

Seeking Degree Planning Advice for Exchange

We recommend that you begin by review which spaces are remaining in your degree by using the “**My Programme Requirements**” available in Student Services Online.

You may also visit [Student Hubs](#) with this worksheet for guided assistance in completing this form.

If you need more specific advice for your major or degree, please submit an **online query** request through the [AskAuckland form](#), selecting the following from the dropdown menus:

Being a student /

Overseas experiences /

Where can I get degree planning advice for 360 International study?

Attach this file with your query and be sure to indicate in the **Enquiry** text which Faculty/Department that you would like to direct your query to (example: *Attention: Faculty of Arts & Education*) and ask for assistance in checking your academic planning form responses.

Types of credit available on exchange

Each of our partner universities have their own unique curriculum offerings. Depending on how closely the courses offered at the host university match those taught at the University of Auckland, you may apply for specified or unspecified credit. It's important to understand both options.

SPECIFIED CREDIT:

Where you have a specific course requirement needed to complete your major or degree, generally specified credit will be required.

E.g. POPHLTH 101 and POPHLTH 102 are specific courses which all BHSc students must complete as part of their degree plan.

Where you have a specific course requirement in your degree, you would need to be able to find a comparable host university course that matches the specific paper taught at the University of Auckland in order to receive specified credit from an exchange.

It can be difficult to obtain approval for specified course matches on exchange due to variations in each partner university's curriculum and changes in course schedules. Where possible, we advise that you look to complete any specific course requirements here in Auckland, **before/after going on exchange**, or at least be open to the possibility of completing them on return.

UNSPECIFIED CREDIT:

If you are interested in taking a host university course where there is no comparable course taught at the University of Auckland, you may be able to receive approval for 'unspecified' credit. Unspecified credit is more likely to be approved towards non-major requirements, and spaces in your degree plan that do not list a specific University of Auckland course to be completed. Unspecified credit is often used towards General Education Exemptions, 'Any Stage' courses, and some Elective courses. Please be aware that **it is typically more difficult to receive approval for unspecified credit towards Major requirements**, especially at Stage III.

*E.g. 15 points of Arts Unspecified 100LVL may be used towards an **Any Arts Stage I** requirement in your degree planner.*

Going on exchange in your final year or semester

Except for Law students, who can only go on exchange in Part 4 of the LLB degree, most undergraduate students are advised to go on exchange in Year 2, or while completing Stage II requirements.

Going on exchange in Stage 3 of an undergraduate degree may be possible, but it's important to be aware of potential challenges. Unless you have carefully planned your course schedule in your earlier years, be aware that you may run into more challenges the later in your degree that you go on exchange, when you have less flexibility in your degree.

Be prepared for the possibility that your graduation may be delayed if going on exchange in your final year, and particularly in your final semester. We cannot guarantee that you will be able to enrol into all of the courses that you require for graduation while on exchange, and transcripts from the host university may also be delayed, which has the potential to affect the credit transfer process for those applying for graduation immediately upon return from exchange.

It is your responsibility to ensure that any courses taken on exchange have prior approval and to check that the final programme complies with [University Calendar Regulations](#). Approved courses which do not meet appropriate Programme Requirements may be credited as surplus credit to the degree.




Academic Planning Worksheet for Exchange

Student ID number	Student Name	Exchange Semester

Primary degree programme during exchange	Major(s)
Conjoint degree programme (if applicable)	Major(s)
How many points do you intend to credit back from your exchange towards your current degree?	
First Exchange Semester	:
Second Exchange Semester	:

Please list all remaining courses or degree requirements remaining in your Auckland degree
(not including any of your current semester enrolments to be completed prior to the application deadline)

*This worksheet is used for **indicative purposes** only. A nomination for exchange does not guarantee that you will be able to complete all stated degree requirements while on exchange, as enrolment is subject to course offerings and availability at the host university.*

University of Auckland Degree Requirements (in order or priority)	Will be completed PRIOR TO exchange (next semester)	EXPECTING  to complete while ON exchange (most important)	MIGHT BE  completed while ON exchange (back-up option)	Will be completed  AFTER RETURNING from exchange (not during)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				

It is your responsibility to ensure that any courses taken on exchange have prior approval and to check that the final programme complies with [University Calendar Regulations](#). Approved courses which do not meet appropriate Programme Requirements may be credited as surplus credit to the degree.

SAMPLE COPY

Student ID number	Student Name	Exchange Semester
12345678910	Minnie Mouse	Semester One 2026

Primary degree programme during exchange		Major(s)	
Bachelor of Commerce		International Business	
Conjoint degree programme (if applicable)		Major(s)	
Bachelor of Science		Chemistry	
How many points do you intend to credit back from your exchange towards your current degree?			
First Semester Exchange	60 points	Second Semester Exchange	N/A – single semester exchange

Please list all remaining courses or degree requirements remaining in your Auckland degree
(not including any of your current semester enrolments to be completed prior to the application deadline)

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University of Auckland Degree Requirements (in order or priority)	Will be completed PRIOR TO exchange (next semester)	EXPECTING to complete while ON exchange (most important)	MIGHT BE completed while ON exchange (back-up option)	Will be completed AFTER RETURNING from exchange (not during)
1 BUSINESS 202, MKTG 202, MKTG 203				
2 CHEM 251				
3 CHEM 252, CHEM 253				
4 GEN ED/Exemption (15 points)				
5 BCOM Stage 2/3 (15 points)				
6 BCOM Any Stage (30 points)				
7 CHEM 351				
8 STAGE 3 CHEM Major courses (30 points)				
9 BCOM Stage III Requirements (15 points)				
10 BCOM & BSC CAPSTONES				