

# WESTERN SYDNEY UNIVERSITY



## VOCABULARY & KEY TERMINOLOGY Exchange and Study Abroad Program

At Western Sydney University, we refer to the following terminology. Please read this document carefully to ensure you understand the context of our terminology.

**Units:** Units are what you might know in your home university as ‘subjects’, ‘courses’ or ‘modules’. Some units have pre requisites or unit enrolment restrictions. The most common ones are that to be eligible to take a particular unit you must have done another specific unit beforehand or a certain amount of prior study (see ‘Unit approvals process’ below).

**Courses:** Courses are what you might know in your home university as a ‘program’ or ‘degree’. So, for example, a course is the ‘Exchange Non-Award Program for 1 Session’ or ‘Study Abroad for 2 Sessions’. If you see the word ‘course’, don’t get confused and think that this is a ‘unit’ (see ‘Units’ above).

**Application:** This is your online application to join the Exchange Program or Study Abroad Program. You will lodge it via the University’s dedicated StudyLink online application system.

**Offer or Offer Letter:** This is a formal letter sent by us to you or your agent’s email that will confirm you have been offered a place in the Exchange Program or Study Abroad Program at Western Sydney University.

An Offer should not be confused with an ‘Acceptance’ which is a process you need to complete (see ‘Acceptance Process and Acceptance Form’ below).

**Acceptance Process and Acceptance Form:** These are the steps and form required that confirms, in writing, that you accept your Offer of a place in the Exchange Program or Study Abroad Program at Western Sydney University.

The Acceptance Process or Acceptance Form should not be confused with an ‘Offer’, which is your offer from us for a place in the Exchange Program or Study Abroad Program (see ‘Offer or Offer Letter’ above). The Acceptance is you saying ‘yes’ to the Offer.

**OSHC:** Overseas Student Health Cover. This is mandatory health coverage for coming to Australia on an Australian student visa. You must have valid OSHC for the entire duration of your stay in Australia. It can be organised by Western Sydney University or independently by you, but must cover the period listed under Step 4 of the Exchange application instructions email.

OSHC is compulsory for all Exchange and Study Abroad students – except eligible Belgian, Norwegian or Swedish students.

**eCoE:** electronic Confirmation of Enrolment. This is the document issued by Western Sydney University Go Global and Study Abroad that is required for you to commence your Australian student visa application. It serves as evidence that you have formally accepted a place in an Australian university.

We can only issue your eCoE to you after you have properly accepted your Offer (by submitting the signed Acceptance Form and making any associated OSHC payment or providing evidence of coverage of OSHC).

**Student visa (subclass 500), Non-Award Sector:** This is the visa that all students coming to study an Exchange or Study Abroad Program at Western Sydney University will need to apply for and receive prior to entering Australia. Students lodge an online application for this visa with the Australian Government Department of Home Affairs (DHA). We are authorised only to be able to give you information on your first that is in the public domain (ie on the DHA website).

As at the end of January 2019, DHA communicates visa outcomes to applicants within 11 days (for 75% of applications) and 21 days (for 90% of applications). The Student visa (subclass 500) will be digitally linked to your passport so you will not get a label inside your passport.

**Western Sydney University Village or ‘the Village’:** This is the University’s on-campus residential accommodation provider, with multiple sites on different campuses. The Village operates independently to the University, so you will need to register and liaise with them about all accommodation matters independently.

**Enrolment:** Enrolment is what you might know in your home university as ‘registration’. It is the process of confirming and entering your units into your student record. At Western Sydney University, students self-enrol via their MySR (MyStudentRecord) portal and the Rule Waiver eForm process.

*Exchange students*

You can commence enrolment approximately two months before the start of your Exchange Program, but only after we send you details and links of how to do so in the Unit Approvals and Self Enrolment Guide.

### *Study Abroad students*

You will have your unit preferences assessed immediately after you receive your Offer from our team, and will then be enrolled by our team after the time of your acceptance of your Offer. However, at a later stage you can follow the unit approvals and self-enrolment process (see 'Unit approvals process' below) to make subsequent changes yourself. We will send you instructions on how to do so in the Unit Approvals and Self Enrolment Guide.

**Unit approvals process:** This is the process whereby you will seek approval to enrol into any unit preferences (that you have listed in your application or subsequently decide you wish to take) that require pre requisites or unit enrolment restrictions.

### *Exchange students*

You will only need to seek approval for units that have pre requisites or unit enrolment restrictions. You do this via the Rule Waiver eForm process (see 'Rule Waiver eForm process' below). Information about unit approvals and the self-enrolment process, including the Rule Waiver eForm, will be sent to you approximately two months before the commencement of your Exchange Program in the Unit Approvals and Self Enrolment Guide.

### *Study Abroad students*

For any units you decide to change at a later stage, closer to the time of commencement, you will only need to seek approval for those that have pre requisites or unit enrolment restrictions. You do this via the Rule Waiver eForm process (see 'Rule Waiver eForm process' below). Information about unit approvals and the self-enrolment process, including the Rule Waiver eForm, will be sent to you approximately two months before the commencement of your Study Abroad Program in the Unit Approvals and Self Enrolment Guide.

After lodging a Rule Waiver eForm request, and receiving an approval for a unit with a pre requisite or unit enrolment restriction, you will be automatically enrolled into that unit in your MySR (My Student Record), without needing any further action on your part.

**Rule Waiver eForm process:** This is the process where you request a waiver for specified pre requisites or unit enrolment restrictions if you or your home university advisor considers that you have met the equivalent of the pre requisite/restriction in your previous university studies at home. Requests are assessed by either Academic Course Advisor / Director of Academic Program overseeing the study area, the Go Global and Study Abroad team, or both. Once a Rule Waiver eForm request has been approved, the system will automatically enrol you into that unit. If it is rejected, this means that you are not considered to have met the equivalent of the pre requisite and you will need to select an alternative unit.

Rule waivers for unit pre requisites and unit enrolment restrictions are not automatic. You need to request each rule waiver individually via the Rule Waiver eForm process, in order for a rule to be waived and you to be able to enrol in the unit.

**Timetabling and Tutorial Registration:** This is the process of building your study timetable and registering for tutorials (smaller, non-lecture classes). You can commence this process approximately one month before the start of your Exchange or Study Abroad Program. Details of how to do so will also be included in the Unit Approvals and Self-Enrolment Guide.

▮ You need to register for tutorials – it's not automatic just because you've enrolled into the unit. It is an extra step you must follow.

Finding another term or word we're using confusing? [Let us know](#) and we'll include an explanation in a future update of this document!