

## Applying for credit toward your Monash Arts degree

### Important:

Before applying at [acicis.edu.au/apply-now](https://acicis.edu.au/apply-now), please consider the following:

### 1 Eligibility

To be eligible to achieve credit toward your Monash degree, you must be over 18 years old by the time the program commences and have completed 48 Monash credit points prior to applying for study abroad credit.

### 2 Tuition fees

You will need to pay the **tuition fees** for the program upfront to ACICIS. No fees will be paid to Monash University for the credit achieved on your program.

### 3 New Colombo Plan Mobility Grant

To apply for the **New Colombo Plan Mobility Grant**, students need to apply for the program. ACICIS will then assess the eligibility of the grant and the student will be awarded the grant if he/she meets all of the criteria:

- An 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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### 4 Application deadlines

You will need to pay the tuition fees for the program upfront to ACICIS. No fees will be paid to Monash University for the credit achieved on your program.

Application Due	Semester 1 Programs (Feb – June)	Semester 2 Programs (Aug – Dec/Jan)
ACICIS Online Application	All Programs: 1 October (year prior)	<b>DSIP, FLIP:</b> 15 March (same year) <b>ASP, IBLS, IRP:</b> 15 April (same year)
Monash ISP Application	Within 7 days of receiving preliminary approval from ACICIS ( <i>ie. By 7 October</i> )	Within 7 days of receiving preliminary approval from ACICIS ( <i>ie. By 7 April</i> )

### 5 Application process

Once your eligibility is confirmed, you can commence your ACICIS application with the following steps:

**Step 1:** Submit your online application at [www.acicis.edu.au/apply-now](http://www.acicis.edu.au/apply-now). You will be issued with a preliminary approval into your chosen program and will receive further instructions regarding the next steps involved.

**Step 2:** Email [arts-exchange@monash.edu](mailto:arts-exchange@monash.edu) to receive the link to complete Monash's online International Study Program Form (ISP) to gain Faculty approval and to receive credit for the program.

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**Step 3:** Complete the online *ISP form* and confirm credit with the Faculty of Arts.

- All students must obtain course advice prior to submitting their application to the Faculty of Arts. You can find out more and book an appointment through the following link: **Arts Course Advice**.
- If you wish to receive credit toward a language major or minor, or toward an *Honours* or *Masters* degree, you must obtain approval from your relevant discipline or course coordinator.
- As the online – ISP- form only accepts @student.monash.edu email addresses, you will need to log out of all emails and browsers and log back in with your Monash authenticated email.

The form will ask for the following information:

- Your personal details
- An emergency contact
- Information about your degree
- Information about your program (dates, destination etc.)
- Bank details

Arts Outbound Programs will respond confirming your eligibility for the program and where it will fit (i.e. discipline/elective) into your degree.

**Step 4:** Once you have credit confirmation from Monash, submit all required documents as requested by ACI- CIS to [enquiries@acicis.edu.au](mailto:enquiries@acicis.edu.au) to finalise your application and obtain full approval.



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**Step 5:** ACICIS will notify you of the outcome of your application. If your application has been successful and you are eligible for a New Colombo Plan Mobility Grant, ACICIS will forward your application to Monash Abroad, who will contact you regarding the New Colombo Plan Mobility Grant and complementary travel insurance.

**Step 6:** Arts Outbound Programs will enroll you in your relevant study abroad units. These will be visible on your WES within one hour of email confirmation. The following study abroad subject enrolment codes (6 pts each) apply for your semester abroad with ACICIS:

- **ASA3001**  
ARTS STUDY ABROAD – ACICIS, Indonesia (min. 6 pts for semester programs)
- **ASA3002**  
ARTS STUDY ABROAD – ACICIS, Indonesia
- **ASA3003**  
ARTS STUDY ABROAD – ACICIS, Indonesia
- **ASA3004**  
ARTS STUDY ABROAD – ACICIS, Indonesia (max. 24 pts for semester programs)

## 6 OS Help loan application

Once you have been enrolled, you may submit an OS-Help loan to **[Monash.Abroad@monash.edu](mailto:Monash.Abroad@monash.edu)** or submit the form in person at the Monash Abroad office in the campus center at Clayton.

You can find more information about the loan at **[monash.edu/studyabroad/outbound/financial/loans](http://monash.edu/studyabroad/outbound/financial/loans)**

## 7 Results

Once you have returned from your Semester abroad program, ACICIS will submit a *copy* of your original transcript or certificate of completion to the Faculty of Arts Student Services.

The Faculty of Arts will review your results for an *SFR (Satisfied Faculty Requirements)* or *N (Fail)*.

Please note these results do not impact your WAM.