

Short- Term Exchange – Study Plan



Student ID _____ Host University _____
 Student Name _____ Host Country _____
 Course Name _____ Exchange Intake _____ 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.
- Step 4** – 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 nominate the short-term program or course(s) you wish to participate in below. Ensure that you obtain sufficient approved credit to fulfill the equivalent of 12.5CP or 25CP, depending on the course/program.

Host Institution Course Details				Swinburne Course Details			Approval	
Unit Code (if applicable)	Unit Title (What course/s you want to study at the host university)	Credit Value	Year Level	Swin Unit Code	Equivalent Unit Title (what unit/s you want the course to get credited for)	Type (Core or Elective)	Approver (Course Director or Enrolment Specialist) PRINT NAME	Approver SIGNATURE

Student Declaration

Credit equivalence: Refer to the credit conversion guide on [Swinburne Abroad's website](#), available on each partner's individual page under short-term options. If you need further clarification, please contact Swinburne Abroad.

I plan to enrol in the equivalent credit point value of (tick) 12.5CP or 25 CP

If I do not have enough remaining electives, I agree to overload my course by up to two elective units. YES NO

(Please indicate "Overloaded Elective" under the Swinburne course details section.)

Disclaimer: Selecting YES means you acknowledge that overloading your course may result in additional costs to your degree.

I understand and agree that while on Short-Term Exchange, I must study what is considered to be a 'full-time study load' at the Host University (equivalent to at least 1 Swinburne Units or 12.5 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 and submit your application.



Instructions for Course Directors:



In accordance with the [International Exchange Programs Policy](#), the student needs 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 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 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 12.5CP during the Winter/Summer term.

ONLY A COURSE DIRECTOR OR AN 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 (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 at Swinburne, in accordance with the [Credit Transfer Equivalence table](#).

Special remarks:

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Name Signature: Date:

Name Signature: Date:

(Second course director signature – required for double degrees)