

# What is the *Transfer of Credits Form* and Process?

In order for a UNSW student to apply for International Exchange they must have a confirmed list of courses approved by their UNSW Faculty Office for their proposed host university. This must be completed on the transfer of credit form and returned with all of the other exchange application forms by the application deadline.

To prepare this information a student must research their course options at the host university and also have a clear understanding of the requirements of their study program at UNSW for the session(s) that they may be on exchange. The most up to date course information can be found on the website of the proposed partner universities. Once the student clarifies the proposed courses of study, they should confer with the relevant academic at their faculty to seek approval for this program. Students **MUST** also have their courses approved by their Faculty Office and need to provide a copy of their form to their Faculty Office. COFA students also need to provide an additional copy to the COFA International Office located at F318.

On return to UNSW the Exchange Program will process the Transfer of Credit based on this form after the transcript from the host university is received. Transfer of Credit will only be granted if the student has successfully completed (passed) the courses approved on this form.

**Please** note that you must get approval for all courses **BEFORE** you enrol in them at the partner university. If you do not get faculty approval prior to enrolment at the partner university then you run the risk of not having the credit transferred and this may lengthen your degree. It is too late to get approval on your return to UNSW.

## Advice on Transfer of Credit to the student:

- It is a condition of UNSW Exchange that students are enrolled as a full time student while on the exchange. Students cannot not take additional courses to their normal program to go on exchange.
- Students are enrolled in 24 Units of Credit while on exchange. All students will be charged UNSW fees for this amount of study.
- Results from the host university will be entered on the UNSW transcript (based on the approvals on this form) as Transfer of Credit – T Grade. This does not affect the WAM. Students should keep the host university transcript to demonstrate performance overseas if required by a faculty or employers.
- Always get more courses approved than required, as a proposed study plan overseas may change or not be offered, or timetables may not be available. It is recommended to have **at least** 10 course options approved.
- Read and understand the program details at the proposed host university *i.e.* What is the required course load there for full time study? Are the courses one-session or whole-year courses? What is the credit point system? Ask at the Exchange Office if you need some general guidance on these issues.
- Students should aim to keep maximum flexibility in any proposed study program overseas. Rigid or highly limited study programs often create problems for proposing an exchange.
- When you are getting your courses approved please make sure you fill out the UNSW course code as well as the UNSW units of credit section for each course you get approved. The Exchange Office cannot transfer your credit without this information

## Advice to the academic staff member and faculty office:

- Students should provide as much information as possible on their proposed study plan at their host university. In some instances this may not be possible to obtain, so the exchange program asks for assistance from academic staff in fairly and reasonably assessing the information provided.
- Courses may be approved as a direct equivalent. This means that the academic is satisfied that the study program at the host university is deemed sufficiently equivalent to that of the relevant course requirement in the UNSW program. We ask for understanding that no program can be exactly identical.
- Courses may be approved as an elective. If the course is appropriate in loading or content, but does not have to be directly equivalent at UNSW then this may be an option. Please confer with the faculty or school office to ask if they have an elective code for exchange courses.
- Courses may be approved as general education. Note that the Faculty of Arts or that course's program authority should confirm and counter sign this.
- All courses **MUST** have a UNSW course code completed in column 4 of the transfer of credit form. Each approved course must be signed by a responsible academic staff member for the approval to be processed at the completion of the exchange session(s).
- All forms **MUST** be counter signed by the faculty office in Section E.

**Please contact the UNSW International Exchange Program Office for further information**