WHAT IS THE OVERSEAS STUDY PLANNER?

The Overseas Study Planner is the system you use to create a plan for overseas study at a host institution so that you can receive credit for this study towards your University of Melbourne (UniMelb) degree.

Once you have created and submitted your plan, the subjects on your plan will be assessed by discipline advisors for suitability for credit towards your UniMelb degree. Stop 1 staff will also review your overseas study plan and your UniMelb study plan to determine if your planned overseas study aligns to the requirements of your UniMelb degree.

HOW DOES THE OVERSEAS STUDY PLANNER WORK?

Your overseas study plan will progress through five stages:

1. **CREATE PLAN**
   
   In this first stage you will log in to the Overseas Study Planner and create a plan.

   You need to include the following information on your plan:
   - Type of overseas study (Semester Exchange, Short-term Program or Other)
   - Host country
   - Host institution
- How long you will be studying overseas
- When you will start studying overseas
- How many UniMelb credit points you want to receive for the overseas study
- Details of the course(s) you want the UniMelb credit applied to

After creating your plan, you need to add each subject that you would like to study at the host institution to the plan.
You can add a new subject by:

- typing in the host subject details and UniMelb credit details, or
- selecting a subject from the list of previously assessed subjects for your host institution (if applicable)

**Note:** For each subject, you will need to upload a copy of the subject outline from the host institution. If you are getting information about the subject from the host institution website, you can print the web page to PDF and then upload it.

**Credit requirements**

If you are planning to undertake an approved program with a UniMelb exchange partner, you will need to comply with the relevant host credit requirements before you can submit your plan. A **progress bar** (see image on the right) will display to assist you – click on the progress bar for full details of the credit requirements. The progress bar will not appear if there are no specific credit requirements.
Submitting your study plan – important!

When you have added the subjects you want to study to the plan, you must acknowledge the declaration and submit your plan. You will receive an email confirming submission of your plan.

Please complete the declaration below before submitting your study plan.

I understand that:
- when I submit this study plan the subjects on the plan will be reviewed and assessed for suitability for credit towards my University of Melbourne degree(s)
- I will receive updates via email on progress of the assessment of subjects on my study plan, and on progress of the assessment of the plan overall
- I may be required to meet minimum credit load requirements at my host institution, in accordance with the exchange / study abroad program terms.

I declare that I have read and understood the information above and that the information presented in this overseas study plan and any accompanying documents is true and correct.

Changing subjects on your plan

You can edit a subject until the subject has been assessed, if required. You can also add and submit new subjects on your plan until the plan is finalised.

If you no longer want to undertake a subject that is on your plan, you can withdraw the subject by expanding the subject details and clicking Withdraw.
ASSESS SUBJECTS

During this stage the subjects on your plan will be assessed by discipline advisors for suitability for credit towards your UniMelb degree. Each time a subject is assessed you will receive an email to notify you of the assessment outcome. The assessment outcome will also be visible on the subject on your plan.

Requests for further information about a host subject

If a discipline advisor needs more information from you to assess a subject, the status of the subject will change to Information required and you will receive an email with details of the required information. You will need to edit the subject on your plan to include the requested information, and then re-submit the subject (check that the status of the subject has changed to Submitted for review). The discipline advisor will then assess the subject and you will be notified via email of the outcome.

Subject comments

Discipline advisors may add a comment to a subject on your plan as part of their assessment. These comments will be visible to you in a number of locations:

- in the email you receive when the status of a subject on your plan changes
- via the plan notifications:

- in the expanded view of the subject:
ASSESS PLAN

When the status of your plan changes to Under Stop 1 Review it will be assessed by an enrolment advisor in Stop 1. The enrolment advisor will look at your overseas study plan and your UniMelb study plan and determine if your overseas study plan should be approved. You will be notified of the outcome of your plan assessment via email. The assessment outcome will also be visible on your plan.

Requests for further information

If an enrolment advisor needs more information from you to assess your plan, the status of the plan will change to Information required and you will receive an email with details of the required information.

Conditional approval

An enrolment advisor may approve your plan subject to nominated conditions being met. In this case the status of your plan will change to Conditionally approved and you will receive an email with details of the conditions you must satisfy for your plan to be approved.

Plan approval

When the status of your plan changes to Approved your overseas study plan has been approved and you will receive an email with information about next steps for your overseas study.

COMMIT AND FINALISE

This stage is completed when you are overseas at the host institution and have confirmed your enrolment in the host subjects. You need to login to the Overseas Study Planner and commit to the subjects you will be undertaking at the host institution.

When you have committed to the subjects you will be undertaking, you need to finalise your plan.
**Note:** Once your plan has been finalised it will be locked and no further changes will be permitted. If you need to make a change after finalising the plan, please contact Global Learning.

You don’t need to take any further action in the Overseas Study Planner after finalising your plan.

**WITHDRAWING A STUDY PLAN**

You may withdraw an overseas study plan at any time until the plan is finalised.

When withdrawing a plan, you need to indicate the reason for withdrawal.

If you are withdrawing a plan because you no longer want to participate in the exchange/study abroad program, please notify Global Learning in addition to withdrawing the plan in the Overseas Study Planner.