### Short term language programs

#### Summer Vacation 2011

**Deadline:** September 5th 2010*

<table>
<thead>
<tr>
<th>Language</th>
<th>Country</th>
<th>University</th>
<th>Program</th>
<th>Units</th>
<th>Program Dates/Duration</th>
<th>Places available</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>France</td>
<td>EM Strasbourg School of Management</td>
<td>French language short term program (advanced beginners)</td>
<td>FRN 131</td>
<td>17 Jan – 4 Feb 2011, 3 weeks</td>
<td>20</td>
</tr>
<tr>
<td>French</td>
<td>Switzerland</td>
<td>Lausanne University</td>
<td>French language short term program (intermediate and advanced level)</td>
<td>FRN 231, FRN 331</td>
<td>31 Jan – 18 Feb 2011, 3 weeks</td>
<td>15</td>
</tr>
<tr>
<td>Greek</td>
<td>Greece</td>
<td>University of Athens</td>
<td>Modern Greek language and culture program (advanced beginners, intermediate and advanced)</td>
<td>MGK130, MGK230, MGK330</td>
<td>January 2011, 6 weeks</td>
<td>10</td>
</tr>
<tr>
<td>Spanish</td>
<td>Uruguay</td>
<td>ORT University</td>
<td>Spanish short term program (advanced beginner)</td>
<td>SPN 120</td>
<td>24 Jan – 18 Feb 2011, 4 weeks</td>
<td>10</td>
</tr>
<tr>
<td>Spanish</td>
<td>Spain</td>
<td>Alcala University</td>
<td>Spanish short term program (intermediate and advanced)</td>
<td>SPN 220, SPN 320</td>
<td>10 Jan – 29 Jan 2011, 3 weeks</td>
<td>10</td>
</tr>
<tr>
<td>Spanish / English</td>
<td>Colombia</td>
<td>Sabana University</td>
<td>Latin American Studies</td>
<td>INTS 103</td>
<td>17 Jan – 11 Feb 2011, 4 weeks</td>
<td>10</td>
</tr>
<tr>
<td>Chinese</td>
<td>China</td>
<td>Beijing Language and Culture University</td>
<td>Chinese language short term program (all levels)</td>
<td>CHN165, CHN265, CHN365</td>
<td>2 Dec – 21 Jan 2011, 5 weeks</td>
<td>15</td>
</tr>
<tr>
<td>Japanese</td>
<td>Japan</td>
<td>Tokyo Metropolitan University *</td>
<td>Japanese short term program (intermediate level)</td>
<td>JPS 230</td>
<td>January 2011, 2 weeks</td>
<td>10</td>
</tr>
</tbody>
</table>

### Student profile

These programs are primarily for students undertaking a study program with a language major at Macquarie University (BA/BIntStud/ Dip. Lang) but, should space permit, students from other faculties will be permitted to participate, provided the credit they gain from the program can be applied to their degree.

* Deadline for Tokyo Metropolitan University September 24th 2010

### How do I enroll in a short term residential language unit?

After you are accepted into the short term language program, a waiver will be entered and you will be able to enroll in the short term residential unit. You will receive an email confirming your acceptance. You must enroll yourself into the unit via E-Student before the census date. You can not enroll yourself until you have been accepted onto the program and a waiver entered for you.
Short intensive residential language units:

<table>
<thead>
<tr>
<th>Language</th>
<th>Beginners</th>
<th>Intermediate</th>
<th>Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chinese</td>
<td>CHN 155: Introductory Residential Unit</td>
<td>CHN 265: Intermediate Residential Unit</td>
<td>CHN 365: Advanced Residential Unit</td>
</tr>
<tr>
<td>French</td>
<td>FRN 131: Introductory French Residential Short Unit (V2, WV)</td>
<td>FRN 231: Intermediate French Residential Short Unit (V2, WV)</td>
<td>FRN 331: Advanced French Residential Short Unit (V2, WV)</td>
</tr>
<tr>
<td>Japanese</td>
<td>JPS 230: Japanese In-Country Program (WV)</td>
<td>JPS 330: Advanced Residential Short Unit (V2)</td>
<td></td>
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<tr>
<td>Modern Greek</td>
<td>MGK 130: Introductory Residential Short Unit (V2)</td>
<td>MGK 230: Intermediate Residential Short Unit (V2)</td>
<td>MGK 330: Advanced Residential Short Unit (V2)</td>
</tr>
<tr>
<td>Spanish</td>
<td>SPN 130: Introductory Spanish Residential Short Unit (V2, WV)</td>
<td>SPN 220: Intermediate Spanish Residential Short Unit (V2, WV)</td>
<td>SPN 320: Advanced Spanish Residential Short Unit (V2, WV)</td>
</tr>
</tbody>
</table>

Who is eligible to apply for short term language courses?

- 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 a satisfactory level of academic achievement with an expected Macquarie University GPA of a 2.0 or higher.
- Students must receive credit points towards their MQ degree for their participation in this program.
- Priority will be given to students that are 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](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 a Certificate in Languages only are not eligible for travel grants.
- 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 University.
- 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 they are participating in is one that has been specifically designed for students going between 1st and 2nd semester language units.
- The program offered is specifically established for a group of students that do not comply with the regular policy. If this is the case, it will be clearly advised in documentation about the program.

Travel Grant

Students participating in short term language programs will be eligible for a grant from the Macquarie University Students Internationalization Fund depending on where they will be studying.

### International Travel Grant Allocations for 2011

<table>
<thead>
<tr>
<th>Country</th>
<th>Exchange Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Europe, Japan, Africa, Middle East, South America, Korea</td>
<td>$2000</td>
</tr>
<tr>
<td>USA, Canada, Mexico, UK</td>
<td>$1500</td>
</tr>
<tr>
<td>Asia, Pacific, India</td>
<td>$1000</td>
</tr>
</tbody>
</table>

These grants will be paid directly into students’ Australian bank accounts, provided they attend all compulsory information sessions and complete all required application and other documentation by the deadlines stated on those documents.

OS - Help

In the event that you should require additional financial assistance, the Department of Education, Employment and Workplace Relations (DEEWR) has announced the provision of 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](http://www.international.mq.edu.au/goingabroad/process/accepted_exchange).

How will I get my grades transferred after completing my exchange semester?

On completion of the short term program, students are required to obtain an official certificate from the host university and submit it directly to the Outbound Programs Adviser, Carolina Rodriguez, for grades to be transferred. The results will be recorded as “satisfactory” or “fail” and, provided you pass, will not affect your GPA.

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**Study Abroad Enquiries**

Carolina Rodriguez  
Outbound Program Adviser  
Macquarie International

Contact hours:  
Office W6A, 212  
Tues, Thurs - Fri (From 10 a.m. to 12 p.m. and from 2 p.m. to 4 p.m.)  
Ph: +61 2 9850 6454/ 7033  
Fax: +61 2 9850 7733  
Email: carolina.rodriguez@mq.edu.au
What are my next steps?

- Check the list of short term programs available for the summer vacation at [http://www.international.mq.edu.au/goingabroad/shortterm](http://www.international.mq.edu.au/goingabroad/shortterm)
- Read the short term language program document
- Attend an information session
- Apply to the Student Short term program
- Application is reviewed for acceptance by the Macquarie University Student Exchange Program Committee; you will be emailed with the outcome of your application within four weeks of the closing date.
- Attend the compulsory Getting Started Session, receive your Acceptance Pack, and complete the application form for your short term program

Information sessions timetable

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Thursday, August 12</td>
<td>11am</td>
</tr>
<tr>
<td>Monday, August 16</td>
<td>12pm</td>
</tr>
<tr>
<td>Wednesday, August 25</td>
<td>1pm</td>
</tr>
<tr>
<td>Monday, August 30</td>
<td>1pm</td>
</tr>
<tr>
<td>Thursday, September 2</td>
<td>12pm</td>
</tr>
</tbody>
</table>

All sessions will be held in Building E3A Room 247

Costs

- $110 application fee for short term programs
- Logistics fee, which generally includes accommodation and cultural activities
- Cost of enrolment at Macquarie: each student is required to enroll in, and pay for, the associated unit with this course, e.g., 3cp of FRN 131

Application Fee

Students applying for short term exchange programs will be required to pay an Application Fee of AU$110.

Students who have their applications rejected or who are accepted but then withdraw from the program will forfeit their fee - unless documented 'sufficient reason' is provided.

No application will be considered unless the application fee has been paid.

For more on this fee please visit [www.international.mq.edu.au/enhance/short_term/costs](http://www.international.mq.edu.au/enhance/short_term/costs)

Logistics Fee

Most programs have a 'Logistics Fee'. This is to be paid to Macquarie by students after they are accepted into the program.

The Logistics Fee is a packaged price that will include various things – often accommodation, transport, meals, etc. Each program will have different inclusions in the logistics fee, so students should carefully check the relevant program outline for their desired program to see what is included in the fee.

The Logistics Fee does not include the cost of enrolment in a Macquarie unit, which attracts standard tuition fees. It is not possible to defer your Logistics payment on HECS.

In some cases, students will pay for accommodation or other fees directly to the host university instead of Macquarie.

Students will be informed of relevant payment procedures upon acceptance into the program.

For more information please visit [http://www.international.mq.edu.au/goingabroad/shortterm](http://www.international.mq.edu.au/goingabroad/shortterm)

Enrolment at Macquarie

Each student participating in a short term exchange program will be enrolled in a unit at Macquarie. This cost of enrolment is not included in the Logistics Fee listed above.

Enrolment at Macquarie for a short term exchange program attracts the same rate of tuition as being enrolled in a normal Macquarie unit. For example, if you are enrolled in a 100 level, 3cp French unit for your short-term program, the cost of enrolment will be the same as enrolling in a normal 100 level 3cp FRN unit taught on campus.

Commonwealth Supported Students are able to defer their payments as normal, or receive a discount for paying up front. Full fee paying students must pay their full tuition fee by the deadline specified on their e-student account.

How to Pay Relevant Fees

Application Fees and Logistics Fees can be paid in two ways:

1. In person: EFTPOS and Credit Card payments can be made, in person, at the MiShop on level 1 of building E3A.
2. Online:
   - Go to [http://www.international.mq.edu.au/mishop](http://www.international.mq.edu.au/mishop)

Select ‘Products’ from the top menu and then ‘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.

Enrolment Fees payable to Macquarie

Students will be enrolled in a unit at Macquarie for their short term exchange program. Students will be required, as normal, to check their E-student for outstanding debt statements. Unless requested, a tax invoice will not be sent to students directly.

These fees can be paid in the normal manner of paying tuition fees. They cannot be paid online through MiShop and must be paid directly to the university using the payment methods outlined on this page: [Student Finances](http://www.ofs.mq.edu.au/student_finances/index.htm)
How do I apply for a short term program?

Apply Online at:

http://www.international.mq.edu.au/goingabroad

You will be asked for:

- Your application type (‘Student Exchange’)
- Your personal details
- Your passport 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? Please note here that the formatting of your statement does not matter. If you are having problems uploading a document please copy and paste it directly into the ‘Supporting Statement’ space
- Contact details for two referees (see below ‘Who can I list as a reference in the online application?’ for further information)

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.

Credits

Students participating in the language courses will be enrolled in a residential language unit at Macquarie (see the list on p. 2). Please note that students selected to participate in these programs will enrol in short term residential units, appropriate to their level of proficiency in the language of study.

What fees will I have to pay for my units?

You will pay your normal enrolment fees to Macquarie. You will be enrolled in one of the short term residential language units listed above (3 credit points). You do not need to pay any tuition fees to the host institution.

When are the deadlines for applying for short term language programs?

Student applications are due to Macquarie International by September 5th 2010.

SHORT TERM APPLICATION CHECK LIST

Have you thought about the following before submitting your application?

☑ Attended an information session and read the short term programs information on the Macquarie Abroad website: http://www.international.mq.edu.au/goingabroad/process/infosessions
☑ Checked the list of short term programs available
  http://www.international.mq.edu.au/goingabroad/shortterm
☑ Investigated the accommodation, facilities and activities on offer at your preferred short term language program. http://www.international.mq.edu.au/goingabroad/shortterm
☑ Discussed further questions with the Outbound Adviser Carolina Rodriguez
  Email carolina.rodriguez@mq.edu.au

All students participating in short term language programs will receive a Lonely Planet guide book.