# University of Wollongong

## Visiting Research/Practicum Student Program Application

### 1. Personal details (USE BLOCK LETTERS)

<table>
<thead>
<tr>
<th>Title</th>
<th>Mr</th>
<th>Mrs</th>
<th>Ms</th>
<th>Miss</th>
<th>Other</th>
<th>Sex: Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name*</td>
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</tr>
<tr>
<td>First Names</td>
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<tr>
<td>Former Family Name (if applicable)</td>
<td>Date of Birth:</td>
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</tr>
</tbody>
</table>

#### Mailing address for correspondence

<table>
<thead>
<tr>
<th>PO Box or Street Address</th>
<th>Suburb/Town</th>
<th>State/Province</th>
<th>Postcode</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>Country code</td>
<td>Area code</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Facsimile</td>
<td>Country code</td>
<td>Area code</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Email</td>
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</tbody>
</table>

#### Permanent address (if different from correspondence)

<table>
<thead>
<tr>
<th>PO Box or Street Address</th>
<th>Suburb/Town</th>
<th>State/Province</th>
<th>Postcode</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone</td>
<td>Country code</td>
<td>Area code</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>Facsimile</td>
<td>Country code</td>
<td>Area code</td>
<td>Number</td>
<td></td>
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<tr>
<td>Email</td>
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</tbody>
</table>

**Are you a citizen of Australia?**

- Yes
- No

If NO, complete the following details

**Are you a permanent resident of Australia?**

- Yes
  - If YES, date of permanent residency: Day | Month | Year |
- No
  - If NO, complete details below

<table>
<thead>
<tr>
<th>Citizenship</th>
<th>Country of permanent residence</th>
<th>Country of birth</th>
</tr>
</thead>
</table>

*Certified proof of citizenship or permanent residency will be required prior to enrolment.

### 2. Academic qualifications

1. **Degrees and Diplomas held or being completed**

<table>
<thead>
<tr>
<th>Qualification/Award</th>
<th>School/institution</th>
<th>Country</th>
<th>Duration</th>
<th>Date Completed</th>
</tr>
</thead>
</table>

2. **Academic unit/School/Department for proposed research/practicum program**

<table>
<thead>
<tr>
<th>Email</th>
<th>Telephone</th>
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</table>

4. **Name of Academic Project Adviser or contact in Academic Unit**

<table>
<thead>
<tr>
<th>Email</th>
<th>Telephone</th>
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</table>

**Have you previously made an application to undertake or been enrolled in a course at the University of Wollongong?**

- Yes  
  - If YES, please give your student number: |||||
- No

**Will you be accompanied by your husband/wife or children?**

- Yes
  - If Yes, on a separate sheet of paper, please provide names and ages for health insurance purposes. *Note: dependents of international students must pay tuition fees at NSW schools*
- No
3. Proposed attendance at the University of Wollongong

☐ 1-3 months  ☐ 4-6 months  ☐ 7-12 months

2007 starting date options:

☐ 29 January  ☐ 19 February  ☐ 16 April  ☐ 2 July
☐ 16 July  ☐ 17 September  ☐ 4 December

Proposed finish date: Day [ ] Month [ ] Year [ ]

4. English language proficiency

Is English your first language?  ☐ Yes  ☐ No – my first language is

If your first language is not English, please continue

I have completed at least one of the following (documentary evidence, including ORIGINAL copies of results, must be attached)

☐ Tertiary studies in another country where English is the official language

<table>
<thead>
<tr>
<th>Country</th>
<th>Duration (years)</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Institution</th>
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<table>
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<tr>
<th>Name of Course</th>
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<table>
<thead>
<tr>
<th>Years of study in English medium to</th>
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</table>

*These studies must have been undertaken within the last two years. Any qualification taught in the medium of English but from a country where English is not the official language will not be considered for exemption from English language entry requirements.

☐ A certificate of English proficiency obtained in the last 2 years (eg IELTS or TOEFL) Please note only ORIGINAL IELTS and TOEFL test reports forms will be accepted.

<table>
<thead>
<tr>
<th>Year</th>
<th>Overall score</th>
<th>Reading</th>
<th>Writing</th>
<th>Listening</th>
<th>Speaking</th>
</tr>
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<table>
<thead>
<tr>
<th>Year</th>
<th>Computer test score</th>
<th>Essay Rating</th>
<th>Paper test score</th>
<th>TWE score</th>
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<table>
<thead>
<tr>
<th>Name of test</th>
<th>Year</th>
<th>Score</th>
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*You will need to contact TOEFL in Princeton, USA in order to arrange for your original TOEFL result to be forwarded directly to the University. The University's institutional code is 9799.

If you do not meet English requirements do you intend to sit for an English proficiency test in the near future?  ☐ Yes  ☐ No

If YES, when?  

If you do not meet English requirements are you interested in studying English in the Wollongong University College?  ☐ Yes  ☐ No

5. 2007 Fee structure for Visiting Research/Practicum Program students

<table>
<thead>
<tr>
<th>1-3 mths</th>
<th>3-6 mths</th>
<th>7-12 mths</th>
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</thead>
<tbody>
<tr>
<td>1. Application Fee</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>2. OSHC - Single</td>
<td>0*</td>
<td>157.50</td>
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<tr>
<td>- Family</td>
<td>75.00</td>
<td>315.00</td>
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<tr>
<td>3. Plus a Tuition/Supervision Fee*</td>
<td>3,000</td>
<td>6,000</td>
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</table>

* A limited number of scholarships may be available to cover the Tuition/Supervision fee. Please indicate if you wish to apply for a Visiting Research Practicum Tuition Exemption Scholarship  ☐ Yes  ☐ No

* Not required by DIMA, however, proof of full insurance from home country must be provided with Acceptance of Offer

6. Payment of application fee

☐ I enclose a bank cheque drawn from an Australian bank for AUD $100.00 payable to the “University of Wollongong”

☐ Please charge the amount of AUD $100.00 to the following credit card:

<table>
<thead>
<tr>
<th>Cheque amount:</th>
<th>OR, please debit my credit card for:</th>
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<tbody>
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<tr>
<th>Bankcard</th>
<th>Mastercard</th>
<th>Visa</th>
<th>American Express</th>
<th>(please tick the appropriate box)</th>
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Name of Cardholder:

Card Number: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

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<tr>
<th>Expiry date: date</th>
<th>month</th>
<th>year</th>
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7. Declaration

- I understand the University may vary or reverse any decision made on the basis of incorrect or incomplete information.
- I have read and understand the University cancellations and refund policy.
- I understand that the University may obtain official records from any educational institution I have previously attended.
- I agree to tell the University immediately if there is any change to the information I have given in this application.
- I understand that I am fully responsible for my education and living expenses while studying at the University.
- I agree to be bound by the terms and conditions stated on this form and related documents, eg. Fees Schedule.
- I agree to be bound by the University of Wollongong Intellectual Property Policy (www.uow.edu.au/research/lcu/ip-ip-policy.html).
- I agree to be bound by the rules and Regulations of the University.
- I declare that all the information I have given in this application is true and correct.
- I understand the General Privacy Consent and Disclosure Statement and accept the terms and conditions (www.uow.edu.au/about/privacy).

Applicant's signature: __________________________ Date: ____________

8. Home Institution to complete

Has the student received the necessary approval from your institution to undertake the Visiting Research Practicum Placement?  
Yes  No

Contact details for home institution Supervisor or contact in Academic Unit:

Print Name: ____________________________ Signature: __________________________
Email address: ____________________________ Telephone: ____________  Country code: ________  Area code: ________  Number: ________

Mailing address:

Privacy General Consent and Disclosure Statement

Our Commitment To Privacy
The University of Wollongong is committed to protecting your privacy. Under both the Privacy and Personal Information Act 1988 (NSW) and the Privacy Amendment (Private Sector) Act 2000 (Cth), UOW (including its controlled entities), will take all reasonable steps to ensure that the collection, use, disclosure and handling of your information complies with the law.

The Privacy Policy may be viewed at www.uow.edu.au/about/privacy or by calling 1300 367 869 (within Australia).

Consent
I hereby undertake to abide by the University of Wollongong Act 1989 and with the By Laws and Rules of the University. I understand that UOW may have a need to verify the information I have supplied and thus it may exchange data with other institutions for this purpose. I further understand that UOW deals with regulatory bodies and also includes a number of separate entities, any of which may be granted all or part of this information to assist students in their work at UOW.

Disclosure
The information provided may be used for (but not limited to) the following purposes and or reasonably related purposes:

a. Promotion of the UOW's resources, of scholarships, research, free enquiry, the interaction of research and teaching, and academic excellence;
b. The provision of facilities for education and research, having particular regard to the needs of the Illawara region;
c. The encouragement of the dissemination, advancement, development and application of knowledge informed by free enquiry;
d. The provision of course of study or instruction across a range of fields, and the carrying out of research to meet the needs of the community;
e. The participation in public discourse;
f. The conferring of degrees, including those of Bachelor, Master and Doctor and the awarding of diploma's certificates and other awards;
g. The provision of teaching and learning that engages with advanced knowledge and inquiry;
h. The development of governance, procedural rules, admission policies; and
i. Financial arrangements and quality assurance processes that are sufficient to ensure the integrity of UOW's academic programs.

The information provided may be used, for (but not limited to) the following functions and or reasonably related purposes to these functions of UOW, as follows:

Commercial Functions
UOW's commercial functions comprising the commercial exploitation or development for UOW's benefit of any facility resource or property of UOW's, or in which UOW has a right or interest (including for example study research, knowledge and intellectual property and the practical application of study, research, knowledge and intellectual property), whether alone or with others.

Other Services Such As Sporting Or Cultural
a. UOW's cultural, sporting, professional, technical and vocational services to the community; and
b. UOW's general and ancillary functions as may be necessary or convenient to complement or be incidental for enabling or assisting UOW to promote the interests of UOW.

Functional Areas
The functions of UOW may be exercised within or outside of New South Wales and/or Australia.

Definitions
For the purposes of obtaining consent and providing disclosure, UOW means the University of Wollongong and includes all the associations and controlled entities of the University of Wollongong.

For the purposes of this policy document, 'student' means any person who is a member of the public and not an employee of UOW, and entitled to protection under current privacy legislation in Australia.

Related Legislation
This privacy policy response is an integrated response to other related legislation this includes the following:

- Freedom of Information Act 1989
- ICAC Act 1988
- Protected Disclosures Act 1994
- State Records Act 1998; and
- University of Wollongong Act 1989
- The By Laws and Rules of the University.
9. Further information

**Within Australia**
- Domestic toll-free: 1300 FOR UOW (1300 367 869)
- Facsimile: (02) 4221 3499
- Email: studyabroad@uow.edu.au
- Web: www.uow.edu.au

**International**
- Telephone: +61 2 4221 3170
- Facsimile: +61 2 4221 3499
- Email: studyabroad@uow.edu.au
- Web: www.uow.edu.au

All applicants

Applicants should forward completed forms to the relevant Academic Supervisor
University of Wollongong NSW 2522 Australia

Applications will be processed by
Study Abroad and Exchange Office
Sudent Central, Building 17
University of Wollongong NSW 2522 Australia

10. UOW Academic Unit to complete

- Approved during the period indicated in Q3
- Not approved.
- If these approval dates change, I agree to notify the Study Abroad Office prior to the student's arrival.
- I agree to forward an assessment/completion report to the home university if required.
- I am prepared to accept the student based on the English language proficiency declared on page 2.
- I confirm that the proposed practicum will be of benefit to the Academic Unit and will not be an undue burden on staff supervision and resources.
- I require RAID to prepare an IP Assignment and Confidentiality agreement for the student because the project will involve use of my own IP, involves confidential information, may have commercial value or involves IP owned by an industry partner.

I recommend/do not recommend (please delete as applicable) that the prescribed Tuition/Supervision fee be covered by a VRPS Tuition Fee Exemption Scholarship.

The student will enrol in the following project subject (must be at least 18 cp)

<table>
<thead>
<tr>
<th>Subject No</th>
<th>Subject Name</th>
<th>Credit Point value</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Name of UOW Academic Project Adviser: ____________________________

Signature Academic Project Adviser: ____________________________

Signature Head of Academic Unit or Discipline: ____________________________

Signature Dean of Faculty: ____________________________

Official Use Only

1. Study Abroad Office

- Certified documents attached: Yes [ ] No [ ]
- Language requirements met: Yes [ ] No [ ]

Offer subject to:

a. Approved by academic unit/faculty: Yes [ ] No [ ]
b. Length of enrolment: 1-3 mths [ ] 4-6 mths [ ] 7-12 mths [ ]
c. Start date Year: [ ]
   Session: Autumn [ ] Spring [ ] Summer [ ]
   Intake: A [ ] B [ ] C [ ] D [ ]

Other: ____________________________

2. Study Abroad Office

- VRPS Tuition Fee Exemption Scholarship: approved [ ] not approved [ ]

Comment: ____________________________

Course Code: ____________________________
Source Code: ____________________________
Home Uni Code: ____________________________
Letter Type: ____________________________

Approved/Not Approved: ____________________________

Date: ____________________________

2. Copy of application to ARD Fees Compliance Team

Date: ____________________________

The University of Wollongong attempts to ensure that the information contained in this form is correct at the time of production (October 2006). However sections may be amended without notice by the University in response to changing circumstances or for any other reason. Applicants should check with the University at the time of application/enrolment whether any later information is available. CRICOS PROVIDER NO: 00102E, ABN 61 060 567 686