

# Semester Exchange – Study Plan



Student ID \_\_\_\_\_ Host University \_\_\_\_\_  
 Student Name \_\_\_\_\_ Host Country \_\_\_\_\_  
 Course Name \_\_\_\_\_ Exchange Semester \_\_\_\_\_ Year \_\_\_\_\_

## Instructions for students

**Step 1** – Complete this Study Plan document and email a copy of your completed Study Plan document to: [exchange@swin.edu.au](mailto:exchange@swin.edu.au) with the subject titled “Exchange Application: YOUR NAME”. Refer to the “[Guidelines on how to complete your Study Plan](#)” for further assistance.

**Step 2** – After you have emailed your proposed Study Plan to Swinburne Abroad, complete your Exchange application at <https://swinburne.aglobal.education/exchange-application>

**Step 3** – If you meet our eligibility requirements, we will send you an offer into the Semester Exchange Program. **Please note: this offer is provisional until you receive full approval of your study plan AND any conditions listed in your offer letter from your Course Director (if applicable). If there are special conditions in your Offer Letter, you will need full approval to be able to go on an Exchange.**

**Step 4** – Once you accept your offer, you will receive more information from us about how to get your Study Plan approved by either your Course Director or an Enrolment Specialist.  
**NOTE:** Before sending your proposed Study Plan off for approval, you must have received an Offer letter from Swinburne Abroad.

**Step 5** – Once your Study Plan has been approved and signed off, you will need to submit a signed copy to us by emailing [exchange@swin.edu.au](mailto:exchange@swin.edu.au)

**PROPOSED UNITS OF STUDY:** Please nominate a minimum of six units per semester at your preferred Host Institution below. You must obtain enough approved credit across all proposed units to take a minimum of 37.5 CP per semester. Refer to the Credit Equivalence Table to understand the credit equivalence of a full-time load at your preferred host university. You should seek approval for additional units as alternatives in case your initial selection is unavailable.

| Host Institution Course Details |   |              |            | Swinburne Course Details |  |                            | Approval   |                    |
|---------------------------------|---|--------------|------------|--------------------------|--|----------------------------|--|--------------------|
| Unit Code                       | Unit Title<br>(What units you want to study at the host university) | Credit Value | Year Level | Swin Unit Code           | Equivalent Unit Title<br>(what Swinburne units you want to get credited for) | Type<br>(Core or Elective) | Approver (Course Director or Enrolment Specialist)<br>PRINT NAME | Approver SIGNATURE |
|                                 |   |              |            |                          |  |                            |  |                    |
|                                 |   |              |            |                          |  |                            |  |                    |
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|                                 |   |              |            |                          |  |                            |  |                    |

## Student Declaration

Full time load at host university is \_\_\_\_\_ (number/measure EG 12 US, 30 ECTS) I plan to enrol in the equivalent credit point value of (tick) 37.5 CP or 50 CP  
 Refer to the [Credit Equivalence Table](#) for the credit equivalence of a full-time load at the host university.

If I do not have enough electives remaining, I agree to overload my course (by up to 2 elective units) YES NO  
 (Disclaimer: If you select YES, please be aware that overloading your course will incur additional costs to your degree)

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

Student Signature ..... Date: .....

Once you have signed the student declaration, refer back to the student instructions above for next steps



# Instructions for Course Directors:



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)

**Please note:** 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 institution and by completing the Course Director Declaration of Support. For assessment the student is required to provide you with:

- An Offer Letter into the Semester Exchange Program from Swinburne Abroad (please be aware of any conditions in their offer and approve/disapprove these on a case-to-case basis)
- A copy of their course planner to ensure the exchange fits within their degree
- Detailed course description and/or unit outlines of the proposed units of study
- Information on the normal full time load at the host institution. Student need to maintain a study load equivalent to a full-time load of at least 37.5 CP per semester while on exchange.

Please refer to these guidelines when approving a Study Plan.

## ONLY A COURSE DIRECTOR OR ENROLMENT SPECIALIST COMPLETES THIS SECTION

### Course Director Declaration of Support

Please refer to the instructions on top of this form for guidelines on how to approve the study plan AND the student's Exchange Offer Letter to check if there are special conditions for you to approve. **Please indicate your approval in the Special Remarks box below.** (Enrolment Specialists can approve Electives units).

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

Has the student provided you with an Exchange Offer Letter?      YES      NO

Do you approve ALL of the special conditions in the student's Offer Letter (if applicable)?      YES      NO

**If you select NO or have additional comments about the approval, please comment in the special remarks box below.**

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

Special remarks:

Name Signature: ..... Date: .....

• • • • • • • •

Name Signature: ..... Date: .....

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(Second course director signature – required for double degrees)

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