

## International Exchange Assessment Guidelines

**When making your application, you should consider the following:**

1. All related correspondence must be sent from your official UNSW email account.
2. Determine your eligibility for International Exchange: Are you allowed to go on exchange in the Term you are considering? For example, if you are a UNSW Co-op student you cannot go on exchange in the Term when you are on ITE; or when you are doing your honours, unless you are taking a practicum Exchange Program format.
3. 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 48 UoC; you cannot choose a Level 4 Course for exchange since they are only offered to students who are doing honours.
4. Research your options in detail and find suitable courses for exchange (using the criteria set out below) and gather documentation to support your application. The document you provide for assessment has to be an official document supplied by the partner university, and should include at least:
  - An overview of the course (equivalent to our University Handbook entry).
  - A detailed overview of the course which provides all the information needed to assess the course (equivalent to our course outline).
  - If the course is offered in a different language, original document and a certified copy of English translation should be provided.
5. INFS8215 and/or INFS8315 can be used as courses which are not equivalent to any course our school offers. However, given that our UG programs are all accredited by Australian Computer Society (ACS), courses you are to undertake at partner university must align with UNSW IS program learning outcomes when INFS8215 and/or INFS8315 code is used for the course. This decision can only be made by the school assessor.

6. Given the nature of IS program courses, each course offered by ISTM school is reviewed and revised consistently in order to develop students into work-ready graduates. Thus, courses you apply for are assessed as an independent case, matching with current course outline and program learning outcomes. There is no guarantee that partner university courses approved in the past will be automatically approved when you apply.
7. Courses you undertake at partner university must be approved **before** your departure in order to be considered as equivalent to courses offered by ISTM school after you return to UNSW.

**When assessing whether the course is appropriate, the School will look at the following, but not limited to:**

1. Is the course a similar level (a 3rd year course must be matched by 3rd year (or higher year course)?)
2. Has the course the equivalent units of credit (i.e. 1/3 of a normal full-time load)?
3. Does the course 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 equivalent 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:

- INFS3603
- INFS3830
- INFS3873
- INFS3605

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