Student Exchange Study Plan Guide

WHAT IS A STUDY PLAN?
The study plan is a signed agreement between a student and the relevant Program Coordinator at RMIT to approve the courses the student will undertake while on exchange. It ensures that the student will receive credit towards their RMIT degree for the courses studied overseas. Students must study full time at an exchange partner institution and remain enrolled in a full-time load (36-48 credit points per semester) at RMIT.

WHERE CAN I GET THE FORM?
Download the form from the EAO’s website. You will need to submit individual study plans for each preference. If you are applying for 3 institutions, you need to submit 3 separate study plans.

WHAT STEPS DO I NEED TO TAKE TO COMPLETE MY STUDY PLAN?
1. Find out what kind of courses you are allowed to take overseas
   Do you need to take courses overseas which are very similar to your core courses at RMIT? Or do you have free electives and you have flexibility to select any courses you would like to take overseas? If you are not sure, ask your RMIT Program Coordinator.

2. Find RMIT exchange partners which deliver courses you would like to take
   You can use the following links as a starting point;
   ✓ RMIT exchange partner list
   ✓ Where Can I Go by College
     Business
     Design and Social Context
     Science, Engineering and Health

3. Find up to 8 courses you can study at the partner institution
   ✓ Some institutions overseas use different terminology. For example, “courses” at RMIT may be called “subjects”. “Course list” may be called “catalogue”
   ✓ If course information is not available for the future semester(s), use the previous semester or year
   ✓ Some countries also have different semester period. Generally, RMIT Semester 1 (Feb) = Spring Semester (Jan-May), RMIT Semester 2 (July) = Fall/Autumn Semester (Aug-Dec)
   ✓ If you are not sure where to find a course list and/or course description, please contact the Education Abroad Office for assistance as soon as possible. The more detailed the outlines are, the easier it will be for your program coordinator to assess the courses for you
   ✓ Find out how many credit points you are supposed to study overseas
     - You must enrol in 36-48 credit points at RMIT while you are on exchange, but equivalency is different by countries and/or regions
     - Make use the credit point conversion chart below to find out how many credit points you have to undertake overseas

# Examples of Credit Transfer Systems

<table>
<thead>
<tr>
<th>HOST COUNTRY</th>
<th>Equivalent to 48 credit points at RMIT</th>
<th>Equivalent to 12 credit points at RMIT (= 1 course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S.A.</td>
<td>12-15 credits</td>
<td>3 credits</td>
</tr>
<tr>
<td>Europe</td>
<td>30 ECTs (European Credit Transfers)</td>
<td>7.5 ECTs</td>
</tr>
<tr>
<td>U.K.</td>
<td>60 credit points or 30 ECTs</td>
<td>15 credit points</td>
</tr>
<tr>
<td>Canada</td>
<td>Contact the EAO for each institution</td>
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</tr>
<tr>
<td>Hong Kong</td>
<td>12 credit points</td>
<td>3 credit points</td>
</tr>
<tr>
<td>Mexico</td>
<td>48 credit points</td>
<td>12 credit points (each course is usually 8 credits)</td>
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Contact the EAO to check credit points for other countries and specific institutions. Note the above chart is general guideline only.
4. **List courses from overseas and RMIT on a study plan form**
   - List as many as possible, even though you will only study 36-48 credit points per semester
   - Download a hardcopy of the course outlines for all the courses you are applying for. The outlines should include: course code, title, credit point, hours, study level, topics covered, assessments, text books etc.
   - You will need to prepare 1 study plan for each preference (1 study plan for 1 institution)

5. **Submit a study plan to your Program Coordinator for approval**

6. **Once the plan is approved, submit it to the EAO as part of your student exchange application by the applicable due date.** Make sure you keep a copy of the approved study plan for your records.

More information about the application process, refer to; [How do I apply?](#)

**DO YOU NEED FURTHER INFORMATION?**
Please contact the [Education Abroad Office (EAO)](#)

**Phone:** +61 3 9925 3947  
**Email:** eao@rmit.edu.au  
**Visit Us:** RMIT Building 15, Ground Floor, City Campus  
**Visit** [Our Web Site for Outgoing Exchange Students](#)
RMIT University Courses | Host Institution Courses | RMIT School Use Only
--- | --- | ---
Course Code | Course Title | Credit Points | Course Code | Course Title | Credit Points | Approval (YES or NO) | Staff Name | Staff Signature
--- | --- | --- | --- | --- | --- | --- | --- | ---
e.g. PROC 2090 | Process Control and Simulation | 12 | CHE 45600 | Process Dynamics and Control | 3 | Yes | John Smith

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RMIT Staff

College/School declaration of support (Program Coordinator)

☐ I approve this student’s study plan for ☐ exchange or ☐ study abroad (please select one) and confirm that the courses chosen at the host institution will fit within the student’s RMIT program structure. I will arrange transfer of credit to the student’s RMIT Program upon successful completion of all courses and receipt of the host institution academic transcript forwarded by the student.

☐ I do not approve this student’s ☐ study plan or ☐ the student going overseas for exchange/study abroad (please select one) for the following reasons:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Name (please print) ____________________________ Signature ____________________________

College and School ____________________________ Date Day/month/year

School/Program Administration Officer

I understand that School staff are required to arrange for the scheduling of the required exchange courses codes (EXTL).

I will assist the student to enrol in the exchange course codes prior to his/her departure to the host institution and in line with the RMIT census dates, as well as assist the student should there need to be any enrolment amendments while overseas.

I understand that study abroad course codes are provided by the Education Abroad Office, and will assist the student with any enrolment amendments while overseas.

I will assist the Program Coordinator with the recording of the results onto the student’s RMIT academic records upon successful completion of all approved courses and on receipt of the host institution academic transcript.

I have kept a copy of this student’s application form.

Name (please print) ____________________________ Signature ____________________________

School ____________________________ Date Day/month/year

Copy made for school file ☐

Student

I understand that it is my responsibility to ensure that I am correctly enrolled in exchange or study abroad course codes prior to commencement of the program and that I am responsible that my RMIT enrolment is correct and in line with the RMIT census dates during the course of my overseas program as outlined on www.rmit.edu.au/students/hecensusdates.

I also understand that should I need to withdraw or add any new courses that I will liaise with my School and ensure my enrolment is correct and will alter my enrolment using enrolment online or as instructed.

Name (please print) ____________________________ Signature ____________________________

Date Day/month/year