A (payable by EFTPOS or credit card only), or online at the MI Shop webpage:  

Successful students will also be required to cover the following costs:

- **Logistics fee** to Macquarie (see below for an explanation of this fee)
- **Tuition fee** for the residential language unit at Macquarie
- **Airfare** (price subject to change depending on time of booking)  Students must not purchase airfares or make travel arrangements until they have been formally accepted by BSE.
- **Living expenses** for the duration of the program.

The logistic fee for the BSE 2012 program is yet to be finalised. This will not be finalised until after students have applied and been accepted. The fee for the 2011 program was  **$1250**. Please note that the 2011 fee is a guideline only and is subject to change for 2012.

The logistics fee includes:

- BSE application and service fee (Euro 150 non-refundable)
- accommodation with breakfast
- health, accident and personal liability insurance (mandatory)
- support from the International Office
- most parts of the optional culture and leisure time programme
- one certificate confirming the grades received
- Germany Lonely Planet Guide

All students accepted into the program must be prepared to pay a deposit to Macquarie University (approximately **$250**) in April. The reminder of the logistics fee must be paid by May 14th 2012.

Further information on the logistics fee payment process will be provided to successful
Note: For cancellations made before 15th May 2012, fees will be refunded minus the 150 Euro, non-refundable application and service fee. After that date, no fees are refundable.

How to Pay Relevant Fees
Application Fees (110 AUD) can be paid in two ways:

In person
EFTPOS and Credit Card payments can be made, in person, at the MiShop on Level 1 of building E3A. Please note that except in exceptional circumstances, it is not possible to make cash payments.

Online
Go to http://www.international.mq.edu.au/mishop
Select "Events for Exchange students’ on the left-hand menu. Then, select the International Exchange Program Application Fee and add it to your cart to pay online.
Further application on the logistic fees payment process will be sent by email to successful candidates.

How to Apply
The application form is online at:
https://www.international.mq.edu.au/goingabroad/

You will be asked for:
- Your application type (“Short Term Exchange”)
- Your personal details
- Emergency contact details
- Your current study details
- Your university preferences and the units you hope to study at those universities
- A supporting statement, i.e., why do you want to go on exchange and what qualities do you think you have that will make you a good choice for the exchange program?
- Contact details for two referees

Remember to click the ‘Submit’ button to submit your application. It should take around 20 – 30 minutes to complete the application. You can log out and log back in to finish it at a later date if necessary, but please remember to submit it by the deadline.

Evaluation
Students will be required to complete an online evaluation for Macquarie International before grades from BSE can be transferred back to Macquarie. Students may also be required to undertake evaluations from BSE.
Application deadline
Student applications are due to Macquarie International by Monday 19th March 2012.

Notes for International Students
International students must still comply with Australian visa conditions for class attendance and pass rates whilst overseas – general requirements for international students, as dictated by the ESOS Act, must still be met.

For more information please visit
International students are permitted to travel home before and/or after their program.

It is recommended that international students check with the German Embassy whether a visa is required for their stay in Germany.

Further Information

| Students should direct initial enquiries to: |
| Joanna Rosenzweig |
| Overseas Study Adviser |
| Building W6A, Room 212 |
| Ph: +61 2 9850 6327 |
| Fax: +61 2 9850 7033 |
| Email: joanna.rosenzweig@mq.edu.au |
| Consultation hours: |
| Mon - Tues – Thurs (From 10a.m. to 12p.m. and from 2p.m. to 4p.m.) |