



MELBOURNE GLOBAL MOBILITY

Application Form for

- University of Melbourne Subjects** (includes placements, internships, etc)
Complete Sections A, B1, C1 (Application for Funding) and D
- Independent Study Abroad** (including Short Term Programs)
Complete Sections A, B2, C2 (Application for Funding) and D
- Melbourne Global Scholarships in Language Study**
Complete Sections A, C3 and D
- Credit/Advance Standing**
Complete Sections E and F

This form should be used by students seeking approval to study overseas as an independent study abroad student for a full semester or two or for a shorter period. You can also use it to apply for a Melbourne Global Scholarship and, upon your return, for credit.

It should also be used by students applying to study a University of Melbourne subject taught overseas as it will also enable you to apply for a Melbourne Global Scholarship. You do not need to apply for credit for having completed a Melbourne subject.

→Submit this form to your Faculty/Student Centre.

SECTION A – Applicant to Complete

Personal Details

Student Number: _____ Title: Mr Ms Miss Mrs Other _____ Date of birth: DD MM YYYY _____
Family name: _____
Given name(s): _____

Address Details

University of Melbourne Email Address: _____
Home Address
Number and Street Name: _____
Suburb: _____ State: _____ Postcode: _____
Telephone Number: _____ Mobile Number: _____
Date you are leaving this address: DD MM YYYY _____

Enrolment Details

Course(s) name: _____ Code(s): _____
What is the length of your present course? _____ How many years have you completed? _____
Expected completion date of your course: DD MM YYYY _____

SECTION B1 - OVERSEAS PROGRAM: University of Melbourne Subject *Applicant to Complete*

If you are enrolling in a University of Melbourne subject which contains an overseas study component, such as Faculty of Arts subjects like the *The Graeco-Roman City in Antiquity*, clinical placements, internships or travelling studios, list the subject name(s) and code(s) on page 3 below.

SECTION B2 - OVERSEAS PROGRAM: Independent Study Abroad *Applicant to Complete*

To be eligible to be considered for an independent study overseas as a study abroad student, you must:

- have a study plan approved by your Faculty(s) to receive credit for your overseas study program (see page 3 below);
- have completed at least one year and 75 points as an undergraduate student or at least one semester and 37.5 points for a graduate coursework student at the University of Melbourne **before applying**;
- have achieved a minimum 70% weighted average over your course completed at the time of application;
- not be studying at an exchange partner institution where an agreement exists in your discipline as a study abroad student without written permission from Melbourne Global Mobility; and
- not be travelling to a country for which the Department of Foreign Affairs and Trade (DFAT) advises 'against all travel' or 'reconsider your need to travel'.

Overseas program name (e.g. study abroad at overseas institution; Summer School in Hesse; Arabic Language Course in Damascus) _____

Overseas Institution (if applicable, e.g. University of Manchuria) _____ Country _____

Overseas Subjects for Credit

If you are planning to complete an independent study abroad program at an overseas institution, list subjects you are proposing to study overseas in the table on page 3 and have them approved by the relevant advisers in each department, see: www.mobility.unimelb.edu.au/outgoing/advisers/

To which University of Melbourne degree(s)/diploma will the credit apply? _____

Length of study: 1 / 2 semester(s) or weeks

Study commencing: DD MM YYYY

Study ending: DD MM YYYY

If this study is during University of Melbourne semester teaching time you may need to take leave of absence from your studies at the University of Melbourne for the semester. Have you applied to do that through the Student Portal?

Yes, if so, when?

No, not yet

Not applicable

Has your study abroad program been finalised and approved? Yes No

If not please give details:

SECTION C1 –SCHOLARSHIPS: University of Melbourne Subjects *Applicant to Complete*

If you are enrolling in a University of Melbourne subject which contains an overseas study component, you can be considered either for the funding in Section C2, if so you must you apply by the due dates in that Section, OR alternatively further faculty funding exists. The amounts awarded vary and are determined by the faculty. To be considered for this faculty funding you must submit this application by:

Due Dates: 22 May for travel in June - November
23 November: for travel in December - May

Do you wish to be considered for a Melbourne Global Scholarship Faculty Funding? Yes

Are you a Kwong Lee Dow Young Scholar? Yes No

Note: if you fail to complete the study for which funds are awarded without a satisfactory reason you may be required to refund the funds.

SECTION C2 – MELBOURNE GLOBAL SCHOLARSHIPS: Independent Study Abroad *Applicant to Complete*

Note: Exchange students do not need to complete this form as they are considered automatically when approved to go on exchange.

Amounts: for study abroad less than 12 weeks \$1,000
for study abroad 12 weeks or longer \$2,500

To be eligible to receive a Melbourne Global Scholarship, you must:

- have approval from your Faculty(s) to meet a hurdle requirement or to receive credit for your overseas study program (see page 3 below);
- have completed at least one year and 75 points as an undergraduate student or at least one semester and 37.5 points for a graduate coursework student at the University of Melbourne **before applying**;
- have achieved a minimum 70% weighted average over your course completed at the time of application;
- not have already received a Melbourne Global Scholarship for Exchange, Study Abroad or School of Languages; and
- not be travelling to a country for which the Department of Foreign Affairs and Trade (DFAT) advises 'against all travel' or 'reconsider your need to travel'.

Do you wish to be considered for a Melbourne Global Scholarship? Yes

Have you met these eligibility criteria? Yes No

Are you a Kwong Lee Dow Young Scholar? Yes No

Due dates: 31 March for travel in May-October
31 August for travel in November-April

Note: if you fail to complete the study for which funds are awarded without a satisfactory reason you may be required to refund the funds.

SECTION C3 – MELBOURNE GLOBAL SCHOLARSHIPS in LANGUAGE STUDY *Applicant to Complete*

The value of the Melbourne Global Scholarship in Language Study normally ranges from \$1,500 to \$7,000 for programs 6 weeks up to a year in duration, depending on the country of destination and/or the length of the proposed program of study. To be considered for a Melbourne Global Scholarship in Language Study, in addition to the criteria in section C2, you must:

- have completed a full year of language study at a tertiary level in the language you intend to study overseas;
- be enrolled in a University of Melbourne degree/diploma; and
- have an average of H2B (70+) in the completed target language subjects.

Do you wish to be considered for a Melbourne Global Scholarship in Language Study? Yes

Have you met these eligibility criteria? Yes No

Are you an exchange student? Yes If "yes" attach a copy of your Exchange Approval Letter/Email from your Faculty to this application together a copy of your approved Exchange Study Plan.
 No If "no" complete section B1 or B2 above as relevant.

Are you a Kwong Lee Dow Young Scholar? Yes No

Due dates: 31 March for travel in May-October
31 August for travel in November-April

Note: if you fail to complete the study for which funds are awarded without a satisfactory reason you may be required to refund the funds.

SECTION D - *Applicant's Declaration*

I declare that the information presented in this application is true and complete. I acknowledge that the University of Melbourne may terminate my application for permission to study overseas as a study abroad student or nomination for a Melbourne Global Scholarship, and ask that all monies awarded be repaid in full, if I have misrepresented my past and/or present circumstances.

Signature of Applicant:

Date: DD MM YYYY

KEEP A COPY OF THIS APPLICATION WITH THE APPROVED STUDY PLAN FOR YOUR REFERENCE.

Proposed Study Plan for Study Abroad

Student Name: _____

University of Melbourne subject(s) – Section B1 above

Independent Study Abroad subject(s) – Section B2 above

Subject Name	Subject Code	Credit Value	Faculty/Student Centre/School/Department Use Only				
			Equivalent of Subject (if possible or necessary)	Year Level	Equivalent of Subject Code	Approved by Adviser	
						Name	Signature

Comments

SECTION G – Faculty/Student Centre to Complete

Study Abroad and other credit bearing program students must have this section completed by a Faculty Adviser from the faculty which will be awarding credit. It is not sufficient to get departmental approval only. Combined or double degree students or students studying a diploma and degree applying for credit from more than one faculty must obtain support from each faculty. If you wish to elaborate on circumstances you believe should be taken into account when assessing this student for a Melbourne Global Scholarship, please attach a letter detailing the situation.

Faculty 1

I acknowledge that the proposed overseas study program is a credit bearing program which will be credited towards this student's course or meets a compulsory hurdle requirement which is part of this student's course.

Faculty: _____ Signature: _____ Name (please print) _____

Position Title _____ Date: DD MM YYYY _____

Faculty 2

I acknowledge that the proposed overseas study program is a credit bearing program which will be credited towards this student's course or meets a compulsory hurdle requirement which is part of this student's course.

Faculty: _____ Signature: _____ Name (please print) _____

Position Title _____ Date: DD MM YYYY _____

SECTION E – OVERSEAS PROGRAM CREDIT/ADVANCED STANDING Applicant to Complete

Student Number: _____

Title: Mr Ms Miss Mrs Other

Date of birth: DD MM YYYY

Family name: _____

Given name(s): _____

To claim credit/advanced standing for studies completed from a period of study abroad you must:

- attach a copy (with the original) of a transcript from the institution showing that you passed the subject(s); and
- attach written approval from the appropriate academic in a department/school, preferably a copy of your study plan approved before you left, confirming that the subject(s) is/are suitable for credit to your Melbourne degree.

List the subjects for which you are seeking credit/advanced standing:

1. Name of subject: _____

2. Name of subject: _____

3. Name of subject: _____

4. Name of subject: _____

5. Name of subject: _____

6. Name of subject: _____

7. Name of subject: _____

8. Name of subject: _____

If you wish to list more subjects, write the information on page 3 of this form.

 More on page 3

Note that credit will not be granted for subjects that have not been approved prior to submitting this application.

SECTION F - Applicant's Declaration

I declare that the information presented in this application is true and complete. I acknowledge that the University of Melbourne may rescind any credit awarded, if I have misrepresented my past and/or present circumstances.

Signature of Applicant: _____

Date: DD MM YYYY

KEEP A COPY OF THIS CREDIT APPLICATION FOR YOUR REFERENCE.

Faculty/Student Centre to Complete

- Original official transcript sighted
- Copy of transcript attached
- Subject approvals attached
- Credit awarded

Awarded by: _____

Date: DD MM YYYY

Complete on Return from Independent Study Abroad