# Study Plan for short term program

**Instructions:** This form should be completed if you wish to gain credit for your international short term program. It should be completed BEFORE you go overseas. Credit cannot be guaranteed. This form is a recommendation for credit only. Final credit can only be granted upon receipt of transcript or other agreed requirements.

1. Complete the table below
2. Attach course syllabus
3. Submit to program/school/college administrator
4. Scan and send complete form to eao@rmit.edu.au
5. Upon completion of your program submit transcripts/other documentation to Program Manager

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**Student Name** ______________________________________  **Student #** ____________________________________________

**Name of the short term program:** ____________________________________________________________________________________________

**Dates:** _______________________  **Credit type (Exchange, Study Abroad or Credit Transfer)** ____________________________

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course name/title</th>
<th>Credit Points</th>
<th>Course Code</th>
<th>Course name</th>
<th>Credit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. CHE45600</td>
<td>Process Dynamics and Control</td>
<td>3</td>
<td>PROC2090</td>
<td>Process Control and Stimulation</td>
<td>12</td>
</tr>
</tbody>
</table>

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**RMIT school use only**

<table>
<thead>
<tr>
<th>School approval/name</th>
<th>Staff signature</th>
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Short Term Program Application Form  
Issue date: October 2013
Study Plan for short term program

RMIT Staff

College/School declaration of support (Program Manager). Please circle either I approve or I do not approve

I approve this student’s study plan for short term program and confirm that the courses chosen in the short term program will fit within the student’s program structure. I will arrange transfer of credit to the students RMIT program upon successful completion of all courses and receipt of the short term program academic transcript supplied by the student and completed credit transfer form* (if not applying for study abroad or exchange).

I do not approve this student study plan or the student going overseas for the short term program for the following reasons:

_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________

____________________________

Name
Signature

College and School
Date

School/Program Administration Officer

I understand that the school staff are required to arrange for the scheduling of the required EXTL classes. I will assist the student to enrol in their exchange codes prior to their departure to the host institution and in line with the RMIT census dates. I will also assist the student should there need to be any amendments to their enrolment while overseas.

I will assist the Program Manager 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
Signature

College and School
Date

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 (if appropriate) 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.

I understand that it is my responsibility to ensure that on completion of my short term program that I must provide a transcript or proof of completion and a credit transfer* form to my Program Manager (if not applying for study abroad or exchange) in order to have the pre-approved credit applied.

Name
Signature

Date

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