

SWINBURNE ABROAD

GUIDELINES FOR COMPLETING YOUR STUDY PLAN

1. 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.
2. 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 Electives** – 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.
3. List units chosen at your proposed host institution on the left side of the form. Make sure you include the unit code, credit points 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.
4. Match the host institution units with units at Swinburne in one of the two ways listed above.
5. You will need your Proposed Study Plan to be approved by your Course Coordinator. Provide your Course Coordinator 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 the proposed units (this is especially important for MATCHED units, but your coordinator 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
6. Have the course coordinator sign the form in the approvals section including confirming the credit load that you will be completing. If you are doing a double degree you will need to get approvals for course coordinators of each degree.

7. If you only have unmatched electives or an exchange minor (available in some degrees) your study plan can be approved by a Course Advice Specialist
8. 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 coordinator, providing that the credit equivalence is the same.
9. If there are any additional comments to add get your course coordinator to complete the special remarks section. Special remarks can include supporting your exchange even if you have less than the required 60% average
10. 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 credit systems.
 - For example, in the US you may need to complete 5 units to gain 4 exemptions upon your return.
11. 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 3 or 4 ‘modules’.
 - d. Japan = **17 -19 credits**