**Academic Approval Form for Nominated Exchange Applicants**

**Student Name:** _____________________________  **SID:** __ __ __ __ __ __ __ __ __ __ __ __ __

**Year of Exchange:** __________  **University of Sydney Semester:** [ ] March  [ ] July

**Duration:**  [ ] One Semester  [ ] Two Semesters  **Email:** _____________________________

**Degree:** _____________________________  **Full-time study load per semester (credits):** ______

**Host university and country nominated to (include specific campus if applicable):** _____________________________

**STUDENTS COMPLETE THE TABLE BELOW:**

*You must attach unit of study outlines from your host university for any unit provided in the table below.*

*Include enough units for a full-time enrolment at the University of Sydney (minimum 18 credit points per semester and minimum 24 per semester for B.A (Languages) and B. Liberal Studies (International)). B.A (Languages) students must enroll in at least half of their exchange units as their language. ie. If enrolled in 24 credit points, 12cps must be language, if 48cps then 24cps.

*Submit this form with attached unit of study outlines to the appropriate academic adviser for approval.

You must ensure that you are enrolled appropriately with the Faculty of Arts before you leave for your exchange.

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<th>UOS Code</th>
<th>Unit of Study Name</th>
<th>Credit Points</th>
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**Academic Use Only**

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**Academic Approver Details**

**Name:** _____________________________  **Department:** _____________________________

**Signature:** _____________________________  **Date:** _____________________________

**FACULTY OF ARTS OFFICE USE:**

**Staff Signature:** _____________________________  **Entered date:** _____________________________
Academic Approval Form for Nominated Exchange Applicants

This form is to be used by students who have been nominated to a specific host university through the International Exchange Program managed through the International Office.

The nomination to the host university is conditional until all Academic Approvals are completed and returned to Arts Faculty office. Students may have their nominations withdrawn if Academic Approvals are not supplied.

For further information, please contact:

The Faculty of Arts
Main Quadrangle A14
The University of Sydney
NSW 2006 Australia
Ph: +61 2 9351 3129
Fax: +61 2 9351 2045
Email: arts.ug@usyd.edu.au

Notes about Host University Full-Time Loads

* 30 ECTS at European universities is equivalent to 24 credit points at the University of Sydney.
* At US universities 12 - 16 credit points equate to 1 quarter and 2 US quarters are equal to 1 USYD semester.
* UK universities generally require students take 60 credits, which is 3 modules. 3 modules would equal 24 credit points at USYD.

Student Declaration

I am aware that course offerings at the host university may vary and that it may be necessary to adjust my University of Sydney enrolment accordingly. I recognise that my departments and faculty have final authority over which units taken overseas count towards my degree requirements. Consequently, I agree to notify my department and faculty as soon as possible of any changes in my overseas study program. I agree to obtain academic approvals supporting my modified study program and copy these to my faculty. Without new approvals, I understand I will not receive credit towards my University Sydney degree. I agree to be responsible for enrolling in a full-time study load of officially approved exchange units at the University of Sydney. I have read and and I understand the Instructions for Exchange Applicants.

Student Signature: ___________________________ Date: ____________

Instructions for Exchange Applicants
1. Academic Approval must be obtained to confirm your nomination on exchange.
2. Complete one Academic Approval form per department.
3. Gain approval for the host university for which you have been nominated. For California, North Carolina System and Tecnologico de Monterrey, this may include several approval forms (one per campus preference).
4. You must obtain enough approved credit across all departments to make up 24 credit points, but no less than 18 credit points per semester.
5. You will provide your academic approvers with Unit of Study Outlines for each unit you wish to gain approval for. This will include at least the contact hours, assessment requirement, course descriptions.
6. Any additional units must have approval otherwise no credit will be granted.
7. Note that the credit value for overseas courses may not always be matched against USYD units on a one-to-one basis. Several overseas units may only be equivalent to one USYD unit.
8. Your completed Academic Approval form must be handed in to the Arts Faculty office and you must keep copies for your records. It is your responsibility to ensure this is completed.
9. You must adhere to the appropriate enrolment deadlines.

Instructions for Academic Approvers
1. Academic Approval is required before this student’s nomination to their host university will be confirmed. Students have been instructed to provide supporting documentation to assist you (as listed in adjacent 5.)
2. While on exchange, students must be enrolled in at least 18 credit points (or 24 for B.A (Languages) students). Students are required to obtain sufficient approval across all disciplines to maintain their full-time study load.
3. The process entails approving overseas units as exchange units to count towards the students degree (eg ENGL2811 English Exchange). Please be aware of adjacent 7. The Arts Handbook has a full listing of these units or you may search for the exchange units in the University’s On-Line Advanced Unit of Study Search at http://www.usyd.edu.au/courses/?action=uos_searchadvanced.
4. Additional Units should be approved as alternative options for students who may find their preferred courses unavailable once overseas. Changes are often made overseas. Students are required to contact you in those instances to gain new approval. The Faculty will not enrol students in units that breach degree requirements.
5. Upon completion of the exchange, this student’s transcript and relevant exchange documents may be forwarded to you by the Faculty Office to assist in confirming the credit arrangements.
6. All errors or changes must be crossed out eg: MKTG-Marketing Exchange and initialled. DO NOT use liquid paper. Strike through any unused lines in the Academic Approval section.