

Important:

This guide is for Murdoch University students interested in participating in one of ACICIS Study Indonesia's 6-point Professional Practica (Agriculture, Business, Creative Arts and Design, Development Studies, Journalism or Sustainable Tourism). Students interested in taking part in the Law Professional Practicum (3 points) should consult the relevant guide.

Before applying at acicis.edu.au/apply-now, please read and consider the following information. Many frequently asked questions are answered below.

Any queries? Contact Meg McPherson, ACICIS Staff member, at m.mcpherson@acicis.edu.au or phone 08 6488 6680.

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Administration and Tuition fees

Students are required to pay ACICIS [administration fees](#) **upfront** and direct to ACICIS by Visa or MasterCard.

Subject to approval by the College of Arts, Business, Law and Social Sciences, **50 percent** of the ACICIS practicum program [tuition fee](#) will be covered by Murdoch University. The remaining 50 percent of the tuition fee must be paid **upfront** and direct to ACICIS by Visa or MasterCard.

In addition to their chosen ACICIS program, students are required to concurrently enrol in the 6-point Murdoch University "shell unit": ART307 *In-country Studies Indonesia*. **Normal Murdoch University fees are payable for ART307**, though eligible students may defer unit fees for ART307 on HECS-HELP. Please note that self-enrolment is not available for this unit. More information on how to enrol in ART307 is contained in section 4 below.

All applicants for the program will be automatically considered for a **\$3,000 New Colombo Plan mobility grant**.

For in-country programs, in addition, students may also apply for an **OS-HELP loan of up to \$8,295** to cover the costs of participation above and beyond the New Colombo Plan mobility grant amount. The OS-HELP loan is applied to a student's HELP debt, to be repaid alongside their HECS once their income reaches the repayment threshold (typically after graduation). More information on NCP and OS-HELP is available below.

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New Colombo Plan (NCP) Mobility Grant

To apply for the **New Colombo Plan Mobility Grant**, students simply need to apply for the ACICIS program. ACICIS will automatically assess eligibility for the grant. Key eligibility criteria are:

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- Australian citizen,
- Enrolled in an on-shore Australian University throughout the duration of the Mobility Project,
- Be undertaking a Bachelor Degree or Bachelor Honours Degree at the commencement of the Mobility Project, and
- 70% of grant recipients for any given ACICIS program must be aged 18-28.

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Application deadlines

For all ACICIS program application deadlines, see the ACICIS website at www.acicis.edu.au

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Application process

Step 1: Make sure that you are eligible to participate in the Professional Practicum:

1. Ensure that you have at least **completed 18 points of study** (including advanced standing) prior to your chosen program's study period. Contact your [Academic Chair](#) if you are unsure.
2. Ensure that you have at sufficient points remaining in your study plan to undertake the ACICIS Professional Practicum. Contact your [Academic Chair](#) if you are unsure.

N.B. the 6 points you receive for the ACICIS program may be able to count as breadth units or spine units, specified electives or (less likely) core units towards your Murdoch University degree if approved by your Academic Chair. Students who participate in the ACICIS program without prior consultation with their Academic Chair will receive 6 points of general electives.

Step 2: Submit your application to ACICIS Study Indonesia:

1. Commence your application on the ACICIS Study Indonesia website [here](#).
2. Student eligibility to receive a New Colombo Plan grant will be considered as part of the application process. There is no separate application form for the New Colombo Plan mobility grant.

Tip: Don't leave your application until the last minute, as you will be required to gather documents and obtain approvals!

Step 3: Once you are accepted onto the ACICIS program, ensure that you are correctly enrolled at Murdoch University for the Summer study period:

1. As mentioned on page 1, you are required to enrol in the 6-point unit ART307 In-country

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Studies Indonesia. **Please note that this unit incurs a tuition fee which is paid the way you normally pay for your studies at Murdoch University** (e.g. on HECS-HELP)

2. Self-enrolment is not available for these units. Prior to the relevant teaching period, your enrolment will be requested by Murdoch University staff, however, **it is your responsibility to check myinfo and make sure that you are enrolled correctly prior to the commencement of the relevant Murdoch University teaching period (Summer).**
3. As mentioned above, Murdoch University will cover 50 percent of the ACICIS tuition fee, requiring you to pay the remaining 50 percent of the ACICIS tuition fee upfront and direct to ACICIS.

Step 4: Apply for an OS-HELP loan (optional) (*in-country programs only*)

1. Students may apply to borrow up to \$8,295 on their HELP debt to cover the costs of participation above and beyond the New Colombo Plan mobility grant amount.
2. Students must meet a number of eligibility criteria to apply for the OS-HELP loan. These include:
 - Students must have completed at least 18 points of Murdoch units prior to the commencement of the ACICIS program.
 - Students must have at least 3 points of Murdoch University units remaining to complete following the conclusion of the ACICIS program.
 - Students need a GPA (Grade Point Average) of 2.0, which is a credit average. Students with a lower GPA may still be considered, based on the support of their [Academic Chair](#).
3. To apply for an OS-HELP loan, pick up an application package from the Student Centre or email StudyAbroad@murdoch.edu.au to request that a package be mailed to you. OS-HELP application forms are only available in hard copy.
4. Communication about the OS-HELP loan will be with the Fees and Enrolments Team through MyInfo, by asking a question.

Step 5: Travel Insurance (*in-country programs only*)

1. Murdoch University provides complimentary travel insurance to students studying abroad, but only for the duration of the overseas program. For additional travel before or after the program, private travel insurance has to be purchased at the students' own cost.
2. More information about insurance, including policy details, will be provided at a compulsory pre-departure briefing conducted on campus at the end of Semester Two.

Step 6: Attend a Pre-Departure Session (*in-country programs only*)

Two pre-departure sessions will take place immediately before/after the conclusion of Semester Two:

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1. A compulsory pre-departure briefing will take place on-campus at Murdoch University. Students will be provided with essential information regarding travel insurance at this briefing.
2. Around the same time, ACICIS will host an informal pre-departure meet up for all Perth-based students departing on programs during the Summer teaching period. These are not compulsory but offer an opportunity to meet other Perth-based participants and ask questions of ACICIS staff.

5 Results

Approximately **six weeks** following the conclusion of the ACICIS program, ACICIS will send an electronic copy of your results to your email, copying in relevant contacts at Murdoch University. Provided that you have satisfactorily completed all components of the ACICIS program and received a passing grade for all units completed in Indonesia, you will receive an “Ungraded Pass” for the ART307 unit.

N.B. ACICIS programs are assessed on an “ungraded pass”/“ungraded fail” basis. The grades you receive in Indonesia will not affect your Murdoch University GPA.