

Important:

Before applying at [acicis.edu.au/apply-now](https://www.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.

1 Tuition fees

Students are required to pay [tuition fees](#) for the Law Professional Practicum **upfront** and direct to ACICIS by Visa or MasterCard. Students will not pay any additional tuition fees to Murdoch University during their period of study with ACICIS.

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.

2 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:

- 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.

3 Application deadlines

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

4

Application process

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

1. Ensure that you have at least **three (3) points of Law Specified Electives** remaining in your study plan. Contact your Academic Chair if you are unsure.
2. Murdoch Law students who have previously completed a Murdoch Law School approved internship (one awarding academic credit) are also permitted to undertake the LPP for academic credit, provided that the program provides a sufficiently different learning experience to their previous internship. In such a circumstance, the student needs to gain approval from the Murdoch Law School's Internship coordinator prior to applying for the LPP. Priority will, however, be given to students yet to complete an internship.
3. Contact **Dr Joseph Indaimo**, Internships Coordinator, to confirm you have received confirmation from your Academic Chair that you have space in your degree and that you intend to apply for this program.

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: Ensure that you are correctly enrolled at Murdoch University for the Summer study period:

1. Once your ACICIS application has been accepted, you are required to cross-institutionally enrol for the relevant study period (Summer) at Atma Jaya Catholic University, Jakarta, host institution for the LPP.
2. To cross institutionally enrol, download a Murdoch [cross-institutional enrolment form](#), and submit this to the Student Centre with a copy of the LPP Course Outline, available to download from the [program webpage](#). Key details for the cross institutional enrolment form are:
 - **Host University:** Atma Jaya Catholic University, Jakarta
 - **Murdoch Teaching Period:** Summer
 - **Host University Unit Details:**
 - i. **Unit Code:** N/A
 - ii. **Unit Title:** ACICIS Law Professional Practicum

Applying for credit towards your degree at Murdoch University ACICIS Law Professional Practicum (LPP)



- iii. **Credit Points:** 3
- iv. **Internal or External:** Internal
- **Murdoch Equivalent Details:**
 - i. **Unit Type:** Specified Elective
 - ii. **Unit Code:** LLB301

As you are receiving 3 points Specified Elective credit for the program, your cross institutional enrolment form must be signed by Dr Joseph Indaimo, the LLB301 Unit Coordinator: J.Indaimo@murdoch.edu.au. After this form is signed by Dr Indaimo, a scanned copy should be submitted to the Student Centre by emailing S.Processing@murdoch.edu.au prior to the conclusion of Semester Two.

Note: your Murdoch University enrolment for the Summer teaching period will show as an OTH coded unit, not a LAW/LLB coded unit. Provided that you have completed the above process correctly, the OTH unit will count as a three point Law Specified Elective.

Tip: to avoid inconvenience, submit your cross institutional enrolment form immediately following your acceptance onto the LPP. NCP grants and OS-HELP may not be paid until you complete this process.

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 24 points of Murdoch units prior to the commencement of the LPP.
 - Students must have at least 3 points of Murdoch University units remaining to complete following the conclusion of the LPP.
 - 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 My Murdoch, by asking a question.

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

1. Murdoch University provides complimentary travel insurance to students studying abroad,

Applying for credit towards your degree at Murdoch University ACICIS Law Professional Practicum (LPP)



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:

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 LPP, 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, 3 points of Law Specified Electives will be applied to your degree.