

- 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 “**Program 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 [here](#), under Study Plan Advice section.

EXCHANGE TO PARTNER INSTITUTES <i>(Template for Business Program students 2019)</i>										
<small>* You are required to complete this template & attach it IN EXCEL FORM to submit together with your study plan. * RMIT Connect Advisors will not screen your study plan until receiving BOTH study plan and this Partner Course Details form. * Failing to complete ALL fields in this template might delay your study plan assessment process.</small>										
RMIT COURSE DETAILS				HOST COURSE DETAILS			HOST COURSE ASSESSMENT CRITERIA			
No.	RMIT COURSE NAME	CAMPUS	COURSE CODE	HOST COURSE CODE	HOST COURSE NAME	HOST CREDIT POINTS	COURSE LEARNING OBJECTIVES (LOs)	COURSE CONTENT	VOLUME OR LEARNING	ASSESSMENT APPROACH
							Skills, knowledge and applications achieved from learning this course.	Topics & activities covered in the course.	Number of in-class hours per week AND number of teaching weeks per semester.	How is this course assessed? e.g. Assignments/Examinations/other equivalent.
1		Vietnam								
2		Vietnam								
3		Vietnam								
4		Vietnam								
5		Vietnam								
6		Vietnam								
7		Vietnam								
8		Vietnam								

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

- Refer to the table below for your reference:

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	

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.

Global Experience Study Plan

Student Name	Tran van A	Student ID	s1234567	Semester Program	<input checked="" type="checkbox"/> Exchange	Short Term Program	<input type="checkbox"/> Summer / winter	Other	<input type="checkbox"/> Dual award (Engineering)
Host Institution	University of Alberta	RMIT Program Name	Bachelor of Economics and Finance		<input type="checkbox"/> Study Abroad	<input type="checkbox"/> Work based			
Host Country	Canada	RMIT Study Period	Sem: 1 Year: 2020		<input type="checkbox"/> Cross campus / inter-location	<input type="checkbox"/> Other			
Host Campus	Edmonton, Canada	Host Study Period	Sem: 1 Year: 2020						

Part A - All students

Student Approval:
I confirm that...

1. I understand that I need to study a Full Time load at RMIT and host institution ^{#1}
2. I understand the process to obtain new course approvals and that it is my responsibility to obtain approvals for any new changes
3. I have sought advice on my program structure from my college/school
4. I have listed courses at an appropriate study level for my program plan

College / School Academic Approval:
I confirm that...

1. The proposed program fits within the student's RMIT program structure

Student: Tran van A 30/04/2019 Program Coordinator/Manager: _____
Signature Date Signature Date

Part B - Semester exchange/credit equivalency approvals (not applicable to Cross Campus students)

RMIT Course Code	RMIT Course Name	RMIT Credit Points	Host Course Code	Host Course Name	Host Credit Points	Approver			
						Name	Signature	Equivalent	Comments
BAFI3194	Investment	12	<input type="checkbox"/> FIN614	Investment Principles	3			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> M ^{#2}	
BAFI3192	Risk Management	12	<input type="checkbox"/> FIN654	Risk Management	3			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> M ^{#2}	
BAFI3200	International Finance	12	<input type="checkbox"/> FIN644	International Finance	3			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> M ^{#2}	
	General Elective	12	<input type="checkbox"/> FIN618	Fixed Income	3			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> M ^{#2}	
	General Elective	12	<input type="checkbox"/> FIN804	The practice of investment banking	3			<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> M ^{#2}	
			<input type="checkbox"/>					<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> M ^{#2}	
			<input type="checkbox"/>					<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> M ^{#2}	
			<input type="checkbox"/>					<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> M ^{#2}	
			<input type="checkbox"/>					<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> M ^{#2}	
			<input type="checkbox"/>					<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> M ^{#2}	
			<input type="checkbox"/>					<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> M ^{#2}	
			<input type="checkbox"/>					<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> M ^{#2}	

^{#1} This item applies to Semester Exchange Programs only ^{#2} Is this course an elective? ^{#3} If applying for 2 semesters, complete 1 Study Plan per semester

Step 6: Submit Study plan and Course guide template

- Open an enquiry request on [RMIT Connect online portal](#) 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 assessment 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.