Upon completion of an exchange semester, students will contact you seeking to transfer their credit for studies undertaken overseas. Please do not direct students to any on-line application for Advanced Standing, as the process is incorrect and contravenes the requirement for students having to be enrolled at the home university concurrent to the exchange university.

All outbound exchange students have been enrolled at UWS during the period of study overseas and are HECS liable for their enrolment locally.

**Step 1: Student must provide you with material**

Students must provide you with a copy of an official transcript or a certified copy from the host exchange institution. They will also be required to furnish you with copies of any subject approvals. These may be in the form of an Exchange Academic Approval Form (found on the exchange homepage) or email correspondence confirming subjects taken abroad. Subject approvals should also be contained in TRIM.

If the student has completed subjects and had not received any formal approval, they must provide you with relevant information. Your approval must be recorded onto TRIM in the form of an Exchange Academic Approval Form or by way of an email.

**Step 2: You must complete a Change of Grade Form**

Change of Grade forms are generally prepared by the Administrative Staff in your School.

Please check Callista to verify the session of enrolment and the unit code, name and load attached. This information must be inserted into the Change of Grade form.

A result of Satisfactorily Completed “S” can only be awarded against the generic UWS Exchange unit enrolment.

**Step 3: What if the Student has failed unit(s) abroad?**

Please contact the Enrolments Unit to advise that a returned exchange student requires their UWS enrolment to be fractured so as to accurately reflect the appropriate load successfully completed and the residual load not completed.

Once Enrolments have updated Callista – you will be able to issue a Change of Grade that accurately reflects units with an “S” grade and units with an “F” grade (if applicable).

Enrolments can be contacted via email at: Enrolments@uws.edu.au or telephone: Larry Walls, Enrolment and Student Finance on (02) 4736 0481.

**Step 4:**

Return all documentation to the student and advise them to wait 10-14 days for the results to be updated and seen on Platformweb.

Sign the Change of Grade form and submit it to your Administrative Officer in your School for Head of School sign off.

Study Abroad and Exchange
UWS International