



360 International Student Exchange Course Approval Form

Instructions for Exchange Applicants

Fill out this form in conjunction with your department and faculty to determine UoA credit for the courses you propose to do at the host university. **It is your responsibility** to consult with your department and faculty to make sure your exchange study plan meets your UoA programme requirements.

Give your faculty at least **4-6 weeks** to process your course approval request. The earlier the better!

- For Semester One exchanges – submit to your faculty before 1 October
- For Semester Two exchanges – submit to your faculty before 1 May

You must supply the following documentation in order for a credit assessment to be carried out:

- A detailed course description or course syllabi from the host university that includes the following: course description, objectives, course assessment, number of teaching hours, and textbooks used.

Please note:

- Only courses you pass on exchange and which are approved by your faculty will be credited to your UoA degree. **Credits, not grades will be transferred.**
- For Section 8, please indicate the number of points you would like to be enrolled in per semester (**45 to 75**). Please note, you will only be able to transfer credit for the amount of tuition fees paid.
- Credit may be granted as **specified** (overseas courses of equivalent hours/work to UoA courses), or **unspecified** (general points in a subject area for overseas courses not equivalent to UoA courses).

- If possible, get approval for more papers **than you need** (per semester). Your choices may not be available when you get to your destination (classes may be full, course may not be offered, etc.).
- If you are applying for **University of California**, please read thoroughly the [University of California Education Abroad Programme](#), including the [UC Courses Information](#), which identifies the majors that are available to exchange students at each campus and [Major Preparation Information](#), which identifies prerequisites for specific majors.
- Research courses at a **minimum of three** of the nine California campuses. If you are nominated, you will be required to state your three choices on the University of California Application Form. California decides which campus you will be placed at so be please flexible. You should be prepared to gain faculty approval for papers at a different campus. Please be aware that papers are not identical from campus to campus.
- **General Education Exemption:** Students undertaking an exchange programme are eligible for a 15 point exemption from General Education, if enrolled in a standard full-time courseload at the host university. Note, this exemption means you still need to pass these 15 points for your degree, but they do not need to be from the list of General Education courses. It is your responsibility to seek degree planning advice from the Student Hub.
- **Completing the form electronically:** Please use the fillable form fields to complete the course approval form electronically, as handwritten submissions can be difficult to read. Signatures can be handwritten or electronic.

For further information, please contact:

360 International
Alfred Nathan House
24 Princes Street
City Campus
Auckland

Phone: +64 9 923 1692

Email: 360international@auckland.ac.nz

Website: www.auckland.ac.nz/360

Instructions for Academic advisers

You are required to review the student's study plan. If approved, you will need to sign the Course Approval Form.

1. The Course Approval Form must be signed by the department **and** faculty.
2. Additional courses should be appointed as alternative options for students should they find their preferred courses unavailable when they arrive overseas.
3. Further changes may be required once a student arrives overseas. The student will be required to contact you to gain approval.



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Student Details (All fields are compulsory)			
1. Student ID		7. Semester you are applying for	<input type="checkbox"/> Semester One 20 ____ <input type="checkbox"/> Semester Two 20 ____
2. First name		8. Enrolment points at UoA	<input type="checkbox"/> 45 <input type="checkbox"/> 60 <input type="checkbox"/> 75 Other____ <input type="checkbox"/> 45 <input type="checkbox"/> 60 <input type="checkbox"/> 75 Other____
3. Last name		9. Host university	
4. Current degree		10. Host country	
5. While on exchange I will be <input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate		11. Standard full-time course load at host university (eg 30 ECTS)	
6. I am aware that I am responsible for meeting with my faculty to discuss my exchange and for getting course approval from the relevant department/faculty. I acknowledge that if I fail to submit this completed form 360 International will withdraw me from the exchange programme (see back of form).			
Student Signature _____ Date: _____			

12. Host university		13. Departmental approval			
Course code, level and course name	Host Credits	UoA course code level and course name	UoA Points	Name	Date

By signing this form, I/we confirm that the student has permission to participate in the exchange programme and undertake the courses listed above and that provided the student passes these courses and provides the necessary documentation to the 360 International Office, they will receive UoA credit for their exchange.

Faculty	Name and Signature	Date	Comments

EXAMPLE PAGE OF CREDIT EQUIVALENCIES

Example #1

This shows a straightforward course-to-course equivalence:					
Host Uni Course Code	Host Uni Course Title	Auckland Course Code	Auckland Course Title or Subject (if unspecified credit)	UoA Stage (Level)	# of UoA Points
Biology 3356	Invertebrate Biology	BIOSCI 208	Invertebrate Diversity	2	15

Example #2

This shows a host university course that has no content equivalence but is assessed as having the same credit value as an Auckland course:					
Host Uni Course Code	Host Uni Course Title	Auckland Course Code	Auckland Course Title or Subject (if unspecified credit)	UoA Stage (Level)	# of UoA Points
Law 4530	Swedish Law	n/a - unspecified	Law	4	15

Example #3

This shows that the content of the host university courses is equivalent to specified Auckland courses but the courses are less heavily weighted, so that 3 host university courses = 2 Auckland courses:					
Host Uni Course Code	Host Uni Course Title	Auckland Course Code	Auckland Course Title or Subject (if unspecified credit)	UoA Stage (Level)	# of UoA Points
Maths IA Maths 1B Maths IC	Functions and Equations Differential Calculus Matrix Algebra	MATHS 102 MATHS 108	Mathematics 2 General Mathematics 1	1	30

Example #4

This shows that the content of three host university courses is equivalent to four specified (or unspecified) Auckland courses but the courses are more heavily weighted, so that 3 host university courses = 4 Auckland courses:					
Host Uni Course Code	Host Uni Course Title	Auckland Course Code	Auckland Course Title or Subject (if unspecified credit)	UoA Stage (Level)	# of UoA Points
Engl 2401 Engl 2406 Engl 2409	Contemporary Celtic Literature Scottish Novels after 1800 Scottish Poetry 15th C.	n/a – unspecified n/a – unspecified n/a – unspecified n/a – unspecified	English English English English	2	60