EXCHANGE SEMESTER CREDIT REQUEST FORM

1. Complete an exchange semester credit request form for each preferred exchange host institution and indicate if it is your 1st or 2nd preference.
2. In the space provided below provide links to the course/topic names for proposed exchange institution and attach a course outline/syllabus for each topic/course (if available).
3. Submit this form via upload to your College(s) office via [Ask Flinders](https://askflinders.microsoftcrmportals.com/). \**Note if you’re completing a double degree this form should go to each College office.*
4. Please complete each section of this form with as much detail as possible. If you require additional assistance completing this form, attend an [exchange application workshop](https://www.eventbrite.com.au/o/learn-without-borders-18237541362) or contact lwb@flinders.edu.au.
5. Your College office(s) will review your request for credit approval and assess if an exchange will be possible at the selected host institution. If approved your College will provide you with a credit approval letter for each of your preferred host institutions.

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| STUDY PLAN | STUDENT FULL NAME |  |  |
| STUDENT NUMBER |  |  |
| COURSE NAME |  |  |
| UNIT CREDIT EQUIVALENCE *[(See Recommended Full Academic Load at Exchange](https://www.msn.com/spartan/ientp?locale=en-AU&market=AU&enableregulatorypsm=0&NTLogo=1&IsFRE=0http://www.flinders.edu.au/for_international_students_files/exchange/Academic%20Full%20Time%20Study%20Load.pdf)**[Universities for Full Flinders Credit)](https://www.msn.com/spartan/ientp?locale=en-AU&market=AU&enableregulatorypsm=0&NTLogo=1&IsFRE=0http://www.flinders.edu.au/for_international_students_files/exchange/Academic%20Full%20Time%20Study%20Load.pdf)* |  |  |
| PROPOSED EXCHANGE HOST INSTITUTION NAME 🞏1st preference *(select preference if known)* 🞏2nd preference  |  |  |
| PROPOSED EXCHANGE PERIOD (SPECIFY EXCHANGE SEMESTER) I.E. FLINDERS SEMESTER 1 OR 2 AND CALENDAR YEAR |  |  |
| THE STUDENT HAS IDENTIFIED TOPICS THAT THEY CAN POTENTIALLY STUDY WHILST ON EXCHANGE AND HAS PROVIDED A LIST OF BACK-UP TOPICS. THE STUDENT IS RESPONSIBLE FOR PROVIDING THE NECESSARY DOCUMENT(S) FROM THEIR PROPOSED EXCHANGE INSTITUTION TO ASSIST IN THE APPROVAL OF THEIR PROPOSED STUDY PLAN. THE TOPIC/COURSE CO-ORDINATORS/ADMINISTRATIVE OFFICER (ACADEMIC) ARE REQUESTED, WHERE APPROPRIATE TO APPROVE THE HOST INSTITUTION TOPICS FOR EXCHANGE. |
| HOST INSTITUTION | FLINDERS UNIVERSITY |
| TOPIC CODE | TOPIC NAME - PLEASE INCLUDE LINK TO COURSE SUMMARY OR ATTACH SYLLABUS TO ASK FLINDERS REQUEST (IF AVAILABLE) |  UNIT VALUE | TOPIC EQUIVALENT NAME OR ELECTIVE |  UNIT VALUE |
|  |  PREFERED TOPICS |  |  |  |
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|  |  | **TOTAL VALUE** |  | **TOTAL VALUE** |
|  |   |  |  |  |
|  | BACK-UP TOPICS |  |  |  |
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| DATE |  |  |
| PRINTED NAME |  |  |
| COLLEGE |  |  |
| EXCHANGE PROGRAM CREDIT WILL BE GRANTED UPON RECEIPT OF AN OFFICIAL TRANSCRIPT FROM THE EXCHANGE INSTITUTION, CONFIRMING THE SUCCESSFUL COMPLETION OF THE APPROVED PROGRAM. IT IS THE STUDENTS RESPONSIBILITY TO ENSURE THAT AN EXCHANGE TRANCRIPT IS PROVIDED TO THE COLLEGE OFFICE. |
|  | A FLINDERS UNIVERSITY COURSE COORDINATOR/ENROLMENT COURSE ADVISOR (ECA) IS REQUIRED TO ACKNOWLEDGE THAT YOU INTEND TO PARTICIPATE IN AN EXCHANGE PROGRAM WHILE STILL MEETING THE REQUIREMENTS OF YOUR DEGREE PROGRAM. UPON ACCEPTANCE TO THE PROGRAM, APPROVAL OF YOUR STUDY PLAN WITH THE EXCHANGE HOST WILL BE REQUIRED. |
| COURSE COORDINATOR/ECA NAME: | SIGNATURE: |