Instructions for Exchange Applicants

1. Academic approval is critical for confirming your credit arrangements on exchange.
2. Complete one Academic Approval per department.
3. Seek approval for the host university to which you have been nominated. This will include submitting additional Academic Approval forms for universities that have multiple campuses. This applies to the University of California, University of North Carolina System and Tecnologico de Monterrey (ITESM).
4. You must obtain enough approved credit across all departments to make up 24 credits per semester.
5. You should seek approval for additional units as alternatives in case your initial selection is unavailable/not approved.
6. You must provide your academic advisers with the following information to assist with their assessment:
   • the normal full-time load at the host university;
   • detailed course descriptions and/or outlines;
   • the number of contact hours for a given course per week and the number of weeks per teaching period;
   • the assessment requirements; and
   • evidence showing whether a unit is junior or senior.
7. Note that the credit value of overseas courses may not always be matched against Sydney units on a one-to-one basis. Several overseas units may only be equivalent to one Sydney unit and vice versa.
8. You must retain copies of your Academic Approval forms.
9. You should submit your Academic Approval Forms to your Home Faculty for completion as soon as nominated. In order to be enrolled, you must submit the completed forms no later than two weeks before the start of semester or prior to your departure for exchange, whichever is earlier.
10. You must adhere to the appropriate enrolment deadlines

Instructions for Academic Advisers

You will be required to review the student’s study plan. If you approve, you will need to sign the document overleaf.

1. Academic Approval is required before this student’s nomination to their host university will be confirmed. Students have been instructed to provide supporting documentation to assist you (as listed in adjacent 6).
2. While on exchange, students normally remain enrolled at the University of Sydney in a full-time study load (24 credits). Students are required to obtain sufficient Academic Approvals across all disciplines to maintain a full-time study load.
3. The process entails approving overseas units to count towards this student’s Sydney course (please note adjacent 7). The overseas units count towards Sydney Exchange Units of Study at http://www.usyd.edu.au/courses/?action=uos_search_advanced.
4. Additional units should be approved as alternative options for students who may find their preferred courses unavailable once they arrive overseas.
5. Further changes are often required once a student arrives overseas. This student will be required to contact you to gain new approval, if required.
6. Upon completion of the exchange, this student’s transcript and relevant exchange documents may be forwarded to you by the Faculty Office to assist in confirming the credit arrangements.
7. All errors or changes or units which are not approved for credit transfer must be crossed out eg: MKTG2551 Marketing Exchange and initialled. Do NOT use liquid paper. Strike through any unused lines in the Academic Approval section.
# International Exchange Program

**Academic Approval Form for Nominated Exchange Applicant**

**Student Details - All fields are compulsory**

<table>
<thead>
<tr>
<th>SID</th>
<th>Student Name</th>
<th>Home Faculty</th>
<th>Course Name</th>
<th>Major/s</th>
<th>Email</th>
</tr>
</thead>
</table>

**Exchange Destination Details - All fields are compulsory**

<table>
<thead>
<tr>
<th>Host University &amp; Country (include campus)</th>
<th>Commencing year &amp; semester</th>
<th>Year: [ ] March [ ] July</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Duration</th>
<th>[ ] one semester [ ] two semesters</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Full-time maximum study load per semester (credits)</th>
<th>[ ] one semester [ ] two semesters</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>How many terms/semesters/blocks does your host university offer per year?</th>
</tr>
</thead>
</table>

Please complete the table below.

- Include enough units for a full-time enrolment (normally 24 credits per semester) at the University of Sydney appropriate to your exchange duration. B.A. Languages & Liberal Studies (International) must take 24 credits per semester. B.A. Languages must take half their semester enrolment (12 credits) in their language. Business students must take 24 credits per semester.
- Include additional host university courses as alternatives to your preferred courses. Please asterisk (*) courses that are alternatives.
- **Attach course outlines** and other relevant information for each host university course listed below.
- Submit this form and attachments to your Home Faculty for approval as soon as possible after nomination in order to obtain approval.

**Host University Course Details**

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Contact Hrs/week</th>
<th>Weeks/term</th>
<th>Course Delivery: eg: lectures, tutes, seminars, independent research</th>
<th>Assessment: eg: exam, essay, quiz</th>
<th>Unit Code</th>
<th>Unit Name (REQUIRED)</th>
<th>Credits</th>
<th>Junior or Senior unit</th>
</tr>
</thead>
</table>

**ACADEMIC USE ONLY - Sydney UoS Details**

<table>
<thead>
<tr>
<th><strong>Unit Code</strong></th>
<th><strong>Unit Name (REQUIRED)</strong></th>
<th><strong>Credits</strong></th>
<th><strong>Junior or Senior unit</strong></th>
</tr>
</thead>
</table>

**Student Declaration**

Once completed, in order to be enrolled, I will submit this academic approval to my faculty two weeks before the start of the Sydney semester or prior to my departure on exchange, whichever is earlier. I am aware that course offerings at the host university can vary and that it may be necessary to adjust my enrolment accordingly. I recognise that my departments and faculty have final authority over which units taken overseas count towards my Sydney course requirements. Consequently, I agree to notify my department and faculty as soon as any changes arise in my overseas study program. I agree to obtain academic approvals supporting my modified study program and copy these to my faculty. Without new approvals, I understand that there is no guarantee of receiving credit towards my Sydney enrolment. I agree to be responsible for enrolling in a full-time study load of officially approved exchange units at the University of Sydney. I have read and understood the Instructions for Exchange Applicants section overleaf.

student signature: ___________________________________________ date: ______________________

**Academic Adviser Approval**

approved by (print name): __________________________ date: ______________________

department: __________________________ date: ______________________

signature: __________________________

**Faculty Office Use**

received by: __________________________ date: ______________________

1/2011