



UNSW GLOBAL EDUCATION PROGRAMS SHORT COURSE PROGRAMS 2010

This coversheet is for students applying for short courses, summer courses or conferences organised by a UNSW Exchange Partner. Please ensure you submit your full application by email to m.kofod@unsw.edu.au or in hardcopy to the Exchange Office by the relevant deadline.

Incomplete submissions will not be processed.

Name _____ Family Name _____

UNSW Student Number _____ UNSW Faculty _____

UNSW Degree Name _____

UNSW Program Code _____ Contact Phone Number _____

Email address _____

Program applying to _____

APPLICATION PROCEDURES

Please submit the following documents by email as an attachment or in hardcopy by the relevant deadline:

1. UNSW Exchange Short Course Programs **coversheet** (this page).
2. A **1-2 page proposal** answering the following statements. Given the ambassadorial expectations held by UNSW, the Exchange Office is looking for students who will represent UNSW in the best possible way.
 - a. Please set out in your own words why UNSW should support your nomination to the above institution.
 - b. Demonstrate what courses you have done which relate to this program.
 - c. What do you intend to bring back from your short course experiences that will add value to UNSW, yourself and other students?
3. A **two page resume** outlining any relevant achievements or work experience.
4. Your **current Academic Statement** from www.my.unsw.edu.au.
5. If the dates of the short course program clash with a UNSW teaching period for which you will be enrolled, you must also submit a signed **Short Course Absence form**.

Students nominated to participate in the above program are expected to submit a written report on their experiences at the end of their program.

****If applicable, please note that students MUST speak to their UNSW Faculty about their proposed study plan and negotiate any transfer of credit issues with their Faculty before submitting an application to Intex.**

****Apart from any stipulated funding, students are responsible for covering any costs associated with their short course program.**

UNSW Global Education Office (International Exchange) – Level 2 East Wing Red Centre Building

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