

UWS STUDENT EXCHANGE PROGRAM

Academic Approval Guidelines for Academic Course Advisors (ACA) and Director of Academic Program (DAP)

1.

Academic approval is required to ensure that the student is correctly enrolled in a full time load at their host university and that the correct UWS equivalent units are listed.

2.

While on exchange, students remain enrolled at UWS in a full time study load, ie: no lower than the minimum full time requirement of 30 UWS credit points per session.

Students are required to obtain sufficient academic approvals across all school/s to maintain a full time study load.

Note: Students on a short course are required to complete a minimum of 10 UWS credit points or a maximum of 20 UWS credit points.

3.

Additional units should be approved as alternative options for students who may find their preferred units unavailable once they arrive overseas.

4.

Changes to academic approvals are often required once a student arrives overseas. Therefore the student may be required to contact you to reapprove their study program.

5.

The student is responsible for ensuring their unit approvals and enrolment is correct while on an exchange program.

6.

If a student wishes to seek academic approval past the UWS census date, they will need to seek approval from their ACA/DAP. They must submit their form to the Enrolments Unit (enrolments@uws.edu.au) within 10 days of the official commencement date of their studies at their host university.

7.

The student's transcript and relevant exchange documents may be forwarded to you to assist in confirming the credit arrangements, when the exchange program is completed.

Unit load at overseas host university

1.

It may take more than one unit at a host university to be equivalent to a 10 credit point unit at UWS. This is acceptable.

2.

Unit equivalency approval may be for elective units or core units as specified.

3.

Where a student will be taking a core unit abroad, they should be encouraged to have at least one substitute equivalent unit approved prior to departure. This is to allow for the possibility that the host university may cancel units at late notice. Students who have a selection of core units approved are less likely to seek academic approval at short notice once they are abroad.

If any of the above scenarios occur, it is the student's responsibility to seek academic approval for a unit while already abroad from their ACA/DAP.

Study Abroad and Exchange
UWS International