UNSW STUDENT EXCHANGE – TRANSFER OF CREDIT

***YOU MUST MAKE A COPY OF THIS FORM FOR YOUR RECORDS***

Students should complete Sections A & B. Sections C & D are completed by the relevant course/program and school authorities.

**Section A – Student**

Family name: __________________________ First name(s)___________________________ Student ID: _______________________

Faculty: ___________________________ UNSW Semester(s) on exchange: (e.g. S1 2012) ______________________________

Overseas University: ____________________________________________________________________________________________

If you are enrolled in a dual degree, please list which UNSW program(s) you will be following on exchange:

_______________________________________________________________________________________________________________

(e.g. Law, Science, Arts, Engineering, COFA, Business, FBE or if a combination, please list all programs)

Student Signature ________________________________________________________   Date ________________________________

I, the undersigned, have assessed the content of the courses listed in Section B and grant approval for the Transfer of UNSW Credit as detailed below. (Note students in program codes 3424 and 4765 don’t need to complete section C.)

<table>
<thead>
<tr>
<th>Overseas University</th>
<th>To transfer as UNSW course</th>
<th>Academic Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Code</td>
<td>Course Name + UG/PG</td>
<td>UNSW code</td>
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**Section C - School/Faculty Program Authority**

On Behalf of the Faculty of ____________________________________

I confirm that the UNSW course codes detailed and approved in Section C are relevant to the requirements of this student’s UNSW program

Name__________________________

Signature______________________ Date________________

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<tr>
<th>Section D - Faculty Student Office Approval</th>
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<tbody>
<tr>
<td>***Dual degree students need approval from both faculties. Single degree students only need approval from their home faculty ***</td>
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</tbody>
</table>

On Behalf of the Faculty of ____________________________________

I confirm that the UNSW course codes detailed and approved in Section C are relevant to the requirements of this student’s UNSW program

Name__________________________

Signature______________________ Date________________

Notes
THE TRANSFER OF CREDIT PROCESS

1. Proposed courses at the host university MUST be approved by UNSW academic staff and UNSW Faculty Office.

2. You should confer with the relevant academic(s) at your Faculty to seek approval for your program and have your courses approved by your Faculty Office (Section D). **COFA students need to provide an additional copy to the COFA International Office.**

3. Students enrolled in program codes 3424 and 4765 and who are going on their BInSt exchange should NOT complete Section C.

4. All students MUST keep a copy of their ToC forms to refer to while on exchange.

5. Transfer of Credit will only be granted if you have successfully completed (i.e. passed, according to the host university’s grading scale) the courses approved on this form.

6. **Approved** courses should be gained BEFORE you enrol in them at your host university. If you are already overseas seek course approval from your Faculty via email, and then collect signatures on a ToC form upon your return to UNSW.

Advice on Transfer of Credit to the student:
- You must be enrolled as a full time student while on the exchange at the host university.
- You are enrolled in 24 UNSW Units of Credit (UoC) while on exchange. You will be charged UNSW fees for this amount of study.
- For General Education and free elective courses, check with your Home Faculty for the correct course codes. They are REGS code for General Education and your Home Faculty free elective codes.
- A maximum of 24 UoC can be transferred for each semester of exchange.
- Your results from the host university will be entered on your UNSW transcript as Transferred Credit – “T” Grade.
- Always get more courses approved than required.
- Understand the program details at the proposed host university i.e. What is the required course load.
- When getting courses approved fill out the UNSW course code as well as the UNSW Units of Credit section for each course. **We cannot transfer your credit without this information.**

Advice to the academic staff member and Student Centre Office:
- Students should provide detailed information on their proposed study plan at their host university.
- Courses may be approved as a **direct equivalent:** If you are satisfied the study program at the host university is sufficiently equivalent to the relevant course requirement (usually a core course) in the UNSW program. We ask for understanding as no program can be exactly identical.
- Courses may be approved as an **elective in your program/major/minor:** If the course is appropriate in loading or content area, but does not have a direct equivalent at UNSW then it may fit into this category.
- Courses may be approved as **General Education or free electives:** These courses should be approved by the Home Faculty.
- All courses need a **UNSW course code** completed in column 4 of the Transfer of Credit form. If you are unsure of the relevant course code to be used, please consult the Faculty/School Office.
- Each approved course needs to be signed by a responsible academic staff member in Section C for the approval to be processed at the completion of the exchange semester(s).
- All forms need to be counter signed by the Faculty Student Centre in Section D. Course details and approval signatures in Section C should be finalised before Section D is signed.

Please contact the Global Education and Student Exchange Office for further information - intex@unsw.edu.au or 9385 7276