

WHAT IS A STUDY PLAN?

The study plan is an agreement between a student and the relevant course coordinator/CUA that ensures that the student will get credit towards their VU degree for the subjects studied overseas. Students must be studying full-time at an overseas institution and must remain enrolled in a full-time load (between 36 and 48 credit points) at VU.

EXAMPLE

HOST INSTITUTION			VU EQUIVALENT			
UNIT CODE	UNIT TITLE	CREDIT POINTS	UNIT CODE	UNIT TITLE	YEAR LEVEL	CREDIT POINTS
MGT207	Introduction to Statistics	6 ECTS	BEO1106	Business Statistics	1	12
MGT201	Principles of Management	7.5 ECTS	BMO2407	Business Management	2	12
PRTM205	Event Planning	3 ECTS		Elective	3	12
PRTM344	Tourism Markets	3 ECTS	PRTM205 + PRTM344 is equal to one lvl 3 elective		3	

HOW MANY UNITS SHOULD I CHOOSE?

Make sure you select two or three extra units per semester, as you can never be guaranteed to get your top choices (timetable clashes, quotas etc). If you plan to be overseas for two semesters, please complete one study plan for each semester.

WHAT INFORMATION DO I NEED TO PROVIDE TO MY COURSE COORDINATOR/CUA?

The student must provide unit outlines/description of the overseas units they wish to complete overseas. The course coordinator/ CUA will advise the student if credits will be given towards their VU degree upon approval of the student's study plan.

Finding subject information on host university websites can take some time. Make use of the weblinks provided for each partner university on the Victoria Abroad website. If after an extensive search you cannot find subject information please contact Victoria Abroad who will contact the host university on your behalf for subject information.

Note: In Canada and the USA units are referred to as 'courses'. In the UK units are referred to as 'modules' and in Europe units can be referred to as either 'courses' or 'modules'.

WHAT IS THE STUDENT'S RESPONSIBILITY?

The student is responsible for contacting their course and unit advisor (CUA) and organising a meeting to have their study plan approved for their overseas study.

WHAT IS THE ROLE OF THE COURSE COORDINATOR/CUA?

When approving a student's study plan the course coordinator/ CUA must determine whether the students overseas unit selections are a match to relevant VU units. Normally a 70% match is considered acceptable. Students are advised to use electives if available which make the study plan easier to approve.

CREDIT POINTS EQUIVALENCES*

1 Unit =

VU = 12 credits

USA/Canada = approx. 3 Credits

Europe = approx. 6-7.5 ECTS

Japan = approx. 3-4 Credits

UK = approx. 15 Credits or 6-7.5 ECTS

*Other regions do not have universal credit point systems. Refer to each host university's website for determining full time loading at that university. In most countries a full time load is coincided 3 units. In the USA students must complete 4 units to be considered full time. If you are unsure consult with Victoria Abroad.

NEED FURTHER INFORMATION?

If you have any questions contact a representative from the Victoria Abroad Team.

See website for drop-in and appointment times

www.vu.edu.au/study-overseas

Email: educationabroad@vu.edu.au

OVERSEAS STUDY PLAN EXCHANGE SEMESTER

PLEASE COMPLETE THIS FORM ELECTRONICALLY WITH YOUR UNIT CHOICES. E-MAIL YOUR STUDY PLAN TO YOUR COURSE AND UNIT ADMINISTRATOR (CUA) FOR APPROVAL. ONCE APPROVED, YOUR CUA WILL FORWARD IT TO VICTORIA ABROAD. STUDY PLANS WILL NOT BE ACCEPTED DIRECTLY FROM STUDENTS. DO NOT PRINT OR SCAN THIS DOCUMENT.

IN WHICH YEAR DO YOU PLAN TO COMMENCE OVERSEAS STUDY AND WHICH SEMESTER? Semester 1 Semester 2 Year: _____

HOW MANY SEMESTERS DO YOU WISH TO STUDY OVERSEAS? One Two

OVERSEAS INSTITUTION NAME	
COUNTRY	

1. Download unit descriptions from the host institution's website.
2. **Nominate at least six to eight units per semester in the table below.** Use unit listings from the previous year if future units are not available. Ensure units are appropriate to your studies, e.g. in terms of year level and pre-requisites required.
3. Make an appointment to see your CUA for study plan approval (you may also be advised to see unit coordinators). Signature required below.

HOST INSTITUTION UNITS OR PROGRAM NAME

VICTORIA UNIVERSITY EQUIVALENT

UNIT CODE	UNIT TITLE	CREDIT POINTS	YEAR LEVEL	UNIT CODE	UNIT TITLE	CREDIT POINTS	YEAR LEVEL
COMMENTS							

CUA/COURSE COORDINATOR DECLARATION - ON SUCCESSFUL COMPLETION OF UNITS CHOSEN FROM THE ABOVE LIST, THE STUDENT WILL BE ELIGIBLE TO APPLY FOR ADVANCED STANDING AS AUTHORISED BELOW

TITLE/ NAME: _____ PHONE: _____ DATE: _____

EMAIL: _____ CREDIT POINTS: _____ PLEASE TICK HERE TO CONFIRM THE STUDENT'S STUDY PLAN: _____

Note to CUA, please email this approved study plan to educationabroad@vu.edu.au and CC the student.

STUDENT DECLARATION

I agree that the units approved will be the units taken while abroad. I acknowledge that if units nominated proved to be unavailable or unsuitable it is my responsibility to notify my course coordinator and obtain approval for any changes made to my OVERSEAS STUDY PLAN. I declare that the information I have supplied is complete and correct. I acknowledge that provision of incorrect information or documentation may result in cancellation of any offer of place in a Victoria University Study Overseas Program.

STUDENT NAME: _____ STUDENT ID: _____ DATE: _____

PLEASE TICK HERE TO ACKNOWLEDGE THE DECLARATION: _____

We collect your personal information in accordance with the Students Information Privacy Collection Statement (www.vu.edu.au/student-tools/student-forms) and the Privacy Policy (www.vu.edu.au/privacy).