

UNSW EXCHANGE PROGRAM – TRANSFER OF CREDIT

The student is to complete Sections A, B and C only. Sections D and E are to be completed by the relevant subject/program and school authorities. NB: ***UNSW code N/A for Law***

Section A – Student

Family name: _____ First name(s): _____

Email: _____

Student ID: _____ Program code: _____ Faculty: _____

Program name: _____

If you are a combined degree student, please indicate which UNSW program(s) you will be following while on exchange:

_____ (e.g. Law, Science, Arts, Engineering, COFA, Commerce, FBE or if a combination, please list all programs)

UNSW Semester(s) on exchange: _____

Overseas University: _____

Section B – Student

Section D – School/Faculty Academic Authority

I, the undersigned, have assessed the content of the courses listed in Section B and grant approval for the Transfer of UNSW Credit as detailed below.

Overseas University		To transfer as UNSW subject			Academic Approval	
Subject Code	Subject Name + UG/PG	UNSW code *ESSENTIAL*	Name	Units of Credit	Subject Authority Name	Signature (initials)

Section C – Student

Section E – Faculty Student Office Approval

Student's Signature

Date: _____
Day/Month/Year

On behalf of the Faculty of _____

I confirm that the UNSW course codes detailed and approved in Section D are relevant to the requirements of this student's UNSW program.

Name: _____

Signature: _____ Date: _____

Please contact the Global Education and Student Exchange Office for further information.

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In order to apply for student Exchange, students must have a list of courses at the proposed host university approved by UNSW academic staff and their UNSW Faculty Office. This must be completed on the Transfer of Credit (ToC) form and returned with all of the other exchange application forms by the application deadline.

To prepare this information you should research your course options at the host university and also have a clear understanding of the requirements of your study program at UNSW for the semester(s) that you may be on exchange. Once you have compiled a list of proposed courses, you should confer with the relevant academic(s) at your Faculty to seek approval for this program (Section D). You **MUST** also have your courses approved by your Faculty Office (Section E). COFA students also need to provide an additional copy to the COFA International Office located at F318. **All students MUST keep a copy of their ToC forms to refer to while on exchange.**

Upon return to UNSW the Global Education and Student Exchange Office will process your Transfer of Credit based on this form after the transcript from the host university is received. Transfer of Credit will only be granted if you have successfully completed (i.e. passed, according to the host university's grading scale) the courses approved on this form.

Please note that you must get approval for all courses BEFORE you enrol in them at your host university. If you are already overseas, you must seek course approval from your Faculty via email, and then collect signatures on a ToC form upon your return to UNSW. If you do not get Faculty approval prior to enrolment at the host university, you run the risk of not having the credit transferred which may lengthen your degree. It is too late to get approval on your return to UNSW.

Advice on Transfer of Credit to the student:

- It is a condition of UNSW Exchange that students are enrolled as a full time student while on the exchange. Students cannot take additional courses to their normal program in order to go on exchange.
- Students are enrolled in 24 UNSW Units of Credit (UoC) while on exchange. All students will be charged UNSW fees for this amount of study. A maximum of 24 UoC can be transferred for each semester of exchange.
- Based on the approvals on this form, a student's results from the host university will be entered on their UNSW transcript as Transferred Credit – "T" Grade. This does not affect the overall WAM. Students should keep the host university transcript to demonstrate performance overseas if required by a faculty or employers.
- Always get more courses approved than required, as a proposed study plan overseas may change: courses may not be offered, may be full or may clash (timetables may not be available when researching). It is recommended to have **at least 8** course options per semester approved for study at your finalised host university.
- Read and understand the program details at the proposed host university *i.e.* What is the required course load there for full-time study? Are the courses one-session or whole-year courses? What is the credit point system? Ask at the Exchange Office if you need some general guidance on these issues.
- Students should aim to keep maximum flexibility in any proposed study program overseas. Rigid or highly limited study programs often create problems for proposing an exchange. As a guide, it is usually easier to obtain approval for host university courses to transfer as Electives or General Education at UNSW (see below).
- When you are getting your courses approved please make sure you fill out the UNSW course code as well as the UNSW Units of Credit section for each course you get approved. We cannot transfer your credit without this information.

Advice to the academic staff member and Faculty Office:

- Students should provide as much information as possible on their proposed study plan at their host university. However, in some instances detailed information may not be possible to obtain, so we ask for assistance from academic staff in fairly and reasonably assessing the information provided.
- Courses may be approved as a *direct equivalent*. This means the academic is satisfied that the study program at the host university is deemed sufficiently equivalent to that of the relevant course requirement (usually a core course) in the UNSW program. We ask for understanding that no program can be exactly identical.
- Courses may be approved as an *elective* (or *option*). If the course is appropriate in loading or content area, but does not have a direct equivalent at UNSW then it may fit into this category. Please consult the Faculty/School Office to ask for the relevant generic elective code(s) for courses studied on exchange.
- Courses may be approved as *General Education*. These courses should be approved by the UNSW Faculty which offers that area of study (e.g. if a language course is to transfer as a Gen Ed, it should be approved by the Faculty of Arts & Social Sciences). Please remember to fill in the relevant generic Gen Ed course code.
- All courses need a UNSW course code completed in column 4 of the Transfer of Credit form. If you are unsure of the relevant course code to be used, please consult the Faculty/School Office or the Exchange Office.
- Each approved course needs to be signed by a responsible academic staff member in Section D for the approval to be processed at the completion of the exchange semester(s).
- All forms need to be counter signed by the Faculty Office in Section E. Course details and approval signatures in Section D should be finalised before Section E is signed.