

Short- Term Exchange – Study Plan



Student ID _____ Host University _____
 Student Name _____ Host Country _____
 Course Name _____ Exchange Intake _____ Year _____

Instructions for students

Step 1 – Complete this Study Plan document and email a copy of your completed Study Plan document to: exchange@swin.edu.au with the subject titled “Exchange Application: YOUR NAME”. Refer to the “[Guidelines on how to complete your Study Plan](#)” for further assistance.

Step 2 – After you have emailed your proposed Study Plan to Swinburne Abroad, complete your Exchange application at <https://swinburne.aglobal.education/exchange-application>

Step 3 – If you meet our eligibility requirements, we will send you an offer into the Swinburne Abroad Exchange Program. **Please note: this offer is provisional until you receive full approval of your study plan AND any conditions listed in your offer letter from your Course Director (if applicable). If there are special conditions in your Offer Letter, you will need full approval to be able to go on an Exchange.**

Step 4 – Once you accept your offer, you will receive more information from us about how to get your Study Plan approved by either your Course Director or an Enrolment Specialist.
NOTE: Before sending your proposed Study Plan off for approval, you must have received an Offer letter from Swinburne Abroad.

Step 5 – Once your Study Plan has been approved and signed off, you will need to submit a signed copy to us by emailing exchange@swin.edu.au

PROPOSED UNITS OF STUDY: Please nominate the short-term program or course you would like to participate in below. You must obtain enough approved credit for this program to take the equivalent of 12.5CP or 25CP depending on the program.

Host Institution Course Details				Swinburne Course Details			Approval	
Unit Code	Unit Title <small>(What course/s you want to study at the host university)</small>	Credit Value	Year Level	Swin Unit Code	Equivalent Unit Title <small>(what unit/s you want the course to get credited for)</small>	Type <small>(Core or Elective)</small>	Approver (Course Director or Enrolment Specialist) PRINT NAME	Approver SIGNATURE

Student Declaration

Credit equivalence: 7.5 ECTS equals the equivalent of 12.5 CP at Swinburne. Please ask Swinburne Abroad if you are unsure.

I plan to enrol in the equivalent credit point value of (tick) 12.5CP or 25 CP

If I do not have enough electives remaining, I agree to overload my course (by up to 2 elective units) YES NO
 (Disclaimer: If you select YES, please be aware that overloading your course will incur additional costs to your degree)

I understand and agree that while on Short-Term Exchange, I must study what is considered to be a 'full-time study load' at the Host University (Equivalent to at least 1 Swinburne Units or 12.5 CP). I understand that it is my responsibility to obtain approval from my Course Director if any changes are made to any CORE units listed and approved on this form.

Student Signature Date:

Once you have signed the student declaration, refer back to the student instructions above for next steps



Instructions for Course Directors:



In accordance with the [International Exchange Programs Policy](#) the students need to meet these requirements:

- The student has a proven academic record (overall average usually above 60%)
- The student has completed at least 50 credit points of studies with Swinburne in their enrolled course (not including any exemptions or RPL)

Please note: Course Directors may approve study plans that do not meet the above requirements on a case-to-case basis. You are required to give academic approval by signing each of the units the student will be completing at the host institution and by completing the Course Director Declaration of Support. For assessment the student is required to provide you with:

- An Offer Letter into the Semester Exchange Program from Swinburne Abroad (please be aware of any conditions in their offer and approve/disapprove these on a case-to-case basis)
- A copy of their course planner to ensure the exchange fits within their degree
- Detailed course description and/or unit outlines of the proposed units of study
- Information on the normal full time load at the host institution. Student need to maintain a study load equivalent to a full-time load of at least 12.5CP during the Winter/Summer term.

Please refer to these guidelines when approving a Study Plan.

ONLY A COURSE DIRECTOR OR COURSE ADVICE SPECIALIST COMPLETES THIS SECTION

Course Director Declaration of Support

Please refer to the instructions on top of this form for guidelines on how to approve the study plan AND the student's Exchange Offer Letter to check if there are special conditions for you to approve. **Please indicate your approval in the Special Remarks box below.** (Enrolment Specialists can approve Electives units).

Has the student already completed (50 credit points) of studies? YES NO

Has the student provided you with an Exchange Offer Letter? YES NO

Do you approve ALL of the special conditions in the student's Offer Letter (if applicable)? YES NO

If you select NO or have additional comments about the approval, please comment in the special remarks box below.

I have checked the proposed Study Plan and confirm that the units chosen at the Host Institution within the student's Swinburne course structure are equivalent to a full-time study load at Swinburne. (Refer to the [Credit Transfer Equivalence table](#)).

Special remarks:

Name Signature: Date:

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Name Signature: Date:

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(Second course director signature – required for double degrees)

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