

Swinburne Abroad – Semester Exchange Resources: Guidelines for completing your Exchange study plan

1. The Semester Abroad Study Plan is an electronic form, so it is preferable that you complete it electronically.
2. The new study plan 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.
3. To fill out this study plan you should 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.
4. Units can be chosen to match with Swinburne units in two ways:
 - a. **Matched Core units** – these are matched exactly to the academic content of Swinburne core units, and you will be granted an EXEMPTION for the Swinburne unit of study.
 - 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.

You will need to indicate in the “Type” column if the unit you are proposing is a Core or an Elective, depending on the above.

5. List units chosen at your proposed host institution on the left side of the Study Plan. Make sure you include the unit code, unit title, credit value and year level, if available. List MORE units than you intend to take in case your initial selection is unavailable due to timetable clashes, full units, cancelled classes etc. (minimum of six units).
6. Match the host institution units with units at Swinburne in one of the two ways listed above.
7. You will need to complete your Study Plan and email a copy of your completed StudyPlan document to Swinburne Abroad before you complete your online application. To submit your study plan, email exchange@swin.edu.au with the subject titled “Exchange Application: YOUR NAME”.

8. Once you email your proposed Study Plan to Swinburne Abroad, complete your [online Exchange application at https://swinburne.aglobal.education/exchange-application](https://swinburne.aglobal.education/exchange-application).
9. Swinburne Abroad will assess your application, and if accepted will send you an offer into the Semester 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.
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

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

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.

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. 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.

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

For example, in the US you may need to complete 5 Units to gain 4 unit exemptions upon your return.

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.

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 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. Japan = **17-19 credits**

Adding a digital signature to the Semester Abroad Study Plans

The study plan for Exchange and Study Abroad Semesters is in a digital format. The digital study plan is an Adobe Form and will need to be open with Adobe Acrobat software. The new study plan requires digital signatures for approvals.

- **For Students:** In the student declaration section
- **For Course Directors:** in the individual units and Course Director Declaration

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".

The screenshot shows a dialog box titled "Configure a Digital ID for signing" with a close button (X) in the top right corner. On the left, there is a grey informational box with the following text: "A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files. You can also create a new Digital ID, but they provide a low level of identity assurance." Below this is a question mark icon. The main area is titled "Select the type of Digital ID:" and contains three radio button options: "Use a Signature Creation Device" (with a smart card icon), "Use a Digital ID from a file" (with a document icon), and "Create a new Digital ID" (with a plus sign icon). The "Create a new Digital ID" option is selected and highlighted with a blue border. Below the options are "Cancel" and "Continue" buttons.

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.

The screenshot shows a dialog box titled "Create a self-signed Digital ID" with a close button (X) in the top right corner. On the left, there is a grey informational box with the following text: "Enter the identity information to be used for creating the self-signed Digital ID. Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in..." The main area contains several input fields: "Name" (text box with placeholder "Enter Name..."), "Organizational Unit" (text box with placeholder "Enter Organizational Unit..."), "Organization Name" (text box with placeholder "Enter Organization Name..."), "Email Address" (text box with placeholder "Enter Email..."), and "Country/Region" (dropdown menu with "US - UNITED STATES" selected). A question mark icon is visible in the bottom left corner.

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

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.