



# Australian School of Business

## Information Systems, Technology and Management

Never Stand Still

Australian School of Business

Information Systems, Technology and Management

### Guidelines for Applications for International Exchange Program

#### Application Guideline:

To apply for Exchange, following the instructions provided at UNSW Global Education & Student Exchange <<http://www.international.unsw.edu.au/outbound-opportunities/student-exchange/how-apply-student-exchange/>>.

When making your application, you should consider the following:

1. Ensure that you are allowed to go on exchange in the semester you are considering. For example, if you are a Co-op student you cannot go on exchange in the semesters that you will be on ITE; you also cannot go on exchange in the semester that you are doing your honours, unless you are taking a practicum Exchange Program format.
2. Ensure that you are familiar with your program's academic rules when you choose the courses for exchange. In particular, you can only choose the courses which are suitable for your academic year. For example, you can only choose level 3 courses for exchange after you have completed a minimum of 72 UoC; level 4 courses cannot be chosen for exchange since they are only offered to students who are doing the honours.
3. Research you options in detail and find suitable courses for exchange (using the criteria set out below) and gather documentation to support your application. This documentation should include:
  - a. An overview of the course (equivalent to our University Handbook entry).
  - b. A detailed overview of the course which provides all the information needed to assess the course (equivalent to our course outline).

#### Assessment Criteria used by ISTM:

When assessing whether the course is appropriate the School will look at the following:

1. Is the course a similar level (a 3rd year course must be matched by a 3rd year (or higher year course)?)
2. Has the course the equivalent units of credit (i.e. ¼ of a normal full time load)?
3. Does the content match (a match of at least 80% on a week by week basis is required)?
4. Is the assessment similar?

5. Is the course delivery similar (i.e. if our course has labs, then the equivalent course should have labs)?
6. Are any software or tools used similar?
  - In some courses, the School will require that the software is the same (e.g. INFS2605 requires Java, so any equivalents to INFS2605 will require Java).

Your application has to provide sufficient documentation to allow the School to readily determine if the course meets all of these requirements. Where your documentation does not provide sufficient information about one or more criteria, then it will be assumed that your course does not meet that criteria – please note that it is your responsibility to provide all the necessary information in your application.

Applications that do not have adequate documentation will not be considered.

Exchange is not permissible on certain courses because of their specific local content – these include, but not limited to:

- INFS2611 / INFS3611
- INFS3605
- INFS4886
- INFS4887
- INFS4795 Thesis A
- INFS4796 Thesis B

**Please note the School decision about the suitability of a course is final and is not open for negotiation.**