

UNSW STUDENT EXCHANGE – INTENSIVE COURSE TRANSFER OF CREDIT

*****YOU MUST MAKE A COPY OF THIS FORM FOR YOUR RECORDS*****

Students should complete Sections A & B. Sections C & D are completed by the relevant course/program and school authorities.

Section A – Student

Family name: _____ First name(s) _____ Student ID: _____

Faculty: _____ UNSW Holiday Period on exchange: (e.g. summer/winter) _____

Overseas University: _____

If you are enrolled in a dual degree, please list which UNSW program(s) you will be following on exchange:

(e.g. Law, Science, Arts, Engineering, COFA, Business, FBE or if a combination, please list all programs)

Student Signature _____ Date _____

Section C - School/Faculty Program Authority

I, the undersigned, have assessed the content of the courses listed in Section B and grant approval for the Transfer of UNSW Credit as detailed below.

Section B – Student

Overseas University	
Course Code	Course Name + UG/PG

To transfer as UNSW course			Academic Approval	
UNSW code *ESSENTIAL*	Name	Units of Credit	Authority Name	Signature (initials)

Section D - Faculty Student Office Approval

****Dual degree students need approval from both faculties. Single degree students only need approval from their home faculty ****

On Behalf of the Faculty of _____

I confirm that the UNSW course codes detailed and approved in Section C are relevant to the requirements of this student's UNSW program

Name _____

Signature _____ Date _____

On Behalf of the Faculty of _____

I confirm that the UNSW course codes detailed and approved in Section C are relevant to the requirements of this student's UNSW program

Name _____

Signature _____ Date _____

Notes

THE TRANSFER OF CREDIT PROCESS

1. Proposed course(s) at the host university MUST be approved by UNSW academic staff and UNSW Faculty Office.
2. You should confer with the relevant academic(s) at your Faculty to seek approval for your program and have your courses approved by your Faculty Office (Section D).
 - a. Students wishing to credit courses towards a FASS major or minor must lodge their application form together with course descriptions at the FASS Student Centre in Morven Brown. Students should not contact convenors directly.
 - b. COFA students need to provide an additional copy to the COFA International Office.
3. All students MUST keep a copy of their ToC forms.
4. Transfer of Credit will only be granted if you have successfully completed (i.e. passed, according to the host university's grading scale) the courses approved on this form.
5. Courses must be approved BEFORE you leave for your intensive course and submitted to the Global Education Coordinator.

Advice on Transfer of Credit to the student:

- You will be enrolled in 6 units of credit either during the UNSW Summer Session or Semester 2 (for an intensive course during the Winter break). You will be charged UNSW fees for this amount of study.
- For General Education and free elective courses, check with your Home Faculty for the correct course codes. They are REGS code for General Education and your Home Faculty free elective codes.
- Your results from the host university will be entered on your UNSW transcript as Transferred Credit – "T" Grade.
- When getting courses approved fill out the UNSW course code as well as the UNSW Units of Credit section for each course. **We cannot transfer your credit without this information.**

Advice to the academic staff member and Student Centre Office:

- Students should provide detailed information on the proposed intensive course at the host university.
- Courses may be approved as a *direct equivalent*. If you are satisfied the study program at the host university is sufficiently equivalent to the relevant course requirement (usually a core course) in the UNSW program. We ask for understanding as no program can be exactly identical.
- Courses may be approved as an *elective in your program/major/minor*. If the course is appropriate in loading or content area, but does not have a direct equivalent at UNSW then it may fit into this category.
- Courses may be approved as *General Education or free electives*: These courses should be approved by the Home Faculty.
- All courses need a **UNSW course code** completed in column 4 of the Transfer of Credit form. If you are unsure of the relevant course code to be used, please consult the Faculty/School Office.
- Each approved course needs to be signed by a responsible academic staff member in Section C for the approval to be processed at the completion of the exchange semester(s).
- All forms need to be counter signed by the Faculty Student Centre in Section D. Course details and approval signatures in Section C should be finalised before Section D is signed.

Please contact the Global Education Office for further information:

advisor4globaled@unsw.edu.au or 9385 5100