

CROSS INSTITUTIONAL STUDY (EXCHANGE) PRE-APPROVAL

For use by current UNSW students who have been nominated for a Short Program – Exchange place by the Outbound Short Program Team in the UNSW Study Abroad and Exchange Office.

INFORMATION

- This form is to request pre-approval to undertake a short program at international exchange partner and, on successful completion of the course, for this study to be counted towards the student's current degree program at UNSW.
- Short Program - Exchange place will be for a reciprocal exchange place at the partner institution.
- Students will be enrolled in a UNSW EXCH course and pay tuition fees to UNSW.
- Applications will only be considered for students with a Good Academic Standing.
- Applications for Cross Institutional Study (Exchange) must be assessed and approved by their UNSW Program Authority as equivalent to a UNSW course in terms of content, level and workload.
- Approval must be sought prior to enrolling at the host institution and is at the discretion of the UNSW Program Authority.
- There is no charge for this application.

Note:

- In addition to seeking approval from UNSW, a formal application will be required to the host institution.
- Further instructions will be available on receipt of this Cross Institutional Study (Exchange) form approval to the Outbound Short Program Team.
- Acceptance at the host institution is at their discretion and not guaranteed.

On completion of the Short Program - Exchange

- In order for transfer of credit to be recorded on the UNSW student record, it is the student's responsibility to provide UNSW with official confirmation of the result(s) from the host institution at the completion of the international program.

INSTRUCTIONS

FOR STUDENTS:

1. Complete Section A, B and C of this form
2. Submit a cross institutional study request: <https://portal.insight.unsw.edu.au/cross-institutional-study/>
3. Upload this form together with a copy of the Course Outline for any course(s) you are intending to undertake at the Host Institution

FOR PROGRAM AUTHORITIES:

1. Program Authority will assess the courses and if approved complete section D of this form.
2. Confirmation of approval will be emailed to the student and advisor4gloaled@unsw.edu.au

CROSS INSTITUTIONAL STUDY (EXCHANGE) APPLICATION FORM

SECTION A: STUDENT DETAILS		
UNSW STUDENT ID		
STUDENT FAMILY NAME		
STUDENT FIRST NAME		
EMAIL		
TELEPHONE		
UNSW PROGRAM CODE AND NAME		
UNSW SCHOOL AND FACULTY		
SIGNATURE*		
SECTION B: LEARNING ABROAD PROGRAM DETAILS		
LEARNING ABROAD PROGRAM		
HOST INSTITUTION NAME		
DESTINATION (COUNTRY)		
WEBSITE		
EXCHANGE TERM (e.g. T2 2020)		
PROGRAM START DATE		
DELIVERY MODE	VIRTUAL /ONLINE	ABROAD
SECTION C: COURSE MATCH		
Please see below my proposed course matches for pre-approval for transfer of credit back to my UNSW degree		
	Course 1	Course 2
HOST INSTITUTION COURSE CODE		
HOST INSTITUTION COURSE NAME		
UNSW COURSE CODE		
UNSW COURSE NAME		
UNSW UNITS OF CREDIT (UOC)		
UNSW COURSE NAME		
PROGRAM AUTHORITY (Program authority to complete)		
COURSE APPROVAL	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> More information required	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> More information required

SECTION D: PROGRAM AUTHORITY APPROVAL <i>(Program authority to complete)</i>	
<ul style="list-style-type: none"> I confirm that the UNSW course codes detailed and approved in Section C are relevant to the requirements of this student's UNSW program <p>NOTE:</p> <ul style="list-style-type: none"> Single Degree students only require approval from their home faculty Dual Degree students require approval from both faculties 	
APPROVAL (Program Authority)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> More information required (see Section E)
FACULTY	
UNSW AUTHORITY NAME	
SIGNATURE*	
DATE	
FOR PROGRAM AUTHORITY OF DUAL DEGREE STUDENTS ONLY	
APPROVAL (Program Authority)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> More information required (see Section E)
FACULTY	
UNSW AUTHORITY NAME	
SIGNATURE*	
DATE	

**(Electronic Signatures can be accepted if the forms are emailed directly to the Study Abroad and Exchange Office from the Faculty Student Centre)*

SECTION E: Notes from Program Authority (if required)

NOTE TO PROGRAM AUTHORITY:

Once you have evaluated this approval request form, please forward the outcome to the student and copy the Outbound Short Program Team at advisor4globaled@unsw.edu.au