

Swinburne Abroad – Guidelines for completing your Semester Exchange study plan

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Steps on completing your study plan

The Semester Exchange Study Plan is an electronic form, so it is preferable that you complete it electronically.

The study plan is a key piece that ensures you are granted academic credit (as credit exemptions) towards your Swinburne degree when you return. It has two parts:

- Page 1 of the study plan is to be completed by you;
- and Page 2 is for Course Director and Course Enrolment Specialist approval only.

1. To fill out this study plan, you must list the units you intend to take at your host institution/partner university – these may be called courses, subjects, modules, or units, depending on the country.
2. Units can be chosen to ‘match’ with Swinburne units in two ways:
 - a. **Matched Core units** – these are compulsory units you must study in your Swinburne degree. Units at the host university are ‘matched’ to the academic content of Swinburne core units. The learning outcomes and unit description must be similar to the academic content of your Swinburne core units to be considered a ‘match’.
 - b. **Unmatched elective/component unit** – these are units where you may have the flexibility to take stand-alone electives, if your degree permits. These do not need to be matched to any specific Swinburne unit.
Note: you must ensure you meet any prerequisites for the unit/s you choose at your host university.

You will need to indicate in the “Type” column whether the unit you are proposing is a Core or an Elective, depending on the above.
3. Universities around the world use different academic systems. Therefore, to address the variations in academic systems across universities globally– you must refer to the [Credit Equivalence Table](#) to understand the credit equivalence of a full-time load at your preferred host university.

NOTE: Some universities may have their own study load requirements per semester. Therefore, you need to check how many credits/units the host university requires you to study per semester as an exchange student. E.G. Most UK universities require students to study 60 credits per semester (which is the credit equivalence of 50CP at Swinburne) OR they may have set modules / units you need to choose from.

4. List enough units chosen at your proposed host institution on the left side of the Study Plan to equal the equivalent of 37.5CP or 50CP. Make sure you include the unit code, unit title, credit value and year level, if

available. The credit values must add up to the correct credit equivalence of a full-time load at that partner university.

5. List MORE units than you intend to take in case your initial selection is unavailable due to unavailability, timetable clashes, full units, cancelled classes etc. (minimum of six units). In the 'Back up units' section, you can list at least 3 additional units.

Detailed explanation: Read more about Credit Equivalence on Page 3 of this document.

6. Match the host institution units with units at Swinburne in one of the two ways listed in Step 2.
 - **When 'matching' any core units,** you must also provide a document with detailed course descriptions and /or unit outlines on the unit year level (EG. First year unit), unit descriptions, learning outcomes, etc. for the proposed list of units at the host university.

You may use the [Unit Descriptions Template](#) for this step. You'll need this document later when you need academic approval from your Course Director to study your Swinburne core units overseas.

- **When 'matching' electives,** you can write 'unmatched elective' in the "Unit Title" and "Type" columns.
7. You will need to complete your Study Plan and sign the student declaration section.
 8. Upload a copy of your completed Study Plan when you submit your online application.

You can also email Swinburne Abroad with your study plan if you would like to check if it's correct first-email exchange@swin.edu.au with the subject titled "Exchange Study Plan: YOUR NAME".

Note: this is NOT a submission of your exchange application.

9. Swinburne Abroad will assess your application, and if accepted will send you an offer into the Semester Exchange Program after the application deadline.

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.

10. Once you accept your offer into the program, you will receive more information from Swinburne Abroad about how to get your Study Plan approved by either your Course Director (if you are planning on studying any core units) or an Enrolment Specialist (if you are planning on studying only electives).
11. Once your Study Plan has been approved and signed off, you will need to submit the signed copy to Swinburne Abroad by emailing exchange@swin.edu.au.

Credit Equivalence

You need to ensure you have enough academic credit for full-time study (37.5 CP or 50 CP) in your proposed study plan and that you maintain this throughout your exchange.

There are no exceptions to this. You must study a minimum of 37.5 CP on your semester exchange program.

Credit equivalence will differ depending on where you are going. You will need to check the Swinburne [Credit Equivalence Table](#) when deciding how many units you will need to complete during your exchange.

Important notes

Please be aware that you may need to undertake MORE units at your host institution to get credit for less units at Swinburne due to different academic systems. You may also need to undertake LESS units at your host institution to get credit for more units at Swinburne.

For example, in the US you may need to complete 5 Units to gain 4 unit exemptions upon your return due to the credit system. In the UK, you may need to complete 3 modules to gain credit exemptions for 4 Swinburne units, etc.

- In the situation that you need to take an extra unit at your host institution, you will label this unit as 'credit filler' on your study plan. As the 'credit fillers' objective is to complement the credit load it doesn't need to be matched to any Swinburne Unit.
- Alternatively, if you need to take one unit less (EG. 3 modules in the UK) to gain credit for 4 Swinburne units, you will label 'credit filler' on your study plan under the third module.
- In cases where you may need to take double the number of classes (E.G. 6 – 8 classes in Japan), you will need to find 2 units at the host university and 'match' this to 1 Swinburne unit.

As an indication, here are some general guidelines. **50 credit points** at Swinburne is equivalent to the following:

- European partners operating on ECTS = **30 ECTS**. Depending on how many ECTS the units are worth, you may take anywhere from 3 – 6 units usually.
- USA partners = **15 credit hours**. Depending on whether the units are worth 3 or 4 credits, you will need to take 4 or 5 units.
- UK partners = **60 credits**. Usually 3 or 4 modules.
- Japan = **15 – 18 credits**. Usually 6 units per semester if each unit is worth 2 credits.

Getting your Study Plan approved by your Course Director

Contact your Course Director and request for them to approve your proposed study plan by completing the Course Approval Section of the study plan and the Course Director Declaration of Support on the second page of the form. Individual approval will be required for each individual unit. If you are doing a double degree you will need to get approvals from the Course Director of each degree.

Make sure you include the following documents to help your Course Director with the approval process:

- A copy of your course planner to ensure the exchange semester fits in your degree.
- Detailed course description and /or unit outlines including information on the unit level (example first year unit) for all the proposed units (this is especially important for MATCHED units, but your Course Director may also want to see content of unmatched elective units).

*Make sure that the information you submit is well organised and easy to understand. You can create a Word document where you copy and paste the proposed units' course descriptions and the links of where to find them.

You may use the [Unit Descriptions Template](#) for this step.

- The normal full-time load at the host university, as per the Credit Transfer Equivalence table (linked on the website and study plan).

If there are any additional comments to add get your Course Director to complete the Special Remarks session. Special remarks can include supporting your exchange even if you have less than the required 60% average.

Adding a digital signature to the Exchange Study Plans

The study plan for Overseas Exchange programs is in a digital format. It is an Adobe Form and will need to be opened with Adobe Acrobat software. The study plan also requires digital signatures for approvals.

- **For Students:** In the student declaration section (Page 1)
- **For Course Directors/Enrolment Specialists:** in the individual units (Page 1) and Course Director / Enrolment Specialist Declaration (Page 2)

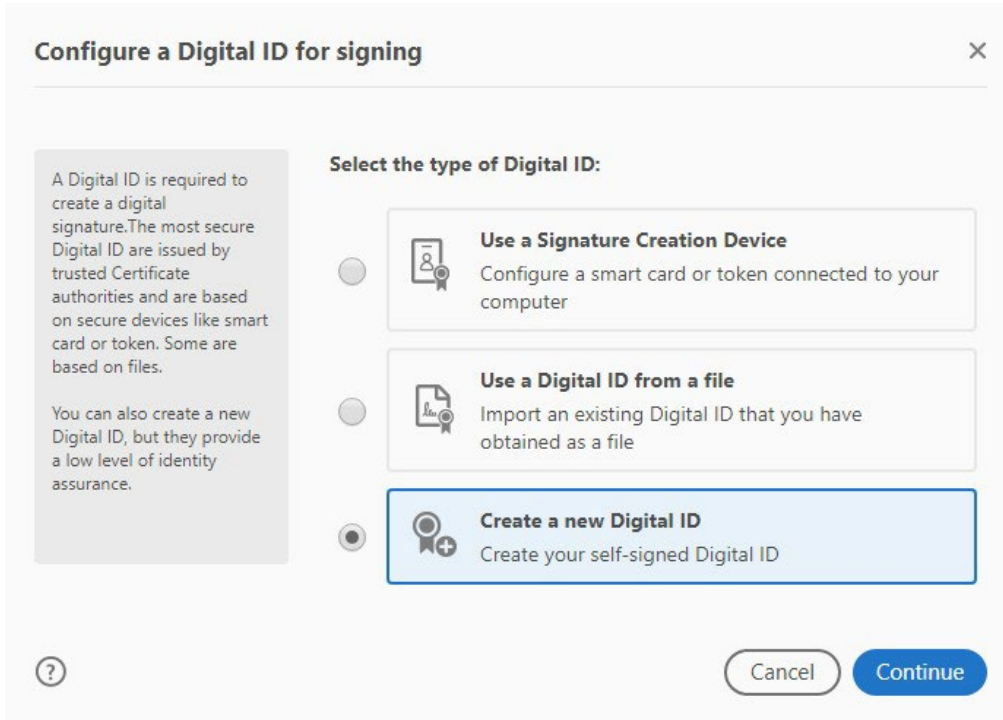
Follow the below step- by- step instructions below on how to create a digital signature.

How to Create a Digital Signature in Adobe Acrobat

Step 1 - Click the box where you need to sign.

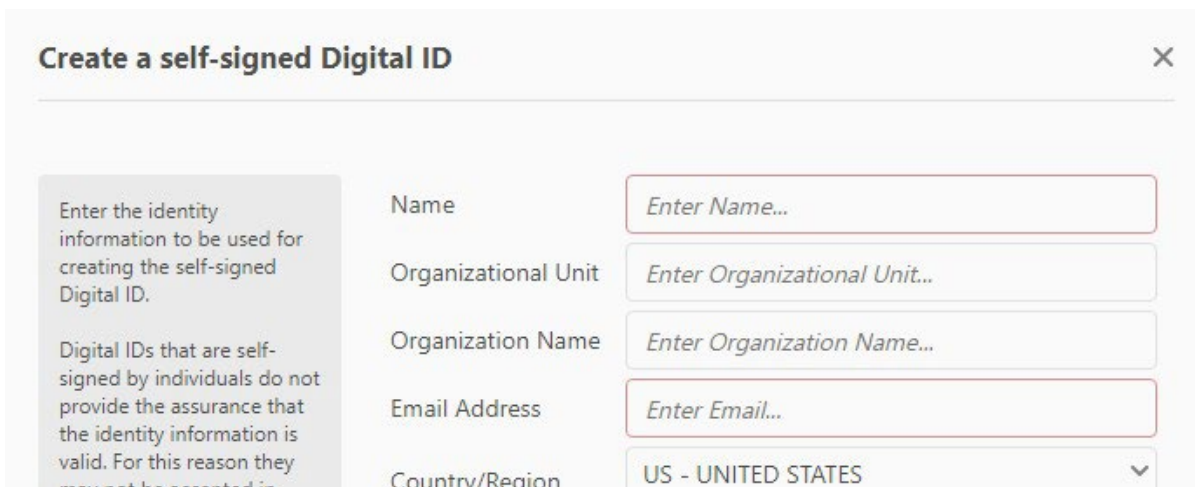
Step 2 - The "Digital Configuration ID" signing box will appear. Select "Configure Digital ID".

Step 3 - Select the option "A new digital ID I want to create now".



Step 4 - For the "Where would you like to store your self-signed digital ID?" select "Windows Certificate Store", click next.

Step 5 - You will be asked to enter your identity information to be used when generating the self-signed certificate. Enter your name, email address and select country. For Key Algorithm you can select either of the options available.



Step 6 - A dialogue box with your Digital Signature will appear. Select sign.

Sign as "Swinburne Abroad" ✕

Appearance Standard Text Create

Swinburne Abroad

Digitally signed by Swinburne Abroad
Date: 2018.07.19 11:38:19 +10'00'

[View Certificate Details](#)

Review document content that may affect signing Review

Back Sign

Step 7 - You will be prompted to save the document in your computer. After you save the document, the digital signature will appear in the study plan.

Host Institution Course Details				Swinburne Course Details			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
							John Smith	<small>Digitally signed by John Smith Date: 2018.07.13 17:07:48 +10'00'</small>

For changes after departure, use the POST DEPARTURE REVISIONS section in the back of this form.

Student Declaration

STEP 2

Student Signature: John Smith Digitally signed by John Smith
Date: 2018.07.13 17:07:48 +10'00'

Please note that you will be required to save the document every time that you sign it so if you are adding more than one signature you will need to save it several times. In this case, you will need to replace the previous version when saving and not create several versions of the same document to ensure it maintains all the previous signatures.