



This form is for students participating in an overseas Exchange program only.

Students participating in Study Abroad (non-exchange) must use the 'Overseas Academic Approval form (non-exchange)'.

A list of eligible Exchange locations is available at westernsydney.edu.au/globalmobility/goglobal/home/where_can_i_go. Short term exchange programs are listed at westernsydney.edu.au/globalmobility/goglobal/home/short_programs.

When you have completed this form, please lodge it via email to enrolments@westernsydney.edu.au.

INSTRUCTIONS

1. Complete this form, Overseas Academic Approval Form (exchange only), and provide supporting documentation about your course to your Academic Course Advisor (ACA) or Director of Academic Program (DAP)
2. Submit the completed form to enrolments@westernsydney.edu.au
3. The Enrolments Unit will add an exchange 'holding course' to your record, which attracts normal tuition fees. This will be a School specific exchange unit, e.g. Law (10cps). You will be enrolled concurrently at Western Sydney U (normal tuition) and your host university (tuition waiver)
4. Apply for OS-HELP (optional)
5. On return from overseas, apply for Advanced Standing for recognition of your studies: westernsydney.edu.au/advancedstanding

IMPORTANT INFORMATION

Advanced Standing: To apply for Advanced Standing (academic credit), you will need to provide your Academic Course Advisor (ACA) or Director of Academic Program (DAP) with supporting documentation for your intended overseas course (for contact details for your ACA or DAP, visit your School website and see the 'Contact' section). The information should include:

- Name of the course
- Objective
- Number of hours
- Textbooks used
- Methods of assessment

Find out more about overseas academic calendars and credit points at: westernsydney.edu.au/globalmobility/goglobal/home/before_i_go/comparison_of_credit_points_and_academic_calendars

OS-HELP: OS-HELP is a deferred HELP debt loan for commonwealth supported students who are Australian citizens. You can receive up to \$7700. Academic recognition (Advanced Standing) is required and you must have completed 80 units of study and have 10 units remaining on return from your exchange.

Students studying overseas for two six-month periods (that is, two semesters) may apply for a second loan. Supplementary OS-HELP Asian languages study (not for credit) may also be available (an additional \$1,000) if you undertake relevant and endorsed Asian language study in preparation for your study in Asia.

Note: Section 3a of the OS-HELP Loan Application form should be completed by exchange students. This Overseas Academic Approval Form can be used as supplementary evidence when submitting the OS-HELP Loan Application. More information is available at: westernsydney.edu.au/oshelp

Before you go:

- If you are participating in a semester exchange, withdraw from any non-exchange units at Western Sydney U for your exchange period
- Pay any debts to Western Sydney U (e.g. SSAF, library fines) as non-payment will affect your enrolment
- Update your contact details in MySR: westernsydney.edu.au/central

When you return:

- If you don't return to study after your overseas activity, you still need to follow the normal Leave of Absence process: westernsydney.edu.au/leaveofabsence

INSTRUCTIONS FOR ACADEMIC COURSE ADVISOR/DIRECTOR OF ACADEMIC PROGRAM

STUDENT NOTE:

You **must** submit this page with your Overseas Academic Approval Form (exchange only) to your ACA or DAP.

ACA/DAP NOTE:

If the student is studying one full academic year (two Western Sydney University teaching sessions) on exchange, they are required to complete a separate form for each teaching session.

1. Academic approval is required to ensure that the student is correctly enrolled in a full time load at their host university and that the correct Western Sydney University equivalent units are listed
2. While on Exchange, students remain enrolled at Western Sydney University in a full time study load (i.e. no fewer than the minimum full time requirement of 30 Western credit points per session). Students are required to obtain sufficient academic approvals across all School/s to maintain a full time study load
Note: Students on a short course are required to complete a minimum of 10 Western credit points or a maximum of 20 Western credit points
3. Additional units should be approved as alternative options for students who may find their preferred units unavailable once they arrive overseas
4. Changes to academic approvals are often required once a student arrives overseas. Therefore the student may be required to contact you to reapprove their study program
5. The student is responsible for ensuring their unit approvals and enrolment is correct while on an exchange program
6. If a student wants to swap or alter an approved overseas unit of study, they will need to seek approval from their ACA/DAP. They must submit their form to the Enrolments Unit (enrolments@westernsydney.edu.au) within 10 days of the official commencement date of their studies at their host university. If a student is enrolled in 40 Western credit points of exchange units and wants to drop an overseas unit that results in dropping down to 30 Western credit points worth of study, the student must officially withdraw from the Western exchange unit before the relevant Western session census date
7. The student's transcript and relevant exchange documents may be forwarded to you to assist in confirming the credit arrangements, when the exchange program is completed

UNIT LOAD AT HOST UNIVERSITY

1. It may take more than one unit at a host university to be equivalent to a 10 credit point unit at Western Sydney University. This is acceptable
2. Students may seek approval to take units equivalent to either core or elective units within their Western Sydney University course
3. Where a student will be taking a core unit abroad, they should be encouraged to have **at least** one substitute equivalent unit approved prior to departure. This is to allow for the possibility that the host university may cancel units at late notice. Students who have a selection of core units approved are less likely to seek academic approval at short notice once they are abroad

If any of the above scenarios occur, it is the students responsibility to seek academic approval for a unit while already abroad from their ACA/DAP.

If you have any queries, please do not hesitate to contact our office: goglobal@westernsydney.edu.au

Please complete this form in **BLACK INK** using **CAPITAL LETTERS**. You must complete one form for each session you will be abroad.

1 - PERSONAL AND COURSE DETAILS

Student ID number Student name

Western course code Western course name

Host university

Western session of exchange SESSION/YEAR Returning to Western in SESSION/YEAR Overseas study session begins MONTH/YEAR

Full time study load at the host university is (number/measure e.g. 12 US)

I plan to enrol in the equivalent credit point (CP) value of: 10CP 20CP 30CP 40CP

Duration of exchange: One session Two sessions Short course

If this credit point equivalency changes, negotiate your Exchange Academic Approval Form with your Academic Course Adviser (ACA)/Director of Academic Program (DAP).

2 - PROPOSED STUDY PLAN CREDIT DETAILS

Host university unit				Equivalent Western Sydney University unit (unit details must be completed)			
Unit reference number	Unit level: UG 1, 2,3 or 4 or PG	Unit name	CP value	Unit code	Unit name	CP value	Core/Elective
1.							<input type="checkbox"/> Core <input type="checkbox"/> Elective
2.							<input type="checkbox"/> Core <input type="checkbox"/> Elective
3.							<input type="checkbox"/> Core <input type="checkbox"/> Elective
4.							<input type="checkbox"/> Core <input type="checkbox"/> Elective
5.							<input type="checkbox"/> Core <input type="checkbox"/> Elective
6.							<input type="checkbox"/> Core <input type="checkbox"/> Elective

3 - STUDENT DECLARATION

I confirm that the information on this form is true and correct. I agree to the release of personal information for the purpose of assessing this application.

Student's signature X SIGN HERE Date DD / MM / YYYY

4 - ACADEMIC COURSE ADVISOR/DIRECTOR OF ACADEMIC PROGRAM DECLARATION

I endorse the unit selections above:

COMMENTS

ACA/DAP name NAME ACA/DAP signature X SIGN HERE Date DD / MM / YYYY