

POST DEPARTURE REVISIONS

Please add any new units that you will be completing while on your Swinburne Sarawak program. You will need to gain approvals for any new unit replacing a CORE unit. No approval needed for changes to units replacing electives.

Swinburne Sarawak				Swinburne Hawthorn			Course Approval	
Unit Code	Unit Title	Credit Value	Year Level	SUT Unit Code	Equivalent Unit Title	Type (Core or Elective)	Approver (Course Director or CAS if electives) PRINT NAME	Approver SIGNATURE

Post departure revisions approval

Student declaration: After revisions I will be enrolled in equivalent credit point (CP) value of (please check) 12.5CP 37.5CP 50CP Student Signature: Date:

Course Director Declaration: I have approved the revisions to initial study plan and can confirm that the student will be completing an equivalent credit point (CP) value of 12.5, 37.5 or 50

Course Director Name Signature: Date:

Instructions for students:

Step 1. – Submit your study plan and supporting documentation below to Swinburne Abroad for pre-approval to exchange@swin.edu.au with subject “Study Plan pre-approval required and your Student ID”

Supporting documents needed:

- A copy of your course planner to ensure the Sarawak overseas program fits in your degree, and that you have 50 CP left to complete upon your return
- Detailed course description and /or Unit outlines including information on the unit level (eg first year unit)

Refer to [“Guidelines on how to complete your Study Plan”](#) for further assistance.

Step 2. – After gaining pre-approval from Swinburne Abroad then you will need to provide the study plan and supporting documents to your Course Director for approval.

To access the list with all Course Director contact details, course planners, list of partners and credit equivalence table go to <http://www.swinburne.edu.au/abroad/departures/application-outbound.html>

Instructions for Course Director reference only:

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 50%)
- The student has completed at least 50 credit points of studies with Swinburne in their enrolled course (not including any exemptions or RPL)
- The student will have at least 50 credit points of studies to complete their enrolled course when they return from the International Exchange program

Please note that 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 Sarawak and by completing the Course Director Declaration of Support.

For assessment the student is required to provide you with:

- A copy of their course planner to ensure the Sarawak program fits in their degree
- Detailed course description and /or unit outlines of the proposed units

Please refer to the Guidelines for approving a Study Plan for Course Coordinators for further details.