

Semester Exchange – Study Plan



Student ID

Student Name

Course Name

Host University

Host Country

Exchange Semester

Year

Instructions for students

Step 1 – Complete the first page of the Exchange Study Plan for your first-choice university, sign the student declaration, and upload the form as part of your [online Exchange application](#).

➤ **Note: Study Plan approval is not required at this stage.** Wait for acceptance into the Swinburne Abroad Overseas Exchange Program before proceeding. Refer to the [“Guidelines on how to complete your Study Plan”](#) for further guidance on completing this form.

Step 2 – If you meet our eligibility requirements, we will send you an offer into the Swinburne Abroad 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 3 – 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. Before sending your proposed Study Plan off for approval, you must have received an Offer letter from Swinburne Abroad. When your Study Plan has been approved and signed off, you will need to submit a signed copy to Swinburne Abroad by emailing exchange@swin.edu.au.

LIST YOUR PROPOSED UNITS OF STUDY:

Please list the units you plan to take at the host university, including backup options. Make sure your selected units add up to the equivalent of 37.5 or 50 Swinburne credit points per semester. Refer to the [Credit Equivalence Table](#) to confirm the conversion of a full-time study load at your host university.

| Host Institution Course Details | | | | Swinburne Course Details | | | Approval | |
|---|------------|--------------|------------|--------------------------|-----------------------|-------------------------|---|--------------------|
| Unit Code | Unit Title | Credit Value | Year Level | Swin Unit Code | Equivalent Unit Title | Type (Core or Elective) | Approver (Course Director or Enrolment Specialist) PRINT NAME | Approver SIGNATURE |
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| BACKUP UNITS: Please nominate an additional three backup units as alternatives, especially for Swinburne core units, in case your initial selection detailed above is unavailable. | | | | | | | | |
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Student Declaration

A full time load at host university is _____ (number/measure at the host university, EG. 12 US, 30 ECTS).
Refer to the [Credit Equivalence Table](#) for the full-time load at the host university.

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

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) per semester. 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:

- A minimum 60% overall academic average (exceptions may be approved case by case).
- 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 in Page 1, and by completing the Course Director Declaration of Support. For assessment, the student is required to provide you with:

- ☐ An Exchange Offer Letter into the Overseas 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 descriptions and/or unit outlines of the proposed units of study at the host institution, for any Swinburne core units.

ONLY A COURSE DIRECTOR OR ENROLMENT SPECIALIST COMPLETES THIS SECTION

Course Director / Enrolment Specialist Declaration of Support

Before approving, please:

- Review the Study Plan and the student's Exchange Offer Letter.
- Check if any special conditions apply (please indicate your approval in the Special Remarks section).

For detailed approval guidelines, refer to the [Course Director Approval Instructions](#). Note: Enrolment Specialists can approve Electives units.

Approval Checklist:

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 confirm that I have thoroughly reviewed the proposed Study Plan and have verified that the units selected at the Host Institution align with the student's Swinburne course structure. Furthermore, I affirm that the chosen units represent a full-time study load of at least 37.5 CP at Swinburne, in accordance with the [Credit Transfer Equivalence table](#).

Special remarks:

Name Signature: Date:

Name Signature: Date:

(Second course director signature – required for double degrees)

