

## GUIDELINES FOR COMPLETING YOUR STUDY PLAN

1. The Semester Abroad Study Plan is an electronic form, so its preferable that you complete it electronically.
2. The new study plan has two parts. The front of the study plan is to be completed before you go on exchange and the back is for Post Departure Revisions, and only needs to be completed if you wish to gain approval for additional units or any changes after you have departed.
3. To fill out this study plan you should list the units you intend to take at your host institution – 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** – 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 six units).
6. Match the host institution units with units at Swinburne in one of the two ways listed above.
7. You will need your Study Plan to be approved by Swinburne Abroad before you submit it your Course Director for final approval. Submit your completed *proposed* Study Plan to Swinburne Abroad in person by coming to the Swinburne Abroad Office or by email to [exchange@swin.edu.au](mailto:exchange@swin.edu.au) (with subject “Study Plan pre-approval required and your Student ID”) attaching the following information:

- a. A copy of your course planner to ensure the exchange semester fits in your degree.
- b. 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)
- c. The normal full time load at the host university, as per the Credit Transfer Equivalence table
- d. Make sure that the information you submit is well organized and easy to understand. You can create a work document where you copy and paste the proposed units' course descriptions and the links to where to find them.

**For instructions on how to add an electronic signature to the Study Plan refer to the end of this document.**

8. Swinburne Abroad will verify that the information you have provided is sufficient for an assessment and will pre- approve your Study Plan. You will then need to contact your Course Director for academic approval. If the information you have provided is insufficient then Swinburne Abroad will request further information before granting Pre-Approval. Please note that Swinburne Abroad pre-approval does NOT mean that your proposed units are approved. Only Course Directors (and CAS in the case of electives) can approve units.
9. Contact your Course Director and request for them to approve your proposed study plan by completing the Course Approval Section and the Course Director Declaration of Support in the form. Individual approval will be required for each individual unit. If you are doing a double degree you will need to get approvals for course director of each degree.
10. If you only will be using Unmatched Electives for your exchange or an exchange minor (available in some degrees) your study plan can be approved by a Course Advice Specialist
11. For Unmatched Electives you can list an "Unmatched Elective" in the proposed study plan. If there are changes to this Unmatched elective (replacing with a different unit) you don't need to get a new approval from your Course Director, providing that the credit equivalence is the same.
12. 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.

13. You need to ensure you have enough credit approval 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 systems.

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

14. 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**
  - e.

## **ADDING A DIGITAL SIGNATURE TO THE SEMESTER ABROAD STUDY PLANS**

We now have a new *digital study plan* for the applications for Exchange and Study Abroad Semesters. 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 “Sign Document” box will appear. In the “Sign As” drop down menu select New ID
- **Step 3** - Select the option “A new digital ID I want to create now”

**Configure a Digital ID for signing** [X]

A Digital ID is required to create a digital signature. The most secure Digital IDs 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.

**Select the type of Digital ID:**

- Use a Signature Creation Device  
Configure a smart card or token connected to your computer
- Use a Digital ID from a file  
Import an existing Digital ID that you have obtained as a file
- Create a new Digital ID**  
Create your self-signed Digital ID

[?] **Step 4** - For the “Where would you like to store your self-signed digital ID?” select “Windows Certificate Store”, click next [Cancel] [Continue]

- **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.

**Create a self-signed Digital ID** [X]

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

Name

Organizational Unit

Organization Name

Email Address

Country/Region

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

**Sign as "Swinburne Abroad"** ✕

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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

- **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 17:08:05 +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.

