



Student Exchange – Course Approval Form

(For University of South Australia students seeking International Exchange)

University of
South Australia

Personal and Program Details

Family name	First name	Title: Mr/Ms/Mrs/Miss	Student ID
UniSA Program Code	UniSA Program title	Date of proposed exchange	
		Study Period 2, 200__	Study Period 5, 200__
Name of the Exchange (Host) Institution		Study Period 2, 200__	Study Period 5, 200__

OFFICE USE ONLY

Course Code	Host University Course Title (Select courses including 1 alternative in case of unavailability)	Unit Load	UniSA Course Title	Unit Load	Area	Cat No	Class No	Fee Type (eg. Band 1, 2, 3, FPOS)	Unit Load
1					1. Intl Exchange Study Program _____				
Alternative									
2					2. Intl Exchange Study Program _____				
Alternative									
3					3. Intl Exchange Study Program _____				
Alternative									
4					4. Intl Exchange Study Program _____				
Alternative									

Applicant signature: _____ Date: _____

APPROVED: Program Director name (please print)

Date:

Signature

Program Director – N.B: signing this form indicates your approval that courses completed

satisfactorily overseas will be credited to the student's UniSA program

Procedures for University of South Australia Outgoing Exchange Students

- This form must be completed by the exchange applicant in consultation with their UniSA Program Director, and lodged with Student Mobility, UniSA International <http://www.unisa.edu.au/exchange/>.
- Students must remain enrolled in specific exchange courses at UniSA while undertaking exchange programs, as normal provisions relating to fee liability apply. The fee liability will be equivalent to the UniSA courses that are exchanged.

“Student has undertaken exchange at [name of University], [Country].”

On completion of the Exchange Program

- Before returning to UniSA the exchange student must apply to the host University for an official Academic Transcript.

Returning to UniSA

- On return to UniSA, the student must lodge an academic transcript or a certified copy of an academic transcript from the host institution with Student Mobility staff, who will in turn send it to the relevant Program Director along with a copy of the ‘Missing Result or Exchange Result’ form, and a copy of the original Course Approval form. The Program Director will approve the final exchange grade (Note NGP or F are the approved final grades for exchange programs). The ‘Missing Result or Exchange Result’ form will be forwarded to the ERT team in the Student & Academic Services Unit, who add the grade to the student record system (Medici). Once completed the form will be returned to the relevant School for filing.
- UniSA International must send a copy of the transcript to Campus Central for inclusion of Transcript Text.

Final Report

On return from the Exchange Program the student must lodge a report on their exchange experience with Student Mobility, UniSA International <http://www.unisa.edu.au/exchange/outgoing/returned-students-reports.asp>

Further Information

If you have queries about this information please contact Student Mobility staff <http://www.unisa.edu.au/exchange/>.

Staff Administrative Procedures for Outgoing Exchange Students

Enrolment in an Exchange Program

1. Student Mobility staff will provide Campus Central with the Course Approval form on behalf of the student.
2. Campus Central will enter on the student record in Medici
 - the exchange course identifier or code (provided on the Course Approval form)
 - the Transcript Text (see above)

Entering the Final Grade

1. On return from the exchange program the student must lodge an original or certified copy of an academic transcript from the host institution with staff of the Student Mobility office, UniSA International.
2. The Program Director will approve the final grade (NGP or F only) and forward relevant documentation to ERT so that the student’s grade is entered onto Medici.