

INSTRUCTIONS (Please read before completing the application)

- To be completed **only** by students participating in a Short Term (Study Abroad) program that is supported by Griffith Global Mobility.
- Students must submit Study Plan and program outlines to Program Director for approval.
Please note: GBS students must submit their study plan via the online credit application at griffith.edu.au/apply/credit-transfer
- For further information, visit griffith.edu.au/go-global/how-to-apply/short-term

Griffith Global Mobility

Online enquiry

Visit 'Ask Us' for current students

Select topic: (Global Mobility, Outbound)

Phone

07 3735 8200

griffith.edu.au/go-global

1 Personal and academic details

Family Name:	First Name:	Middle Name:
Griffith Student ID:	Griffith Student Email:	

Griffith University details:

Program Code:	Program:
Major/s:	Year of Study:

2 Short Term (Study Abroad) program

Commencing year of program : Program dates:

Type of Program: ☐ Study Tour ☐ Internship ☐ Summer/Winter Course ☐ Research Practicums ☐ Clinical Placement ☐ Volunteering

Institution/Organisation:

Country: Duration of program:

3 Course selection

I wish to study the following courses:

Course/program name	Duration/ contact hours	Griffith course code	Griffith course name e.g. Intro to Marketing/ 1st yr free-choice/listed elective	Credit point value	Program Director approved or not approved?

4 Faculty approval Office use only

I confirm that this approval complies with degree rules and requirements for this student.

Credit approved	Approval – Program Director	
Total specified credit:	Name (please print):	
Total unspecified credit:	Signature:	Date:
Comments:		

Short Term Program Study Plan Instructions

Credit is optional for short-term programs. If credit is approved it is generally for a 10 CP free-choice elective, however it is at the discretion of the Program Director and takes into consideration the learning outcomes, contact hours, assessments and other academic information.

An approved study plan is required. It confirms that the course delivered by the host university is equivalent to a Griffith course which will allow you to receive credit upon return of your overseas experience.

To complete a short term study plan you need to:

1. *Research the overseas program and what it might be equivalent to at Griffith (most short term programs are equivalent to a free-choice elective)*
2. *Submit **Short Term Study Plan and program information to relevant approver.***
3. *Once you have your approved study plan, submit within your Short Term Program application.*

If you are receiving credit for your overseas Short-term Program, you will need to provide evidence of credit approval. Types of evidence of credit:

- **Summer or winter school:** approved study plan
- **Griffith study tour:** email or letter from Course Convenor which confirms your acceptance into the program and its details (e.g. credit point value, dates, location)
- **Clinical placement:** email or letter from the Program Director to confirm your acceptance into the program and its details (e.g. credit point value, dates, location)
- **Community internship course (3002LFC):** email or letter from Course Convenor to confirm your acceptance into the program and its details (e.g. credit point value, dates, location)
- **Work-integrated learning:** email or letter from WIL Coordinator to confirm your acceptance into the program and its details (e.g. credit point value, dates, location)
- **Internship** (outside of WIL program): approved study plan

Tips for completing your study plan:

1. Choose the most flexible Griffith courses

- The structure of your degree program will influence how much choice and flexibility you have when selecting a short term program.
- Most short term programs are equivalent to a free-choice elective
- Do your best to match the overseas course with the Griffith course based on the course profile (or syllabus).

2. Selecting a short term program

- Make sure you meet any listed pre-requisite requirements and they are a suitable level of study, e.g. undergraduate/postgraduate.
- Pay attention to the program dates as it is the student's responsibility to manage any overlap.
- Do not select courses too similar to what you have already completed at Griffith.

3. Course approval

- You will need to attach a course profile providing the following information:
 - i. level of study
 - ii. topics covered and duration of topics
 - iii. duration of the course
 - iv. contact hours
 - v. methods of assessment, type and duration
 - vi. textbooks and/or learning resources
- Contact the program organiser if you cannot locate the most **recent** course outline.

Checklist:

- ☒ *I have checked that the program dates do not overlap with Griffith's teaching periods.*
- ☒ *I have collected the course profiles from the program organiser to submit with my study plan for course approval.*