

For Bachelor of Business students only:
Applying for ACICIS Sustainable Tourism Professional Practicum (STPP)
at La Trobe University

Important: Before applying, please consider the following:

- You must apply to both ACICIS and La Trobe University through their individual application forms.
- You must be accepted by La Trobe University to confirm academic credit, travel insurance and any funding eligibility, including New Colombo Plan (NCP) funding.
- International students are welcome and encouraged to apply – however please note that you are not eligible for NCP funding. If approved, you will be eligible to receive the \$1500 La Trobe Abroad Mobility Grant.

Your points of contact:

- For Academic Approval, contact [Paul Strickland](#)
- For La Trobe Abroad queries, contact [Tim Bendle](#)
- For all ACICIS enquiries, contact [ACICIS Enquiries](#)
- **Still not sure who to contact?** Email [ACICIS](#) to find out.

Tuition fees and Enrolment

- **ACICIS Administration and Tuition Fees:** You will be responsible for paying both the Administration and Tuition Fees directly to ACICIS on or before the given deadlines.
- You are eligible to receive credit for 1-2 subjects, worth either 15-30 credit points. Please confirm with [Paul Strickland](#) prior to enrolment.
- You will receive Advanced Standing towards LTU subjects as detailed by Paul Strickland and remain enrolled at La Trobe.
- You will be granted advanced standing on completion of the ACICIS program with either 15-30 credit points, depending on your study plan.

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New Colombo Plan Mobility Grant

There is no separate application for a New Colombo Plan Mobility Grant – instead, you are automatically considered for a grant when you submit your application to ACICIS. Your eligibility will be assessed in collaboration with La Trobe University upon your acceptance into the program. You will be notified of the outcome via email from ACICIS.

You must meet all the following criteria to be eligible for a NCP grant:

- ✓ Current undergraduate (Bachelor or Honours Degree) student
- ✓ Studying at an **ACICIS Member University** (YES! La Trobe is a member university)
- ✓ Australian citizen
- ✓ Receiving credit towards my degree for participation in the STPP¹
- ✓ Have not previously received a short-term New Colombo Plan Mobility Grant²
- ✓ Not *currently* a citizen or permanent resident of the Republic of Indonesia
- ✓ Not *previously* a citizen or permanent resident of the Republic of Indonesia

¹Eligible students must be fully registered with, and approved by, La Trobe University before they can be offered an NCP mobility grant.

²Students are only allowed to receive **one** short term mobility grant and **one** semester-long mobility grant from the New Colombo Plan.

N.B. 70% of grant recipients (Australia-wide) must be between the ages of 18-28. Therefore, up to 30% of recipients can be 28 or older.

Other funding options

- **OS-HELP:** You must meet La Trobe University's **OS-HELP loan criteria** and must have completed an OSP Application, which includes the credit approval through SOMSAS.
- **Centrelink payments:** Your payments may be able to continue overseas. See the guidelines [here](#). You will need to seek a letter of confirmation of enrolment from La Trobe and upload to your MyGov account. You can apply for a letter [here](#).
- **La Trobe University Mobility Grants:** You may be eligible for a **mobility grant** offered by La Trobe. Please note that you can only receive one form of Australia-based grant funding (i.e. **either** NCP **or** LTU's Mobility Grant). There is no separate application for this grant. Check your eligibility [here](#).

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Application Deadlines for the Sustainable Tourism Professional Practicum (STPP)

ACICIS Deadline	La Trobe University Deadline
<p><u>First Round</u>: 1 July</p> <p><u>Second Round</u>: 1 September (if places available)</p>	<p>There is no universal deadline for short-term programs, however you must:</p> <ol style="list-style-type: none"> 1. Complete your SOMSAS application 8-12 weeks before program start date.¹ 2. Complete the rest of your OSP Application 6-8 weeks before program.

¹See the dates for the STPP [here](#).

Application Process

You can commence your application to ACICIS and La Trobe University at the same time.

Step 1: Submit your application to ACICIS [here](#).

- ✓ As part of the ACICIS application, you will need to provide **several supporting documents**, including a **University Approval Form** – this document is linked in the online application.
 - This must be signed by **Tim Bendle** once you complete your OSP application for La Trobe.
 - ACICIS recommends you upload a blank document in place of the form, and **submit by email** once signed.
- ✓ ACICIS will notify the outcome of your application 1 month after the application deadline.

Step 2: Submit your SOMSAS application to La Trobe:

- ✓ To discuss academic credit eligibility before applying, you may wish to speak to **Paul Strickland**.
- ✓ Complete your **SOMSAS application** 8-12 weeks before program start date to apply for credit towards a core subject or elective.
- ✓ Obtain a copy of the Course Outline for the STPP and attach this to your application – you can download these from **ACICIS website** or **request one from ACICIS directly**.

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Step 3: Submit your La Trobe OSP application:

- ✓ Upon approval of your SOMSAS application, complete the rest of the online La Trobe Abroad OSP Application, due 6-8 weeks prior to starting your ACICIS' program. Log in with your La Trobe University Student Login if you are not accessing the application portal from campus.
- ✓ Please read the cover page of the OSP Supporting Documents carefully, as it details exactly what you need to include in your application.
- ✓ All students going on an overseas program for the first time need to complete the La Trobe Online Pre-departure Module (use your standard La Trobe student ID login) via LMS.
- ✓ Once completed, download the completion postcard and attach it to your OSP Supporting Documents.
- ✓ When you have completed all parts of your OSP Supporting Documents, please submit them online via the La Trobe Abroad Online OSP Application to be considered for a mobility grant.

Step 4: Attend an ACICIS Pre-Departure Session:

ACICIS will host an informal pre-departure meet up for all students departing on our in-country programs. These are non-compulsory but offer the opportunity to meet other students on your program. For more information contact the Secretariat.

Travel Insurance

- ✓ Once all forms are acknowledged and approved by La Trobe Abroad, you will be covered automatically under La Trobe University's travel insurance for an Overseas Short Program.
- ✓ Students must list their travel plans within their OSP Application to La Trobe Abroad and are also required to register an itinerary with Smartraveller.
- ✓ For policy summary, please visit the Insurance Office: <https://www.latrobe.edu.au/insurance/travel>
- ✓ Please note that it is compulsory for ACICIS students to be registered for travel insurance.

Results

- After you have returned from Indonesia, ACICIS will email a copy of your original transcript or certificate of completion to yourself and La Trobe University.
- You will need to take your overseas transcript to ASK La Trobe with a copy of an Advanced Standing Form to have your credits transferred.