

ASIAN STUDIES (SCLL) Study Abroad Chinese, Japanese, Korean 277/ 278/377/378

I. Enrolment Process

1. Contact the Study Abroad Advisor and discuss your intention to take a Study Abroad course and seek approval.
2. Once your proposed course is approved by your course advisor, submit the signed Form to the Arts 1 Reception and Information Centre, Level 3, Arts 1 Bldg.
3. Apply for the programme in the overseas institution.
4. Apply for a concession to take the course (e. g. CHINESE 277, JAPANESE 377, KOREAN 277/278) on SSO before your departure. (The enrolment for Summer School courses begins at the beginning of November.)

NB: Fees for the above courses will be waived automatically for students enrolling in 2016 and beyond.

II. Travel arrangements

1. Register with Safe Travel <https://register.safetravel.govt.nz>
2. Send a copy of your travel plans to the course coordinator.
3. Ensure that you have appropriate travel and medical insurance.

III. Assessment

1. You are required to sit an assessment on your return to gain points for the course.
2. Please make sure that you bring back the following documents from the overseas institution:
 - official notification of overall result of the course
 - proof of attendance
 - all marked assignments and tests
 - materials usedNote: The first two items may be sent to the course coordinator directly from the institution.
3. You will be advised on the details of the assessment by your course coordinator.

If you have any questions on items II and III, please contact your **Course coordinator**.

ASIAN STUDIES (SCLL) STUDY ABROAD APPLICATION FORM
Chinese, Japanese, Korean 277/ 278/377/378

1. Complete this Study Abroad Application Form in consultation with the Study Abroad Advisor.
 2. Submit the signed Form to the Arts 1 Reception and Information Centre, Level 3, Arts 1 Bldg.
 3. Apply for the programme in the overseas institution.
 4. Apply for an Enrolment Concession through Student Services Online **PRIOR TO COMMENCEMENT OF STUDY.**
- NB:** Fees for the above courses will be waived automatically for students enrolling in 2016 and beyond.

Year & Semester of Proposed Study Abroad Enrolment: (Please circle the appropriate University of Auckland semester.)

2016		Sem 1	Sem 2
2017	Summer School	Sem 1	Sem 2

Student name:

ID:

Contact details:

Email address:

Courses already taken in subject:

Courses presently taking in subject:

Study Abroad Course number(s):

Overseas institution:
Address: of Institution:
Details of Proposed course:
Duration of Proposed course: _____ hrs/week, _____ weeks in total

Institution and course details attached? Yes/No

I have read the information on the back of this form.

_____ (Student's signature)

APPROVED _____ (Study Abroad Advisor's signature) **Date** _____

PLEASE RETURN THE COMPLETED FORM TO THE ARTS 1 RECEPTION LEVEL 3.

OFFICE USE ONLY

Date completed:

Grade awarded: