# Checklist to Evaluate a Potential Exchange Partner

<table>
<thead>
<tr>
<th>Name of Potential Partner Institute:</th>
<th>City:</th>
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<tbody>
<tr>
<td>Country:</td>
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## Profile
- International and National Ranking?
- RMIT international priorities
- Does the institution have exchange agreements with other Australian universities? If so, which?

## Security
- Security of location, country, on campus security
- Does the institution have an emergency management system? If yes can they send a copy with the agreement

## Agreement
- Details of signatory for agreement
  - Name:
  - Title:
  - Position:
- University wide agreement or school specific? (Preference is for university wide)
- No of semester places available each year?
- Will institution send study abroad applicants if they exceed exchange numbers?

## Academic
### Course offerings
- Range of disciplines taught
- Will the agreement be for undergraduate, postgraduate and VET?
- Courses not available to exchange students
- Are courses taught in single semester or full year units?
- Are detailed course outlines available on-line for RMIT students?
- Are courses taught in English, if non-English institution? If limited number, how many in each discipline.
- Are official transcripts issued to exchange students?

## Semesters
- Can exchange students go for one or two semesters?
- Semester or term dates
- Orientation dates
- Exam dates

## Eligibility
- What GPA is required for VET, undergraduate, post graduate?
- Study load; what is a full time load? Are students permitted to underload or overload?
- Credit transfer – equivalent loads.

## Language
- Is a language other then English required by RMIT students? If so does institution require a test or proof?
- Is intensive language instruction available to exchange students before and during semesters are these free or cost involved?
- Is credit available for intensive language courses?

**Facilities**

**Location and Campuses**
- Country – is it attractive to RMIT students?
- City or regional location – access to city facilities
- Campus(es) – if multiple, which ones do exchange students go to?
- Facilities available on campus
  - Exchange/Study Abroad office
  - Counselling service, Teaching and learning service, medical etc.

**Accommodation**
- Is on-campus accommodation available to single semester or full year exchange students?
- Is it guaranteed?
- What is the style of the on-campus accommodation? Is it shared rooms, what equipment is provided and what are the rules on mixed sexes, drinking, curfews etc?
- Are meals available and/or meal plans compulsory?
- Is off-campus student accommodation readily available?
- Does the institution help students find off-campus accommodation?

**Transport**
- Adequacy of local public transport
- Transport to key off-campus facilities

**Administration**

**Application process**
- Are outgoing and incoming applications processed centrally?
- Who are the key contact people for applications?
- What are the closing dates for nominations?
- How long does it take to issue offers?

**Insurance**
- Are exchange students covered by university insurances?
  - Accident
  - Public liability
  - Professional indemnity
- Is local health insurance required to obtain a visa?

**Visa**
- What type of visa do Australian and international students need?
- How do they apply and how long does it take?
- Can student visas be extended for further study or travel?

**Fees and scholarships**
- Are there any charges for Orientation programs or any other fees involved with an exchange program other than tuition which is waived?
- Are there scholarships available for inbound or outbound students?

**Student support**
- Does the level of student support match that provided by RMIT i.e. they have a substantial Education Abroad Office?
- Do they offer:
  - Arrival arrangements e.g. airport pickup
  - Orientation

**Other**

- Is the institution open to hosting study tours? I.e. study tour from RMIT to the institution.
- Are there staff exchange opportunities? For academics and/or administrative staff?
- Are there research opportunities for RMIT academic staff