

INSTRUCTIONS FOR PROPOSED STUDY PLAN

This form is crucial to your international exchange application.
Your application will not be accepted without this form completed.

1. To fill out this study plan you will be listing the units you intend to take at your host institution – these may be called courses, subjects, modules, or units, depending on the country.
2. Units can be chosen to match with Swinburne units in three ways:
 - a. Matched units – these are matched exactly to the academic content of Swinburne units, and you will be granted an EXEMPTION for the Swinburne unit of study.
 - b. Unmatched major/minor units – these may be units you have found that relate strongly to your degree, where your program coordinator may believe you can be granted for an 'UNMATCHED EXEMPTION', and the exemption may be specific to discipline or stage.
 - c. Elective units – these are units where you may have the flexibility to take unmatched electives, if your degree permits. These do not necessarily need to be matched to any specific Swinburne unit.
3. List units chosen at your proposed host institution on the left side of the form. Make sure you include the unit code, credit points and year level, if available. List MORE units than you intend to take.
4. Match the host institution units with units at Swinburne in one of the three ways listed above.
5. For matched units, contact each unit convenor (an academic) of the Swinburne unit you have matched the host institution unit with. Provide the unit convenor with ALL the information you can get about the unit at the host university, and ask if they will approve the match. Have them sign the form in the approvals section.
6. For unmatched units, contact your program coordinator to ask about this option, if your degree permits. Ensure they notate the type of unmatched exemption you will be granted, and have them sign the form.
7. For elective units, list the host units and write 'elective' in the SUT unit column. Either your program coordinator or Faculty administrator can approve electives, as long as the electives fit into your degree. Ensure they also sign next to each entry on the study plan.
8. Once ALL units are matched and approved by convenors, program coordinators or Faculty Administrators as per instructions above, make an appointment to see your Faculty Administrator for final approval:
 - a. FLSS: Melissa Abrahams (mabrahams@swin.edu.au)
 - b. FICT: Deborah Churchward (dchurchward@swin.edu.au)
 - c. FEIS: Alicia Haverkort (ahaverkort@swin.edu.au)
 - d. FBE: Rachael Mathot (rmathot@swin.edu.au)
 - e. Lilydale: Allison Wilson-Powell (awilson@swin.edu.au)

You can find contact details for these Administrators at:
<http://www.swinburne.edu.au/directory/>
9. You need to ensure you have enough credit approval for full-time study. Credit equivalence will differ depending on where you are going. Check with Swinburne Abroad on the host university website or with a past exchange student.
As an indication, here are some general guidelines -
50 credit points at Swinburne equals the following:
 - a. European partners operating on ECTS: **30 ECTS**
 - b. USA partners = **15-16 credit hours**. Depending if units are worth 3 or 4 credits, you will need to take 4 or 5 units.
 - c. UK partners = **60 credits**. Usually 4 or 5 'modules'.
 - d. Mexican partners = **48 credits** (Check classes are not listed in USA credits. 3 US credits = 8 Mexican credits)
 - e. Kansai Gaidai in Japan = **17 credits**
10. If you find other units that match after submitting your application, simply complete a new Study Plan and seek academic and Faculty Administrator approval.