



# 360 International Student Exchange Course Approval Form

## Instructions for Exchange Applicants

Fill out this form in conjunction with your department and faculty to determine UoA credit for the courses you propose to do at the host university. **It is your responsibility** to consult with your department and faculty to make sure your exchange study plan meets your UoA programme requirements.

Give your faculty a minimum of **4 weeks** to process your course approval request. The earlier the better!

- For Semester 1 exchanges – submit to your faculty before November 1
- For Semester 2 exchanges – submit to your faculty before June 1

## **You must supply the following documentation in order for a credit assessment to be carried out:**

- A detailed course description or course syllabi from the host university that includes the following: course description, objectives, course assessment, number of teaching hours, and textbooks used.

## **Please note:**

- Only courses you pass on exchange and which are approved by your faculty will be credited to your UoA degree. **Credits, not grades will be transferred.**
- You will be enrolled in 60 UoA points per semester unless otherwise stated in section 8 of this form. Please note, you will only be able to transfer credit for the amount of tuition fees paid.
- Credit may be granted as **specified** (overseas courses of equivalent hours/work to UoA courses), or **unspecified** (general points in a subject area for overseas courses not equivalent to UoA courses).

- If possible, get approval for more papers **than you need** (per semester). Your choices may not be available when you get to your destination (classes may be full, course may not be offered, etc.)
- If you are applying for **University of California**, please read thoroughly the [University of California Education Abroad Programme](#), including the [Impacted Majors Information](#), which identifies the subjects that are not available to exchange students at each campus.

Research courses at three of the nine California campuses. If you are nominated, you will be required to state your three choices on the University of California Application Form. California decides which campus you will be placed at so be flexible.

You should be prepared to gain faculty approval for papers at a different campus. Please be aware that papers are not identical from campus to campus.

## ➤ **General Education Exemption:**

Students undertaking an exchange programme are eligible for a 15 point exemption from General Education, if enrolled full-time at the host university. Note, this exemption means you still need to pass these 15 points for your degree, but they do not need to be from the list of General Education courses. It is your responsibility to seek degree planning advice from your faculty.

- We advise that you use the fillable form fields to complete the course approval form electronically as handwritten submissions can be difficult to read when photocopied. Signatures should be handwritten however.

## **For further information, please contact:**

360 International  
Level 4, Student Commons Building  
2 Alfred Street  
Auckland  
Tel: +64 9 923 2168  
Fax: +64 9 303 5934  
Email: [360international@auckland.ac.nz](mailto:360international@auckland.ac.nz)

## Instructions for Academic advisors

You are required to review the student's study plan. If approved, you will need to sign the Course Approval Form

1. The Course Approval Form must be signed by the department **and** faculty.
2. Additional courses should be appointed as alternative options for students should they find their preferred courses unavailable when they arrive overseas.
3. Further changes may be required once a student arrives overseas. The student will be required to contact you to gain approval.



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Student Details (All fields are compulsory)			
<b>1. Student ID</b>		<b>7. Semester you are applying for</b>	<input type="checkbox"/> Semester One <b>20</b> ____ <input type="checkbox"/> Semester Two <b>20</b> ____
<b>2. First name</b>		<b>8. Enrolment points at UoA</b>	<input type="checkbox"/> 45 <input type="checkbox"/> 60 <input type="checkbox"/> 75 Other____ <input type="checkbox"/> 45 <input type="checkbox"/> 60 <input type="checkbox"/> 75 Other____
<b>3. Last name</b>		<b>9. Host university</b>	
<b>4. Current degree</b>		<b>10. Host country</b>	
<b>5. While on exchange I will be</b> <input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate		<b>11. Standard full-time course load at host university</b> (eg 30 ECTS)	
<b>6. I am aware that I am responsible for meeting with my faculty to discuss my exchange and for getting course approval from the relevant department/faculty. I acknowledge that if I fail to submit this completed form 360 International will withdraw me from the exchange programme (see back of form).</b>			
Student Signature _____ Date: _____			

12. Host university		13. Departmental approval			
Course code, level and course name	Host Credits	UoA course code level and course name	UoA Points	Name	Date

By signing this form, I/we confirm that the student has permission to participate in the exchange programme and undertake the courses listed above and that provided the student passes these courses and provides the necessary documentation to the 360 International Office, they will receive UoA credit for their exchange. If no points are indicated by the student in section 8, the student will be enrolled in 60 UoA points.

Faculty	Name and Signature	Date	Comments
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