# **Global Exchange to Partners worldwide** Study Plan Guide

# Step 1: Download the Study plan template

• Click <u>here</u> to download study plan template. You must submit one study plan for each semester you wish to enroll overseas.

Student Name	Your name			tudent ID	Your student ID	Your student ID			ogram	Short Term Program	Other	
Host Institution	Partner Institution	1	F	MIT Program Na	me Your program	Your program			•	Summer / winter	Du Du	Dual award
Host Country	Partner country		F	MIT Study Period	Sem:	Year:		Cross car	nous /	Other	(6)	ignieering/
Host Campus	Partner campus		H	lost Study Period	Sem:	Year:		inter-loca	ation			
Part A - All stu	udents				de de							
Student Approva	d:				College	/ School Acade	mic Ap	proval:				
confirm that			_		l confirm	n that						
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approvals fo	or any new changes	course approva	sanu	chacters my tespe	insidincy to obtain							
3. I have sough	ht advice on my program stru	ucture from my	colleg	e/school								
4. I have listed	courses at an appropriate st	tudy level for m	y prog	ram plan								
Student:	Sign he	ere			Leave blank							
Judent.	Signature			Date		Coordinatory	Manage	Signature		Do	te	
Part B - Seme	ster exchange/credit ed	quivalency ap	pro	als (not applie	able to Cross Campus stu	udents)	_					
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- **Table A**: contains RMIT Vietnam's course details.
  - For a core course, fill in both course codes and course names.

- For a general elective, leave "**RMIT course code**" column blank, and write "**General elective**" in the "**RMIT course name**" column.





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- For a program elective:

**SBM:** fill in course codes and course names as shown in the program map.

*SCD:* leave "RMIT course code" column blank, and write "Pro gram elective" in the "RMIT course name" column.

*SST:* fill in course codes and write "**PE**" in the "**RMIT course code**" column, and write the name of the course in the "**RMIT course name**" column.

• Table B: contains partner institution's course details

- Fill in both course codes and course names for all core, GE, and PE courses.

• Table C: Leave BLANK

# Step 2: Partner Exchange course guide template

• Course guide template form for each school is available <u>here</u>, under Study Plan Advice section.

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# Step 3: List down remaining courses to enroll at Host Institution according to program map



#### 3.1. School of Business and Management (SBM)

- Choose a course load of 48 credit points per semester.
- Follow the sequence of your program map structure and its specific requirements.
- List up to 4-6 General Elective per semester to have sufficient back-up options.

#### 3.2. School of Communication and Design (SCD)

- Choose a course load of 48 credit points per semester.
- Follow the sequence of your program map structure. Each program has its own set of requirements. If you need more details, please contact RMIT Connect.
- List up to 4-6 General Elective per semester for sufficient back-up options.

#### 3.3. School of Science and Technology (SST)

• Please contact RMIT Connect for individual study plan consultation. We will connect you to the respective Discipline Lead of your program for further course advice.

# Step 4: Search and Select courses

## 4.1. Browse partner institution's website to search for general

# 4.2. Obtain detailed course guides from partner institutions by emailing mobility@rmit.edu.vn

The detailed course guides must include the following components:

- Course code: Partner institution's course code is *different* from RMIT Vietnam's course code.
- Course learning outcomes: skills, knowledge and application achieved from learning this course.



- Course content: topics and activities covered in the course.
- Volume of learning: the number of in-class hours per week and the number of teaching weeks per semester.
- Assessment approach: assignments? Examinations? Other assessment criteria.
- Pre-requisites: specific course requirements. If one or more requirements are not fulfilled prior to the exchange semester, the selected course will be rejected by the Program Manager.

# 4.3. Find out how many credit points you need to complete overseas

Host Country	Equivalent to 48 RMIT credit points	Equivalent to 12 RMIT credit points
USA	12-15 credit points	3 credit points
Europe	30 ECTS (European Credit Transfer System)	7.5 ECTS
UK	60 UK credit points or 30 ECTS	15 UK credit points or 7.5 ECTS
Hong Kong	12 credit points	3 credit points
All others	Contact Mobility Office for each partner	

• Refer to the table below for your reference:

Final approval for your course selection is subject to satisfaction of all of the above criteria.

## Step 5: Fill in Study plan and Course guide template

• Completed Study Plan SAMPLE.



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Student Name	Tran van A		s	tudent ID	s1234567	s1234567 Bachelor of Economics and Finance			Short Term	Program Othe	r
Host Institution	University of Alberta	a		MIT Program Nam	<ul> <li>Bachelor of Econor</li> </ul>				Summer	/winter 🗆 D	Dusl award
Host Country	Canada			MIT Study Period	Sem: 1 Y	er: 2020		Study Abroad	U Work be	ised (	Engineering)
Host Campus	Edmonton, Canada			ost Study Period	Sem: 1 Y	eer: 2020		inter-location	-		
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Part B - Seme	ster exchange/credit equi	valency app	orov	als (not applica	able to Cross Campus stu	dents)					
RMIT	RMIT	RMIT Credit		Host	Host	Host Cred-		Approver			
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## Step 6: Submit Study plan and Course guide template

- Open an enquiry request on <u>RMIT Connect online portal</u> to submit the following documentation:
  - 1. A completed study plan;
  - 2. A completed course guide template;

3. Detailed course guides for all discipline specific courses you wish to get approved (Please note that course equivalency assess ment will NOT be processed without detailed course guide from host institutions).

- It usually takes 15-20 working days for a study plan to be approved.
- Students can book an appointment on RMIT Connect portal to get study plan advice.

