SWINBURNE SARAWAK PROPOSED STUDY PLAN

Program (please check) Winter at Sarawak Semester at Sarawak Semester 1 Student ID Semester 2 Student Name Full Year Course Semester at Sarawak- Proposed units of study: Please nominate a minimum of four units per semester at Swinburne Sarawak. 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. Each semester Sarawak publishes a list of units being offered for you to select from. This list will be published on our website. If it is not available at the time of completing your study plan, please refer to the same semester the previous year. Winter Term - Proposed units of study: Please list one single unit you plan to study at Sarawak equivalent to 12.5 credits and match this as either a core or elective unit. Each year we will advertise the units Sarawak are offering during the Winter Term on our website, and you must select an available unit. 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. **Swinburne Sarawak Course Details Swinburne Hawthorn Course Details Course Approval** Approver Year SUT Unit Credit Type (Core Approver Unit Code Unit Title Equivalent Unit Title (Course Director or CAS if electives) Code or Elective) SIGNATURE Value Level PRINT NAME For changes after departure, use the POST DEPARTURE REVISIONS section in the back of this form. **Student Declaration** STEP 2 I plan to enroll in the following credit point (CP) value: 37.5 50 12.5 Course Director Declaration of Support Winter only Semester only (Please refer to the back of this form for guidelines of how to approve the study plan.) Course Advice Specialist can approve Electives units. I understand and agree that while on my overseas program at Sarawak, I must study what is considered to be a "full-time study load" for that particular program (12.5 CP for Winter and a minimum 37.5 CP for a Semester). I Is this student returning to at least 50 CP of studies? NO understand it is my responsibility to obtain approval from my Course Coordinator if any changes are made to Has the student already completed (50 credit points) of studies? any CORE units listed and approved on this form. I have checked the proposed Study Plan and confirm that the units chosen at Swinburne Sarawak fit within the student's Swinburne course structure and are equivalent to a fulltime study load at Swinburne. Student Signature: Date: Special remarks: STEP 1 Swinburne Abroad pre-approval Signature: Date: Name The student is providing sufficient supporting documentation to be able to assess the proposed study plan for an overseas program to Swinburne Sarawak. Name Signature: Date: (Second course coordinator – required for double degrees) Signature: Date:

Host Institution: **SWINBURNE SARAWAK**

Year:

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SWINBURNE UNIVERSITY OF TECHNOLOGY

POST DEPARTURE REVISIONS

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

Swinburne Sarawak Swinburn						e Hawthorn		Course A	pproval		
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 12.5CP 37.5CP 50CP Student Signature:											
credit point (CP) value of (please check)											
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 12.5, 37.5 or 50											
Course Di	rector Name				Signature:	gnature: Date:					
Instructions for students:						Instructions for Course Director reference only:					
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"						In accordance with the International Exchange Programs Policy the students need to meet these requirements					
Supporting documents needed:						 The student has a proven academic record (overall average usually above 50%) The student has completed at least 50 credit points of studies with Swinburne in their enrolled course (not 					
A copy of your course planner to ensure the Sarawak overseas program fits in your degree, and that you have 50 CP left to complete upon your return						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					
Detailed course description and /or Unit outlines including information on the unit level (eg first year unit)						the International Exchange program					
Refer to "Guidelines on how to complete your Study Plan" for further assistance.						Please note that Course Directors may approve study plans that do not meet the above requirements on a case-to-case basis.					
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.						You are required to give academic approval by signing each of the units the student will be completing at Sarawak and by completing the Course Director Declaration of Support.					
	the list with all Course Director contact details, co				For assessment the student is required to provide you with:						
table go to http://www.swinburne.edu.au/abroad/departures/application-outbound.html						A copy of their course planner to ensure the Sarawak program fits in their degree					
						Detailed course description and /or unit outlines of the proposed units					
						Please refer to the	Guidelines for	approving a Study Plan for Course Coord	inators for further details.		