

## UOW International Short-Term Program Application and Travel Grant Procedures

### Université François-Rabelais de Tours Short Course 2012 Understanding Europe

**Deadline: 16<sup>th</sup> March 2012**

#### **Application:**

1. All students participating in an overseas short-term program are required to submit an application for a UOW International Short-Term Program

**Applications MUST include a copy of acceptance or enrolment at the overseas host university before the application is considered complete:**

2. Applicants must have the application form signed by the relevant UOW Head of School related to the international study area, and the Sub-Dean of the Faculty that owns the student's degree. Forms should be forwarded to the Study Abroad & Exchange Office, in Student Central, Bldg 17.
3. Before credit transfer can be processed by the Study Abroad & Exchange Office, all International Short-term Program participants must provide proof of completion\* of the designated program and complete a written one page A4 report to assist the Study Abroad Office with its future promotion of international opportunities; photographs or testimonials can be included. The reports are due within 30 days of the student's return to UOW. Failure to submit the report will result in the credit transfer not being processed or exam results being withheld. The report must include dates, location, details and outcomes of the program.

\* For Short Courses at a partner university or non-partner university, a transcript is required.

#### **Travel Grants:**

1. A limited number of Short-term Travel Grants are available to support eligible undergraduate and postgraduate coursework students to undertake international activities which form part of a UOW degree.
2. Applicants are responsible for enrolling in the required subject for their short term program either at UOW or abroad. Travel Grants will not be paid until the applicant's UOW enrolment record indicates enrolment in the identified subject as per section 7 of the application form except for those students receiving approved specified or unspecified credit for credit transfer.
3. Applications for Travel Grants will not be accepted after the overseas program has commenced.
4. In signing the application for an International Short-Term Program, the student agrees to the conditions of award of a travel grant as outlined in the application form.
5. Wherever possible, the Travel Grants for Short-Term Programs will be paid in advance of the program. It is not always possible to process the travel grants before the intended travel dates and funds may only be available during or after the program has commenced.

6. Travel Grant payments will not be made if the Application Form is incomplete, if the student has not supplied the additional documents as specified above, or if a student has a debt to UOW which is not cleared prior to departure.
7. The recipient is required to repay the travel grant to UOW if he/she withdraws prior to commencing or before the completion of the program; Normal UOW rules relating to failure to pay charges will apply. <http://www.uow.edu.au/student/finances/index.html>
8. All travel grants are issued in Australian Dollars and paid by electronic funds transfer into the student's Australian bank account nominated on the Financial Institution Form.



**3. Emergency Contact Details**

Name:	
Relationship:	
Telephone:	Mobile:
Email:	

**4. Current course of study at the University of Wollongong**

Name of course	Course code	Major area of study

Please attach a copy of your current Enrolment Record showing the subjects in which you are currently enrolled and those you have completed to date at the University of Wollongong.

Please tick here if you wish to be considered for a short-term travel grant:

Please outline the purpose of your international travel, your reasons for participating and the expected outcomes: *(attach a separate sheet if necessary)*

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Estimated cost of program:	\$A	Airfare:	_____
		Living expenses:	_____
		Other:	_____
		<b>Total:</b>	_____

Main source of funding: Personal savings  Scholarship  UOW Faculty support  Other  \_\_\_\_\_

**5. Approval by Academic Unit/Faculty at UOW for Credit Transfer upon Return:**

<u>Proposed subject/s at host university:</u>	<u>Specified Credit UOW equivalent (Subject name &amp; code):</u> <b>OR</b>	<u>Unspecified UOW equivalent:</u>
_____	_____	6 / 8 cp 100 / 200 / 300/400 level
_____	_____	6 / 8 cp 100 / 200 / 300/400 level

- I approve the proposed international program to count towards the above UOW equivalent subject and recommend that the student be awarded a UOW travel grant; (applications must be approved below by the Sub-Dean)
- I do not approve the participation in the proposed international program

\_\_\_\_\_  
Signature: Head of School

**PRINT NAME/ACADEMIC UNIT**

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- I approve/do not approve the proposed program to count for the above credit as approved by the Head/Academic Unit.

\_\_\_\_\_  
Signature: Sub-Dean, Faculty of .....

**6. Conditions of travel grant award**

- A limited number of Travel Grants are provided for short courses, study tours, approved internships, practice teaching placements or other approved activities undertaken for credit towards the student’s UOW degree; all programs must be at least two weeks in length;
- Applicants must complete an *Application for International Short-Term Program*, available from the Study Abroad & Exchange Office, to provide information about the purpose of travel, reasons for participating, length of program and expected outcomes. The form must be submitted by the relevant due date with the relevant additional documentation as outlined in the accompanying procedures;
- Purpose of travel must be relevant to the applicant’s UOW degree and the proposed program must be either a specific UOW subject or count as either specified or unspecified credit towards the UOW degree;
- Applicants must have the application form signed by the relevant UOW Head of School and the Sub-Dean of the Faculty that owns the student’s degree to support the travel request; if applicants are undertaking the international experience as part of a UOW subject requirement, the application form must be accompanied by a copy of the Enrolment record to verify enrolment in that subject.
- Applicants must be enrolled in the relevant UOW degree at the time of the travel and for the duration of the program;
- Applicants must have a satisfactory level of academic achievement at UOW.
- The award of a travel grant does not give approval for enrolment or credit transfer; nor does the approval of credit transfer imply approval of the award of a travel grant.
- Students are responsible for confirming enrolment and credit transfer arrangements at UOW before the commencement of travel;
- Travel grant recipients must provide evidence of successful completion of the overseas program by providing an official transcript or letter of completion; recipients must also complete a report within 30 days of the completion of the program and participate in other program evaluation activities as required;

- Funding may vary from year to year. Award amounts are allocated according to the UOW Travel Grant Procedures for the relevant year;
- The recipient is required to repay the travel grant to UOW if he/she withdraws prior to the program commencing or before the completion of the program; Normal UOW rules relating to failure to pay charges will apply. <http://www.uow.edu.au/student/finances/index.html>
- All travel grants are issued in Australian Dollars and approved by the Manager, International Relations;
- Final approval for funding is at the discretion of the Deputy Vice-Chancellor (International).

**7. Authorisation statement**

I certify that the information of this application is correct.  
 I certify that I am undertaking an international program to count towards my UOW degree program;  
 I intend to return to Australia following my overseas study/placement to complete my course;  
 I will complete and lodge a *Financial Institution Form* with the Study Abroad Office;  
 I will obtain the necessary visa to enter the program country and will abide by the rules and regulations of the host country and host institution;  
 I have read and understand the *Travel Grant Conditions of Award*;  
 I will submit a written report and evidence of successful completion of the program within 30 days of the completion of the program or my return to UOW;  
 I understand the General Privacy Consent and Disclosure Statement and accept the terms and conditions.  
[www.uow.edu/about/privacy](http://www.uow.edu/about/privacy)

Student Signature :

Date (dd/mm/yyyy)

**Return completed application forms to the Study Abroad Office, Student Central, Building 17, University of Wollongong, NSW 2522**

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**OFFICE USE ONLY:**

Enrolment verified:  \_\_\_\_\_  
**Study Abroad Office**

No Outstanding debt to UOW:

Payment Approved: **YES/NO** \_\_\_\_\_

To Finance Office: \_\_\_\_\_ Date: \_\_\_\_\_