

## INSTRUCTIONS (Please read before completing the application)

- To be completed **only** by students planning to undertake approved Exchange Program studies; students must maintain a current Griffith University enrolment and pay tuition fees to Griffith University for the duration of the Exchange Program.
- Students must submit Study Plan and course outlines to Program Director for approval.  
**Please note:** GBS students must submit study plan to [GBS.programsupport@griffith.edu.au](mailto:GBS.programsupport@griffith.edu.au)

### Griffith Global Mobility

#### Online enquiry

Visit 'Ask Us' for current students  
Select topic: (Global Mobility, Outbound)

#### Phone

Gold Coast campus: 07 5552 8116  
Nathan campus: 07 3735 6518

[griffith.edu.au/go-global](http://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 Preferred Exchange program

Commencing year of Exchange:

Duration of Exchange:  1 Trimester  2 Trimesters      Exchange Program intake:  Trimester 1  Trimester 2  Trimester 3

Institution:	
Country: <input type="text"/>	Preference #: <input type="text"/>

## 3 Course selection

I wish to study the following courses:

Host Partner Course code	Host Partner course name	Credit point value	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.

<b>Credit approved</b>	<b>Approval - Program Director</b>	
Total specified credit:	Name (please print):	
Total unspecified credit:	Signature:	Date:
Comments:		

## Exchange Study Plan Instructions

Your exchange application must include an approved study plan. This is a compulsory document and it is important for you to complete as soon as possible so you know which courses you are approved to undertake overseas. This is often the most time-consuming process of the entire application, and you may even need to submit a couple of study plans before you have enough courses.

### To complete an exchange study plan you need to:

1. Identify courses you need to complete to graduate at Griffith
2. Research which overseas courses are equivalent to the Griffith courses
3. Complete and submit your study plan and overseas course descriptions to the relevant approver
4. Once you have your approved study plan, submit within your Exchange Program application.

### Tips for completing your study plan:

#### 1. Choose the most flexible Griffith courses for exchange

- The structure of your degree program will influence how much choice and flexibility you have when selecting a partner university.
- Avoid choosing core courses that may be too difficult to match at the partner university.
- Do your best to match the overseas course with the Griffith course based on the course profile (or syllabus).

#### 2. Selecting courses at the partner university

- 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 partner university semester dates (often their semesters are reverse to Griffith's).
- Do not select courses too similar to what you have already completed at Griffith.
- Contact the host university exchange office if you cannot locate the most recent course outlines.
- Ensure the courses you select are not restricted and are available to Exchange students and they are offered over the semester and not a module offered over the year (e.g. UK courses).

#### 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
- If you're having trouble, contact Global Mobility for past course approvals.
- Aim to have at least 60CP of courses approved to allow for availability, such as; cancellations, withdrawals and full courses.

#### 4. Study load while on exchange

- You are required to maintain and pass a minimum full-time study load whilst on exchange. Generally this is 30CP; however please check your program attendance requirements in the Degree & Career Finder.
- You must meet Griffith's requirements (30CP\*) as well as the partner university's requirements.

#### 5. BULA – Cross-Institutional Studies

- You will need to have your study plan approved by your language convenor at your language study university and your Program Director from your home university.

### Checklist:

- I have selected courses that are offered in the correct semester intake.
- I have selected courses that are not restricted and that are available to Exchange students.
- I have checked the minimum full-time study load at Griffith and the partner university.
- I have checked that the courses I have selected are offered over 1 semester (not over a year).
- I have collected the course profiles from the partner university to submit with my study plan for course approvals.
- I have completed a separate study plan for each trimester I will be participating in the Griffith exchange program