

Guidelines for Swinburne Independent Study Abroad Program

Independent Study Abroad programs allow you to take advantage of hundreds of study opportunities around the world. These programs are not affiliated with Swinburne University of Technology and are typically administered by another university, institution, or organization.

If you participate on an Independent Study Abroad program, you will be responsible for selecting an appropriate program, getting all the necessary approvals from your faculty and organizing your enrolment prior to departure.

If you register your experience with Swinburne Abroad we will be able to provide you with pre-departure information and process your [OS help](#) application if you are eligible. Scholarships may be available on a case to case basis.

You will need to register your Independent Study abroad experience via the Swinburne Abroad Tracking System (<https://www.swinburne.edu.au/app/ifs-sats/sats/>) to receive pre-departure information, and for your OS Help to be processed.

If you want to apply for [OS help Loan](#) you will also need to have a pre-approved study plan. Please follow the instructions [here](#).

Independent Study Abroad Program Checklist

Prior to departure:

- ☐ Conduct research on the institution or organization where you independent experience will be taking place. Make sure to check the organization's reputation, facilities and application deadlines. You will often need to pay a fee to the organization so make sure you understand what it covers.
- ☐ Make sure to check DFAT Travel advice before deciding on a destination <http://smarttraveller.gov.au>
- ☐ Talk to your course coordinator about your plans: Get a proposed Study Plan approved where it's clearly indicating if you will gain any credits (if any) for your study abroad experience.

Visit the "[Apply for Exchange](#)"* website for access to list with Course Coordinators information, Study Plan and Credit Equivalence table.

**Although the process outlined is for Exchange students it is the process that Study abroad students should follow to gain the necessary approvals.*

Swinburne International
Swinburne Abroad

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Victoria 3122 Australia

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exchange@swin.edu.au

- ☐ Submit an application via Swinburne Abroad Tracking System ((<https://www.swinburne.edu.au/app/ifs-sats/sats/>)). When applying to SATS you will need to submit:
 - Approved study plan
 - Copy of Travel Insurance and Travel Insurance Declaration Form (<http://www.swinburne.edu.au/media/swinburne.edu.au/study-abroad/docs/pdfs/Swinburne-Study-abroad-and-Exchange-Travel-Insurance-Form.pdf>)
 - Copy of passport
 - Copy of your acceptance into the Study Abroad Program (when available)
- ☐ Complete the Compulsory Swinburne Online Pre-departure Module via <https://www.swinburne.edu.au/app/ifs-sats/predeparture/index.php>
- ☐ Amend your enrolment via a [Course Advise Specialist](#)

Please note that students who study abroad independently will not be enrolled in Swinburne during that period, so make sure you understand the implications on your HECS/Help liability. Note that students that are not enrolled at Swinburne may not be eligible for Centrelink.

Upon return:

- ☐ Submit your Host institution/ Host program academic transcript to your Course Advise Specialist

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