



## Course Approval Form - Auckland Abroad Student Exchange

Fill this out 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 faculty to make sure your exchange study plan meets your programme requirements.

### Personal and Exchange Details

Legal First Name: \_\_\_\_\_

Legal Last Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Host University: \_\_\_\_\_ Country: \_\_\_\_\_

Please indicate the normal full time course load per semester at your first choice university. This is available on the Auckland Abroad website: [www.auckland.ac.nz/360](http://www.auckland.ac.nz/360)

If your first choice is a University of California campus (with the exceptions of Berkeley and Merced), Oregon State University, or the University of Washington, please note that they operate on quarter system.

Normal host university full time course load per semester: \_\_\_\_\_

### Checklist for assessment

Allow plenty of time to meet with your department/faculty or to allow them to process your course approval request. **You must supply the following documentation in order for a credit assessment to be carried out:**

| Document name   | Check |
|---|-------|
| Copy of your Auckland Abroad application (emailed to you)   |       |
| The course syllabi from the host university—including course description/objectives, course assessment, number of teaching hours, texts used, etc—so that faculty can determine the credits that you may receive. |       |
| An academic transcript from Student Services Online.  |       |



## Important information

1. The courses you take and pass on exchange which are approved by your Faculty will be credited to your Auckland degree. **Credit**, not grades, will be transferred.
2. You cannot bring back more than **60 UOA points per semester** to credit to your degree here regardless of how many papers you take at the host university (unless otherwise specified and approved on this form by your faculty/s).
3. Credit may be granted as **specified** (overseas courses of equivalent hours and work to UoA courses), or **unspecified** (general points in a subject area for overseas courses not equivalent to UOA courses).
4. **General Education Exemption:** Students undertaking an exchange programme of one full-time semester are eligible for a 15 point exemption from General Education without credit. Note that this exemption means you still need to pass these 15 points for your degree, but they do not need to be from General Education courses. It is your responsibility to seek degree planning advice from your faculty/faculties.
5. If possible, **get approval for more papers than you need** per semester. Sometimes your choices may not be available when you get to your destination (classes may be full, course may not be offered, etc). You will be in a better position if you can enrol into your next-choice papers, instead of having to seek re-approval.
6. If you are applying for a **University of California** campus please thoroughly read the [University of California Education Abroad Programme](#), including the [Impacted Majors Information](#), which tells you the subjects that are not available to exchange students at each campus.

Research courses at 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, and while The University of California tries to grant your first choice, it does have discretion to place you on another campus. 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.

Please make a copy of your course approval form for your records then submit it to Auckland Abroad. We are not able to assess your application without full supporting documentation.

**Office address:**

Auckland Abroad  
Level 4, Student Commons Building  
2 Alfred Street  
Auckland  
Email: [aucklandabroad@auckland.ac.nz](mailto:aucklandabroad@auckland.ac.nz)  
Fax: +64 9 303 5934  
Phone: +64 9 923 2168

**Mailing address:**

Auckland Abroad  
International Office  
University of Auckland  
Private Bag 92019  
Auckland 1142

Student Name: \_\_\_\_\_

ID Number: \_\_\_\_\_

Host University: \_\_\_\_\_

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**COURSE APPROVAL FORM**

| Host university course code and title           | Level at host university | Credit value at host university | UoA course code and title                  | Level/ Stage (UoA) | Points (UoA) | Department approval (Name and signature) | Date             |
|---|--------------------------|---------------------------------|--|--------------------|--------------|--|------------------|
| <i>Example: 316-101<br/>Macroeconomics</i>      | <i>Level 1</i>           | <i>6 points</i>                 | <i>ECON 111<br/>Macroeconomics</i>         | <i>1</i>           | <i>15</i>    | <i>Printed name and signature</i>        | <i>17-5-2012</i> |
| <i>Example: JJK 112<br/>Intro to Danish Law</i> | <i>Level 3</i>           | <i>3 ECTS</i>                   | <i>LAW STAGE IV Unspecified<br/>Credit</i> | <i>4</i>           | <i>15</i>    | <i>Printed name and signature</i>        | <i>17-5-2012</i> |
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**Faculty Approval**

Comment:

Name \_\_\_\_\_ Position \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_