



# CURTIN ABROAD STUDY PLAN PROPOSAL FORM

To participate in a Curtin University international study program, you must complete this form, have it signed by your Course Coordinator and submit it with your Curtin Abroad Application. *Note: Some Host Universities or program providers may require you to submit additional units with their application.*

## SECTION 1 - PERSONAL DETAILS - student to complete\*

Curtin Student ID: \_\_\_\_\_ Course Title (major/stream): \_\_\_\_\_

Family Name/s: \_\_\_\_\_ Given Name/s: \_\_\_\_\_

Host University/Program Provider: \_\_\_\_\_

Study Period (please tick): Semester One  Semester Two  Summer Break  Winter Break  Year

## SECTION 2 - PROPOSED UNIT APPROVAL - PART A and B MUST BE TYPED

\*\* All fields must be completed in the below table for each approved unit\*\*

Part A & B to be completed by student

Part C & D to be completed by Course Coordinator

PART A: PROPOSED UNIT/S AT HOST UNIVERSITY OR WITH THE PROGRAM PROVIDER <i>To be completed by the student</i>				PART B: EQUIVALENT CURTIN UNIT/S <i>To be completed by the student. These units must appear as planned units on your study plan. If you are studying units as an Option - it must be equivalent to one of your options, if an elective, you need to have planned electives available to use.</i>				PART C: APPROVAL <i>Course Coordinator to complete. For each unit, indicate if passing the Host University OR partner program unit will provide credit for the equivalent Curtin unit listed. If student is seeking approval for a Curtin elective, please confirm in Section D the value of electives the student has available.</i>		
	Host University Unit Code	Host University Unit Name / Program Name	Unit Credit Value or Program Credit Value	Curtin Unit Code	Curtin Unit Name	Curtin Equivalent Credit Value	Core, Elective Or Option?	Approval Granted	Staff Name	Staff Signature
Eg	MKT422	International Marketing	3 credits	MKTG2002	International Marketing	25 credits		Yes	John Smith	
1										
2										
3										
4										
5										
6										
7										
8										

\*All personal information collected is handled in accordance with the Australian Privacy Principles



**PART D: APPROVAL DECLARATION** (if applicable include any relevant comments/special permissions)

- I am not aware of any reasons that the student should not be approved to participate in the international study program.
- I confirm that the Curtin unit codes detailed and approved in Section C are relevant to the requirements of the student’s Curtin degree.

Curtin Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**SECTION 3 – STUDENT DECLARATION** - refer to student declaration on Curtin Abroad application form

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**SECTION 4 – NOTES TO STUDENT**

**EXCHANGE ONLY:** It is recommended that students have at least 4 preferred units and 2 alternative units per semester of exchange approved.

**SECTION 5 – NOTES TO COURSE COORDINATOR/HOS**

- Students should provide you with detailed information on the proposed unit/s they wish to take at the host university or with the program provider.
- Approval can be granted if you are satisfied that the proposed unit/s is sufficiently equivalent to the relevant Curtin course requirement. We ask for understanding as no program can be exactly identical.
- Units can be approved as electives if the unit is appropriate in loading and/or content and the student has available electives on their Curtin study plan.
- Each approved unit/s needs to be signed by the course coordinator of that unit.