

## Program Summary Form

|    |   |   |
|----|---|---|
| 1  | Number of Participants  | Minimum of 10   |
| 2  | Names of each of the participants                             | TBA   |
| 3  | Name of Visiting Institution                                  | Providence University, Taiwan   |
| 4  | Visiting Institution address                                  | Providence University<br>200, Sec. 7, Taiwan Boulevard, Shalu Dist., Taichung City 43301 Taiwan   |
| 5  | Visiting Institution contact person                           | Steven Su<br>Coordinator/Project Manager<br>Office of International and Cross-Strait Affairs  |
| 6  | Location of the Program                                       | Australian Catholic University North Sydney Campus  |
| 7  | Duration of the Program (#days)                               | 3 weeks   |
| 8  | First day of study to<br>Final day of study                   | 15 January, 2024 to 2 February, 2024  |
| 9  | Key objectives of the program                                 | <p>ACU has been engaged by Providence University to develop an English language program, including the exchange of educational and cultural content and provide the services associated with the delivery of this program. On completion of this program, students will be able to:</p> <ol style="list-style-type: none"> <li>1. Gain confidence in listening, speaking, reading and writing.</li> <li>2. Learn English through tasks relevant to their interests.</li> <li>3. Gain accuracy in speaking and writing through extending their knowledge of English grammar and pronunciation.</li> <li>4. Gain an understanding of Australian society and culture.</li> </ol>   |
| 10 | Student experiences and opportunities as part of the program. | <p>1X excursion to Opera House- see pg 4</p> <p>1X Bondi Beach- see pg 4</p>  |
| 11 | Program Requirements  | N/A   |
| 12 | Additional Requirements                                       | N/A   |
| 13 | Contact persons   | <p>Main contact at ACU for the duration of the tour will be:</p> <p>Svetlana Lukovic<br/>Academic Manager<br/>T: +61 2 9739 2047<br/>E: <a href="mailto:svetlana.lukovicl@acu.edu.au">svetlana.lukovicl@acu.edu.au</a></p> <p style="text-align: center;">Or</p> <p><b>Name:</b> Marta Skrbis<br/>Role: Director, Pathways<br/>T: +61 2 9465 9059<br/>E: <a href="mailto:marta.skrbis@acu.edu.au">marta.skrbis@acu.edu.au</a></p> <p>Main contact Providence University for the duration of the tour will be:<br/>Steven Su<br/>Coordinator/Project Manager<br/>Office of International and Cross-Strait Affairs<br/>TEL: <a href="tel:+886-4-2632-8001">+886-4-2632-8001</a> ext. 11564<br/>FAX: <a href="tel:+886-4-2653-0411">+886-4-2653-0411</a></p> |

|    |                           |  |
|----|---------------------------|--|
|    |                           | <b>Email:</b> <a href="mailto:stevensu@pu.edu.tw">stevensu@pu.edu.tw</a><br><b>Website:</b> <a href="http://oia.pu.edu.tw">oia.pu.edu.tw</a>   |
| 14 | Evaluation of the Program | A link to the program evaluation will be distributed to all students towards the end of the tour and information collected will be forwarded to the institution's contact person (as per point 6 above) within 1 month of the tour concluding. |

## **STUDY TOUR PROPOSAL**

ACU English Language Centre is located on three of the Australian Catholic University (ACU) campuses. ACU is one of Australia's fastest growing universities, with more than 35,000 students from 96 countries across six campuses: including Brisbane, Melbourne and Sydney. ACU is committed to the pursuit of knowledge, the dignity of the human person and the common good. ACU aims to educate its students to be socially and morally responsible persons.

ACU English Language Centre specialises in English for specific purposes including General English, Academic and English for Test Preparation. The centre also specialises in English plus content courses in Australian culture, pre-service teaching, continual professional development for in-service teachers, training for academics and teachers delivering course content in English, as well as English plus Health Science and English plus Law.

In order to provide the best possible Study tour experience, the minimum number of students that can be accommodated is 10 and the minimum duration is 2 weeks. The itemized costs are per student for study tours held in 2023. Costs are subject to change annually.

Please Note: All ACU English Language Centre's study tour packages include the following:

1. Welcome Pack and Welcome Event.
2. Access to the online learning portal.
3. Special Interest Group Workshops (SIGs)- 1 hour per day: E.g. Conversation club, Book club, Pronunciation workshop. (On request)
4. International Student Advisor Service (ISA), On campus counselling service, WIFI access, ACU Library access online and on campus, access to all on campus activities, clubs, societies and events.
5. On and off campus cultural activities/sightseeing.
6. Australian/domestic student integration opportunities.
7. Completion Ceremony and Farewell event.
8. End of course certificate and report card.

**SYDNEY FULL DAY EXCURSIONS**

The Opera House, The Rocks, Circular Quay, Harbour Bridge



Bondi Beach, Bondi Aboriginal rock art sites, Bondi Pavilion and Aquabumps Gallery



The Blue Mountains + Kanangra Lookout



**SYDNEY CULTURAL ACTIVITIES  
(Inclusive of Tuition fee)**

Paddies Market



Gardens NSW



China Town



Museums NSW



Galleries NSW



Wendy Whiteley's secret garden



## English Language Classes- GENERAL ENGLISH

| SAMPLE WEEKLY TIMETABLE   | WEEK 1   | WEEK 2   |
|---|--|--|
| <p style="text-align: center;"><b>Monday</b><br/>8:30a.m. – 1.00pm<br/>(Melbourne time)</p> <p>Break 10:30 - 11.00am</p>    | <p><b>Introductions</b></p> <ul style="list-style-type: none"> <li>• Orientation to course</li> <li>• Introduction to digital delivery</li> <li>• Educational apps</li> <li>• Online learning tools Speaking – Getting to know each other</li> </ul> | <p><b>Conversational English</b></p> <ul style="list-style-type: none"> <li>• Building conversations at home and abroad</li> <li>• Speaking – Giving directions / Role plays</li> <li>• <b>Listening – A guest speaker</b></li> </ul> <p><b>Cultural Festivals</b></p> <ul style="list-style-type: none"> <li>• Grammar – Review of tenses</li> <li>• Speaking – Talking about local festivals. Giving and responding to advice</li> </ul> |
| <p style="text-align: center;"><b>Tuesday</b><br/>8:30a.m. – 1.00pm<br/>(Melbourne time)</p> <p>Break 10:30 - 11.00am</p>   | <p><b>Culture</b></p> <ul style="list-style-type: none"> <li>• Australian culture</li> <li>• Virtual tour</li> <li>• Cross cultural communication</li> </ul>   | <p><b>Music and the Arts</b></p> <ul style="list-style-type: none"> <li>• Speaking – Presentation</li> <li>• Reading – Reviews</li> </ul> <p><b>Special focus class – Exam preparation</b></p>   |
| <p style="text-align: center;"><b>Wednesday</b><br/>8:30a.m. – 1.00pm<br/>(Melbourne time)</p> <p>Break 10:30 - 11.00am</p> | <p><b>Travel</b></p> <ul style="list-style-type: none"> <li>• Vocabulary</li> <li>• Speaking – Sharing travel experiences</li> <li>• Reading - Travel stories</li> <li>• Writing – Travel blog</li> </ul>  | <p><b>Work</b></p> <ul style="list-style-type: none"> <li>• Reading – A dream job</li> <li>• Speaking – The online work environment</li> <li>• Writing – a job application in English</li> </ul>   |
| <p style="text-align: center;"><b>Thursday</b><br/>8:30a.m. – 1.00pm<br/>(Melbourne time)</p> <p>Break 10:30 - 11.00am</p>  | <p><b>Food</b></p> <ul style="list-style-type: none"> <li>• Pronunciation</li> <li>• Speaking – Giving instructions, describing a process</li> </ul>   |  |
| <p style="text-align: center;"><b>Friday</b><br/>8:30a.m. – 1.00pm<br/>(Melbourne time)</p> <p>Break 10:30 - 11.00am</p>    | <p><b>Family</b></p> <p>Writing – My ancestors Speaking – A family tree</p> <ul style="list-style-type: none"> <li>• <b>Conversation activities with ACU students</b></li> </ul>   | <p><b>Farewell</b></p> <ul style="list-style-type: none"> <li>• Course reflection</li> </ul> <p><b>Conclusion and Farewell</b></p>   |

## ENGLISH LANGUAGE CLASSES- ENGLISH FOR ACADEMIC PURPOSES

| <u>SAMPLE WEEKLY TIMETABLE</u>   | WEEK 1<br><b>Topic: Academic Culture and Identity</b>  | WEEK 2<br><b>Topic: 21<sup>st</sup> Century Literacy</b>  |
|--|--|---|
| <b>Monday</b><br><b>8:30a.m. – 1.00pm</b><br><b>(Melbourne time)</b><br><br>Break 10:30 - 11.00am    | <b>Introductions</b> <ul style="list-style-type: none"> <li>• Orientation to course</li> <li>• Introduction to digital delivery</li> <li>• Educational apps</li> <li>• Online learning tools Speaking</li> <li>• Getting to know each other</li> </ul> | <ul style="list-style-type: none"> <li>• Features of journal articles</li> <li>• Evaluating sources</li> <li>• <b>Listening – A guest speaker</b></li> </ul>  |
| <b>Tuesday</b><br><b>8:30a.m. – 1.00pm</b><br><b>(Melbourne time)</b><br><br>Break 10:30 - 11.00am   | <ul style="list-style-type: none"> <li>• Critical thinking</li> <li>• Reflective Writing</li> <li>• Clauses</li> </ul>   | <ul style="list-style-type: none"> <li>• Academic Word List 1 &amp; 2</li> <li>• Hedging adverbs</li> <li>• Word forms/appropriacy</li> </ul>   |
| <b>Wednesday</b><br><b>8:30a.m. – 1.00pm</b><br><b>(Melbourne time)</b><br><br>Break 10:30 - 11.00am | <ul style="list-style-type: none"> <li>• Compound sentences</li> <li>• Identifying topics and main ideas</li> <li>• Analyzing essay questions</li> </ul>   | <ul style="list-style-type: none"> <li>• Recognizing objectivity</li> <li>• Identifying author's opinion/stance</li> </ul> <p style="text-align: center;"><b>Special focus class – Exam preparation</b></p> |
| <b>Thursday</b><br><b>8:30a.m. – 1.00pm</b><br><b>(Melbourne time)</b><br><br>Break 10:30 - 11.00am  | <ul style="list-style-type: none"> <li>• Pronunciation- consonant clusters</li> <li>• Speaking – Giving instructions, describing a process</li> <li>• Intro to academic presentations</li> </ul>   | <ul style="list-style-type: none"> <li>• Scanning for key words</li> <li>• Identifying cohesive devices</li> <li>• Writing – a job application in English</li> </ul>  |
| <b>Friday</b><br><b>8:30a.m. – 1.00pm</b><br><b>(Melbourne time)</b><br><br>Break 10:30 - 11.00am    | <ul style="list-style-type: none"> <li>• Identifying context</li> <li>• Listening for main ideas</li> <li>• <b>Conversation activities with ACU domestic students</b></li> </ul>   | <ul style="list-style-type: none"> <li>• Paragraph structure</li> <li>• Topic, supporting, concluding sentences</li> </ul>  |

## Fee Schedule

| ITEM  | COST PER STUDENT |
|---|------------------|
| Ground Transport<br>Airport Transfers via minibus both ways   | AUD \$350        |
| Homestay Accommodation Nth Sydney<br>3 weeks' Traditional Homestay (Private)<br>2 meals (breakfast and dinner) on weekdays, 3 meals on weekends   | AUD \$1140       |
| Tuition<br>4 weeks English Language classes M-F<br>(20 hours/week) Integrated   | AUD \$1600       |
| Excursions and Experiences: Full day trips<br>1X Opera House- see pg 4<br>1X Bondi Beach or Taronga Zoo- see pg 4   | AUD \$300        |
| Engagement opportunities with domestic students<br>Cultural Activities  | AUD \$0          |
| All Administrative Fees and Charges<br><br>Homestay matching fee \$340 + ACU enrolment, registration, administration fees \$210<br><br>Total= \$550 for first 2 weeks + an additional \$30 for each week thereafter | AUD \$580        |
|   |                  |

## **ACU BOOKING TERMS AND CONDITIONS**

### **Refund and Cancellation Policy**

- A. Applications for refunds must be made in writing to the Academic Manager.
- B. Refunds may only be given in exceptional circumstances. These circumstances include: illness or disability, death of the student or a close family member, political, civil and natural events which prevent their attendance. Documentary evidence must be provided, and refunds will be granted at ACU's discretion.
- C. If a refund is granted, refunds will be paid directly to the Visiting Institution which enters into the contract with ACU.
- D. Refunds will be paid in Australian dollars.
- E. Fees are not transferable to other institutions or other students.
- F. If granted by ACU, fees will be refunded, less a cancellation fee, if a student withdraws from a program before the program start date.
- G. If the study tour is cancelled more than 4 weeks before the program start date, fees will be refunded, less a 10% cancellation fee.
- H. If the study tour is cancelled less than 4 weeks before the program start date, fees will be refunded, less a cancellation fee of 25%.
- I. Refunds are not made after the commencement of the program.
- J. Where ACU determines a student is eligible for a refund, the refund will normally be made within four weeks of ACU receiving a written request for a refund.
- K. The cancellation fee stipulated in this Policy takes effect only after payment has been made. The cancellation fee does not apply if a booking has been requested but payment has not yet occurred.

Information on ACU's Refund Policy is available on:

<https://www.acu.edu.au/study-at-acu/fees-and-scholarships/payments-and-refunds/international-fee-refund-policy>

## ACU Booking Terms and Conditions On Campus Study Tour

### The Parties Agree That:

#### Definitions

In this Agreement, unless otherwise indicated by the context:

“**Agreement**” means these ACU Booking Terms and Conditions, the Refund and Cancellation Policy, the Fee Schedule, Program Summary Form, Study Tour Proposal, and the Covering Letter;

“**End Date**” means the date outlined as the ‘final day of study’ in the Program Summary Form;

“**Fee**” means the fees set out in the Fee Schedule;

“**Letter**” means the covering letter to this Agreement;

“**Parties**” means ACU and the Visiting Institution;

“**Party**” means a reference to one or other of the Parties;

“**Participant**” means any student or anyone accompanying a student from the Visiting Institution for the purposes of undertaking a Study Tour.

“**Visiting Institution**” means the party referred to as such in the Covering Letter and includes its students accessing the Services;

“**Services**” means the services and programs described in the Study Tour Proposal;

“**Start Date**” means the date outlined as the ‘first day of study’ in the Program Summary Form.

#### 1 Engagement

- 1.1 This Agreement governs the ACU’s provision of the Services to the Visiting Institutions and supersedes any other previous proposals, correspondence or discussions related to the Services.
- 1.2 Where there is any inconsistency in the documents that make up this Agreement, the terms of this ACU Booking Terms and Conditions prevail.

#### 2 Services

- 2.1 ACU is engaged by the Visiting Institution to provide the Services.
- 2.2 The Parties agree that the program will be altered in exceptional circumstances only, however as ACU is dependent on external agencies for many of the services included in the program and as some program elements are subject to interference by inclement weather, changes to the program may be necessary prior to or during the course of the program.

#### 3 Standard of Service

- 3.1 From the Start Date to the End Date, ACU shall provide the Services using the skill, care and diligence expected of a competent, skilled and experienced university providing similar or equivalent services.

#### 4 Responsibility for Technology

- 4.1 The Visiting Institution acknowledges that it is responsible for having the appropriate level of and continuity of technology (including internet connection) for its student to receive the Services.

#### 5 Payment

- 5.1 ACU shall endeavour to issue the invoice for the Fee to the Visiting Institution 10 weeks before the Start Date.
- 5.2 The Visiting Institution shall pay ACU the Fee in Australian dollars within 2 weeks of the date of ACU’s invoice or as otherwise agreed with ACU.
- 5.3 The Visiting Institution shall be responsible for any bank charges associated with the payment and any local taxes incurred by the payment in the jurisdiction of the Visiting Institution.

#### 6 Cancellations / Refunds

- 6.1 Requests for cancellations and refunds shall be determined by ACU according to the Refund and Cancellation Policy.
- 6.2 ACU may terminate this Agreement immediately by written notice if the Visiting Institution commits any breach of this Agreement.

#### 7 Intellectual Property

- 7.1 The Visiting Institution acknowledges that all Intellectual Property Rights in the documentation or material provided as part of the Services remain with ACU and it agrees (and will ensure that its students will) not use that material beyond the Services.
- 7.2 The Visiting Institution shall return to ACU all documentation and materials containing information associated with the Services (which shall always remain ACU’s property), upon

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request and in electronic format if requested. Where information or documentation (including any Intellectual Property Rights or confidential information or confidential documentation) is incapable of being returned in tangible form, for example if it is stored electronically, the Visiting Institution will destroy all electronic records of such information or documentation at ACU’s request and shall confirm once the information or documentation has been destroyed

#### 8 Marketing / Advertising

- 8.1 The Visiting Institution shall obtain ACU’s written approval, which is at ACU’s discretion, before publishing or publicising any information associated with ACU, the Services or this Agreement;

#### 9 Governing Law and Jurisdiction

- 10.1 This Agreement is governed by the laws of the State of Victoria.
- 10.2 Each Party irrevocably submits to the non-exclusive jurisdiction of the courts of the State of Victoria.

#### 10 Assignment

- 6.1 Neither party may assign, transfer or novate their rights or obligations in relation to this Agreement without the other party’s prior written consent.

#### 11 Amendment

- 11.1 This Agreement may only be varied if agreed to in writing by both ACU and the Visiting Institution

#### 12 Execution

- 12.1 Each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this Agreement are intended to authenticate their acceptance of this Agreement and have the same force and effect as manual signatures. Electronic signature means any electronic mark, symbol or process attached to this Agreement that has been applied by a party in the execution section of this Agreement in the same manner as a manual signature.
- 12.2 The date of the Agreement will be the date on which it is executed by the last Party.

#### 13 Force majeure

- 13.1 ACU shall have no liability under or be deemed to be in breach of this Agreement for any delays or failures in performance of this Agreement which result from circumstances beyond the reasonable control of ACU.

#### 14 Currency

- 14.1 In this Agreement, a reference to ‘\$’ or ‘dollars’ is a reference to Australian dollars.

#### 15 Acceptance

- 15.1 If the Visiting Institution does not return a signed copy of the covering letter to ACU but continues to instruct ACU for the Services, the Visiting Institution will be deemed to have accepted the terms of this Agreement.

#### 16 Responsibilities of the Visiting Institution

- 16.1 The Visiting Institution is responsible at all times for the supervision of the students undertaking the Study Tour.
- 16.2 Unless otherwise provided for in the Study Tour Proposal, the Visiting Institution is (or their Students are) responsible for ensuring that all other arrangements, including but not limited to international travel, passports, visas, vaccinations and health insurance, The Visiting Institution will ensure that the students have comprehensive travel insurance which must include cover for medical expenses, repatriation, personal accident and liability, theft and cancellation. The Visiting Institution will ensure that each student is aware that it is their responsibility to provide their insurer with information about any pre-existing medical condition.
- 16.4 All insurances referred to in clause 16.3 must be in place prior to departure on the Study Tour from the student’s home country.

#### 17 Liability

- 17.1 The Study Tour is undertaken at the sole risk of the Visiting Institution and each Participant. The Visiting Organisation shall at all times indemnify, hold harmless and defend ACU, its officers, employees and agents (in this clause referred to as “those indemnified”) from and against any loss, (including legal costs and expenses) or liability, reasonably incurred or suffered by any of those indemnified, arising out of a Participant’s involvement in the Study Tour.



- 17.2 The Visiting Institution's liability to indemnify ACU under clause 17.1 shall be reduced proportionally to the extent that any negligent act or omission of ACU or its officers, employees or agents contributed to the loss or liability.
- 17.3 This indemnity shall survive the expiration or termination of this Agreement.