

SEMESTER ABROAD PROPOSED STUDY PLAN



Student ID

Host Institution

Student Name

Semester of Exchange: Semester 1 Year Semester 2 Year

Course

Proposed units of study: Please nominate a minimum of six units per semester at your Host Institution. You must obtain enough approved credit across all proposed units to make a minimum of 37.5 CP per semester. You should seek approval for additional units as alternatives in case your initial selection is unavailable. Please refer to the back of this form for guidelines of how to complete this study plan.

Before sending your proposed study plan to your Course Director for approval, you must first get pre-approval from Swinburne Abroad. Refer to guidelines in the back of this form for instructions.

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

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

Student Declaration

Full time load at host institution is (number/measure e.g. 12 US)

Refer to the [Credit Transfer Equivalence table](#).

I plan to enroll in the equivalent credit point (CP) value of 37.5CP or 50CP

I understand and agree that while on exchange, I must study what is considered to be a "full-time study load" at the Host Institution (Equivalent to at least 3 Swinburne Units or 37.5 CP). I understand that it is my responsibility to obtain approval from my Course Coordinator if any changes are made to any CORE units listed and approved on this form.

Student Signature: Date:

STEP 1

Study Abroad pre-approval

The student is providing sufficient supporting documentation to be able to assess the proposed study plan for a semester abroad.

Signature: Date:

STEP 2

Course Director Declaration of Support

(Please refer to the back of this form for guidelines of how to approve the study plan.)

Course Advice Specialist can approve Electives units.

Is this student returning to at least 50 CP of studies? YES NO

Has the student already completed (50 credit points) of studies? YES NO

I have checked the proposed Study Plan and confirm that the units chosen at the Host Institution fit within the student's Swinburne course structure and are equivalent to a fulltime study load at Swinburne (Refer to the [Credit Transfer Equivalence table](#)).

Special remarks:

Name Signature: Date:

Name Signature: Date:

(Second course coordinator – required for double degrees)

POST DEPARTURE REVISIONS

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

Host Institution				Home Institution			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 37.5CP or 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 37.5CP or 50CP

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 program planner to ensure the exchange semester fits in your degree, and that you have 50 CP left to be completed 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 60%)
- 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 the host and by completing the Course Director Declaration of Support.

For assessment the student is required to provide you with:

- A copy of their program planner to ensure the exchange fits in their degree.
- Detailed course description and /or unit outlines of the proposed units
- Information on the normal full time load at the host institution. Student need to maintain equivalent to a full time load of 37.5 CP per semester while on exchange.

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