



University of  
South Australia

## Exchange Partner Fact Sheet for Staff Use

Contact Information		
<b>Kate Toone</b> Manager: International Recruitment, Mobility and Study Abroad	Partnership agreement enquiries, program coordination, student crisis, high level strategy	<a href="mailto:kate.toone@unisa.edu.au">kate.toone@unisa.edu.au</a> +61 8302 0594
<b>Kat Della Flora</b> International Recruitment and Mobility Officer	Inbound/Outbound, nominations, balance, issues, daily communication <ul style="list-style-type: none"> <li>UK</li> <li>Europe</li> </ul>	<a href="mailto:kat.dellaflora@unisa.edu.au">kat.dellaflora@unisa.edu.au</a> +61 8302 9103
<b>Sarah Bahari</b> International Mobility Officer	Inbound/Outbound, nominations, balance, issues, daily communication <ul style="list-style-type: none"> <li>Asia</li> <li>Latin America</li> <li>North America – USA/Canada</li> </ul>	<a href="mailto:sarah.bahari@unisa.edu.au">sarah.bahari@unisa.edu.au</a> +61 8302 1228
<b>Sarah Wragge</b> Mobility Officer: Short Term Programs	Short programs (summer/winter schools)	<a href="mailto:short.programs@unisa.edu.au">short.programs@unisa.edu.au</a> +61 8302 9255
<b>Hannah Kemp</b> International Recruitment and Mobility Support Officer	Transcripts, promotional material, general student queries pre-application.	<a href="mailto:student.exchange@unisa.edu.au">student.exchange@unisa.edu.au</a> +61 8302 9098
<b>Student Contact</b>	Pre-application queries	<a href="mailto:student.exchange@unisa.edu.au">student.exchange@unisa.edu.au</a>
	Post-Application queries <i>Students will also be able to contact the assessment officer responsible for their own individual application</i>	<a href="mailto:international@unisa.edu.au">international@unisa.edu.au</a>
<b>Mailing address</b>	Promotional materials, transcripts, acceptance letters, etc.	Study Overseas UniSA International Level 1, 101 Currie Street Adelaide SA 5000 AUSTRALIA

### Nomination and Application dates

Semester Name	Study Period 2 (SP2)	Study Period 5 (SP5)
Dates	February to June*	July* to November
Nominations received by	October 15 (previous year)	March 15
Application Deadline	November 15 (previous year)	April 15

Please refer to the Academic Calendar for exact dates by year:

<http://www.unisa.edu.au/Student-Life/Support-services/Student-administration/Academic-calendars/>

*\*Please take note of the differing dates for courses in the UniSA Business Academic Unit (all courses) and UniSA Justice & Society (Law courses only)*

## Nominations

Nominations should be sent via email to your relevant Mobility Officer. When nominating students, please provide the following information for each student:

<b>Given Name</b>		<b>Contact Email Address</b>	
<b>Family Name</b>		<b>Discipline Area</b>	
<b>Date of Birth</b>		<b>Duration (1 or 2 semesters)</b>	

## Applications

All nominated students will be contacted by email directly with application instructions, and will be invited to apply via online application link -- <https://www.unisa.edu.au/exchange/apply/>

This link is hidden and cannot be navigated to from the UniSA website.

## Monitoring Student Applications

Once an exchange agreement is formalised, you will be given log-in access to our application management system – *StudyLink Connect*. You can use these details to view the status of the students' applications, their course approvals, and communication with the Admissions Officers. Logging in to the application system is not required, though you may find it to be useful. Please take note that the log-in details should *not* be shared with students as they provide access to personal or private information. If you do not have log-in details and would like them to be resent to you, please contact the relevant Mobility Officer.

## UniSA Academic Units

Courses are available by searching 'Courses' at the following website: <https://international.unisa.edu.au/short-term-study/what-can-i-study/>. Each student can include six courses in their application to be assessed for eligibility and availability, however, please note a full-time study load is a maximum of four courses (18 units).

<b>UniSA Allied Health &amp; Human Performance</b>	Physiotherapy, Occupational Therapy, Podiatry, Exercise and Sports Science, Human Movement, Clinical Exercise Physiology, Speech Pathology, Medical Radiation Sciences, Health Science, Public Health and Medical Sonography.
<b>UniSA Business</b>	Accounting and Finance, Marketing, Management, Tourism and Events, Property, Master of Business Administration (MBA) and Executive Education.
<b>UniSA Clinical &amp; Health Sciences</b>	Pharmacy, Nursing and Midwifery, Laboratory Medicine, Medical Sciences and Nutrition and Food Sciences.
<b>UniSA Creative</b>	Architecture, Art, Design, Journalism, Communication and Media, Film and Television and Creative Industries.
<b>UniSA Education Futures</b>	Education and Teaching, Arts, Languages, and UniSA College.
<b>UniSA Justice &amp; Society</b>	Psychology, Law, Social Work, Human Services, Arts and Aboriginal and Australian Studies.
<b>UniSA STEM</b>	Engineering, Mathematics, Science, Defence, Cybersecurity, Construction management, Environmental Science, Aviation, Information Management, Information Technology and Project Management.

<b>Important Notes</b>	
<b>Student Transcripts</b>	<p>After the completion of the semester, each student will receive an email notification to their <i>UniSA email address</i> when their transcript is available along with 'My eEquals' login details to access their academic transcript immediately. 'My eEquals' is an online system used by universities in Australia and New Zealand to issue electronic transcripts. Transcripts shared on 'My eEquals' are official and digitally certified.</p> <p>Students are not able to edit or tamper with them in any way unless they send a PDF copy – please do not accept PDF copies of 'My eEquals' transcripts.</p> <p>When students share their official transcripts from 'My eEquals', you will only want to receive this via email link. Students will need to specify the email address they want to share it with, i.e. inbound coordinator email address or the generic inbound email address etc.</p> <p>Once they have elected to share via 'My eEquals', you will receive an email notification. View link in the notification email – select the 'View Document' link. The email will also have the UniSA logo and the My eEquals logo.</p> <p>You will then need to enter your email address and select 'Verify'. The document can then be viewed and downloaded.</p> <p>If you also require hard copies of the transcripts, please email our office and they will be posted to your office as soon as possible.</p>
<b>English Language for Student Visa</b>	<p>Due to recent changes to the Government regulations around Student Visa processing, students of certain nationalities may be required to provide the Department of Home Affairs evidence of an English test that meets the Department's requirements, despite individual arrangements between institutions: <a href="https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility">https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500#Eligibility</a></p> <p>The University needs to ensure that students who might be asked to present this evidence have it readily available, as being unable to present this evidence to the Department of Home Affairs will result in a student's visa refusal.</p>
<b>Overseas Student Health Cover</b>	<p>It is a requirement of the Australian government that anyone who enters Australia on a Student Visa must obtain Overseas Student Health Cover (OSHC) for the duration of their visa. UniSA have negotiated with a major OSHC provider for competitive rates for our students. When students receive their offer for study with UniSA, it will include a quote for the OSHC via our preferred provider, <a href="#">Bupa</a>. Students can of course opt to obtain OSHC on their own terms through another provider, though the prices offered through Bupa are quite good, and this also means that we take on the administrative work of arranging the cover.</p> <p>The cost of OSHC for our incoming students is roughly AU\$50 per month, though this figure may change year on year. If a student returns home before the end date on their visa they can apply for a refund of any remaining amount paid.</p>
<b>Student Services and Amenities Fee</b>	<p>The Student Services and Amenities Fee is a compulsory fee which is paid by all students, including those on exchange. The SSAF is to support services of a non-academic nature – students are invoiced for the SSAF during their semester. Fees are charged dependent on the number of courses taken and are approximately AU\$150 per semester for students enrolled full time. More information is available at: <a href="http://www.unisa.edu.au/fees/ssaf">www.unisa.edu.au/fees/ssaf</a></p>