

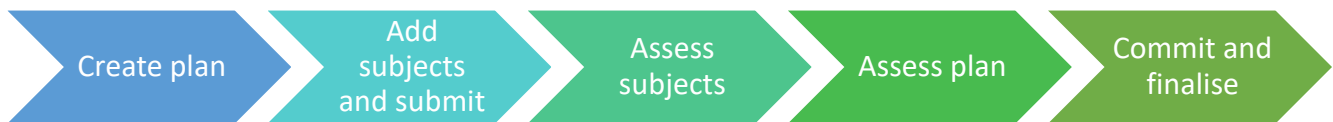
## WHAT IS THE OVERSEAS STUDY PLANNER?

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?

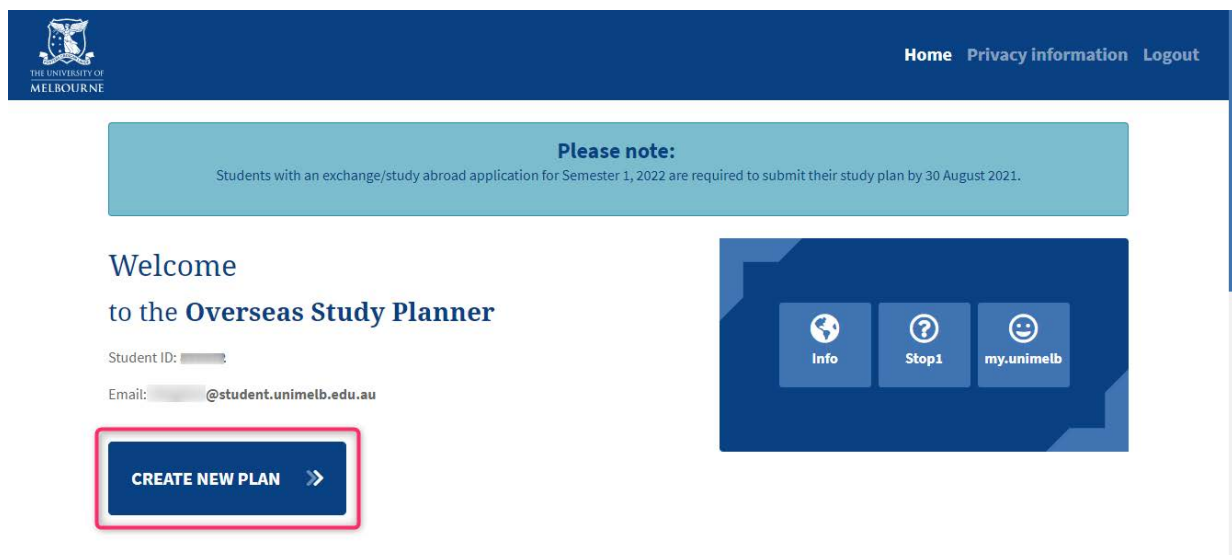
Your overseas study plan will progress through five stages:



Further information about each stage is provided below.

## 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

Home [Privacy information](#) [Logout](#)

**Please note:**  
Students with an exchange/study abroad application for Semester 1, 2022 are required to submit their study plan by 30 August 2021.

**Create your plan**

Start by telling us where and when you'd like to study, for how long and how much credit you're seeking towards your University of Melbourne degree.

## Overseas Study Plan - Create a new Plan

What type of overseas study are you planning to undertake? ← Click on these icons for help when creating the plan

Semester Exchange ▾

Study for a full semester or full year on exchange

## ADD SUBJECTS AND SUBMIT

After creating your plan, you need to add each subject that you would like to study at the host institution to the plan.

### Overseas Study Plan 160 Details

You have successfully created a Study Plan! ✕

**McGill University** CANADA

**Status:** Draft Last update: July 29, 2021, 1:46 p.m.

**Institution:** McGill University

**Country:** CANADA

**Type of study:** Semester Exchange

**Duration:** One Semester

**Program:** All Subject Disciplines (Undergraduate) (12.0 - 15.0)

**Commencement Year:** 2022

**Commencement Period:** Semester 1

**UniMelb Credit:** 50.0

**Primary Degree:** Bachelor of Science

Edit 
Withdraw

#### Host Subjects

Add Subject

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)

**Add a Subject** Clear Form Close

We found a list of previously assessed subjects at **McGill University** that are suitable for your current study situation.

If your subject is on this list, selecting it will speed up the assessment process for your Overseas Study Plan.

[View list of previously assessed subjects](#) ← Click here to see subjects that have already been assessed for your host institution

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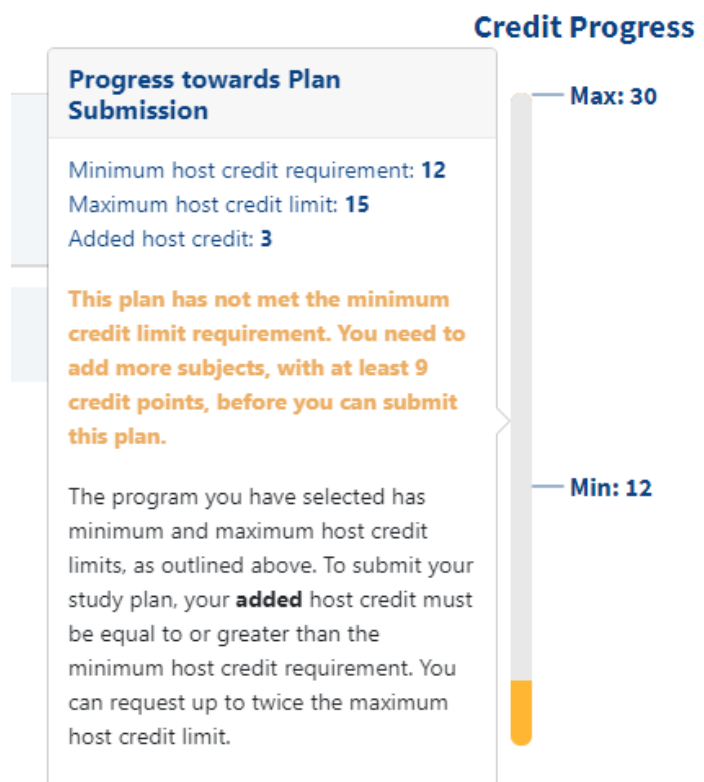
**HOST INSTITUTION SUBJECT DETAILS**

<b>SUBJECT CODE</b> ⓘ	<b>SUBJECT NAME*</b> ⓘ	<b>SUPPORTING DOCUMENTS*</b> ⓘ
<input type="text" value="BIOL305"/>	<input type="text" value="Animal diversity"/>	
<b>CREDIT LEVEL*</b> ⓘ	<b>CREDIT POINT*</b> ⓘ	
<input type="text" value="Undergraduate Level 2"/>	<input type="text" value="3"/>	
<b>HOST SUBJECT URL</b> ⓘ	<input type="text" value="https://www.mcgill.ca/study/2018-2019/courses/biol-305"/>	
<b>HOST SUBJECT INFORMATION</b> ⓘ	<input type="text"/>	

**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



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.

[Homepage](#)

[Submit](#)

## 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**.

**Global Places And People** GEOG 210  
Submitted for Review

Host Subject Year level: Unknown  
UniMelb Credit Type: Core/elective credit  
UniMelb Credit Level: Undergraduate Level 2  
UniMelb Discipline Area: Geography  
Open Subject URL [✕](#)  
Assess as UniMelb equivalent: ✕  
Supporting Documents:  
Subject Outline.pdf  
Subject comments:  
*There are no comments to display.*  
Updated July 30, 2021, 9:41 a.m.

Click here to edit the details of a subject

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.

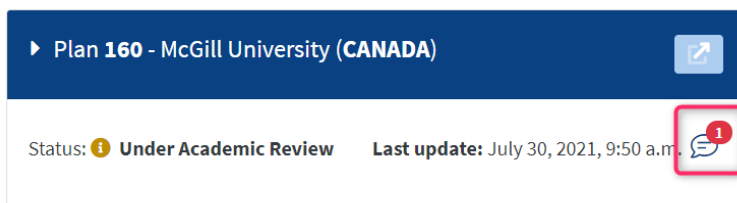


The screenshot shows a subject card for "Laboratory Methods In Biochemistry And Molecular Biology BIOC220". The card has a blue header with the subject name and a "Submit" button. Below the header, there is a red-bordered box containing an information icon and the text "Information required". To the right of this box are two buttons: an orange edit button and a green button with "3.0".

### Subject comments

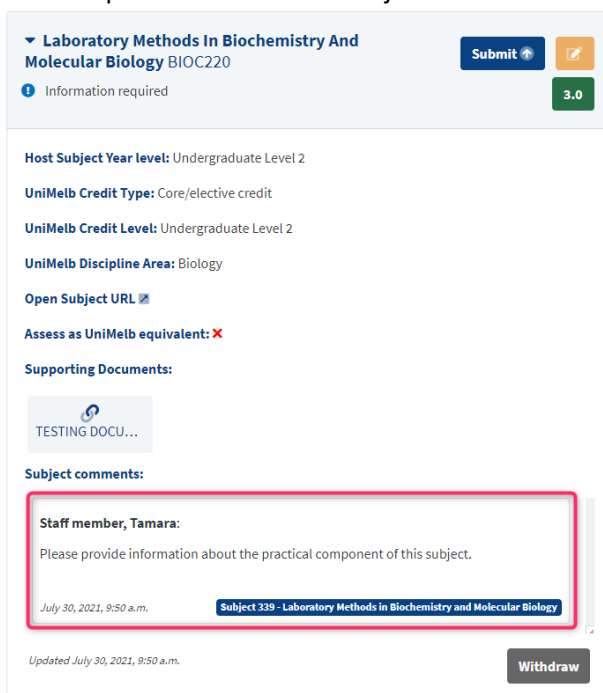
Discipline advisors may add a comment to a subject on your plan as part of their assessment. These comments will be visible to you in a number of locations:

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



The screenshot shows a notification for "Plan 160 - McGill University (CANADA)". The notification has a blue header with the plan name and a share icon. Below the header, the status is "Under Academic Review" with an information icon, and the last update is "July 30, 2021, 9:50 a.m.". To the right of the last update is a red-bordered box containing a comment icon with a "1" notification badge.

- in the expanded view of the subject:



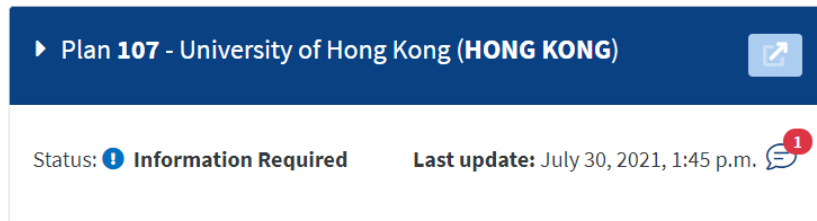
The screenshot shows the expanded view of the subject "Laboratory Methods In Biochemistry And Molecular Biology BIOC220". The subject card at the top shows the status "Information required" and a "3.0" credit value. Below the card, there are details about the subject: Host Subject Year level: Undergraduate Level 2, UniMelb Credit Type: Core/elective credit, UniMelb Credit Level: Undergraduate Level 2, UniMelb Discipline Area: Biology, Open Subject URL, Assess as UniMelb equivalent: X, and Supporting Documents: TESTING DOCU... Below these details is a "Subject comments" section with a red-bordered box containing a comment from a staff member, Tamara, dated July 30, 2021, 9:50 a.m. The comment text is "Please provide information about the practical component of this subject." Below the comment is a "Withdraw" button.


## 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.



▶ Plan 107 - University of Hong Kong (HONG KONG) 

Status:  **Information Required**      Last update: July 30, 2021, 1:45 p.m. 

### 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

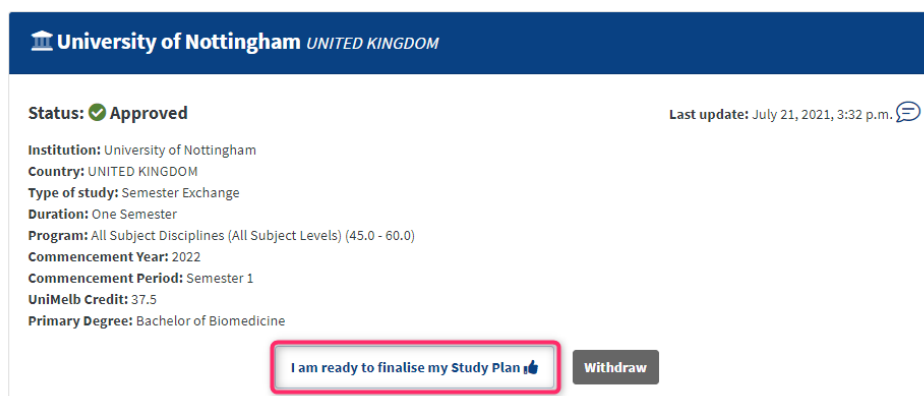
This stage is completed when you are overseas at the host institution and have confirmed your enrolment in the host subjects. You need to login to the Overseas Study Planner and **commit to the subjects** you will be undertaking at the host institution.






▶ **Beginners Latin: 1** CLAR1001  

 Recommended for credit

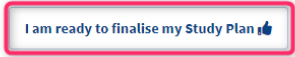

When you have committed to the subjects you will be undertaking, you need to **finalise your plan**.



 **University of Nottingham** UNITED KINGDOM

Status:  **Approved**      Last update: July 21, 2021, 3:32 p.m. 

Institution: University of Nottingham  
Country: UNITED KINGDOM  
Type of study: Semester Exchange  
Duration: One Semester  
Program: All Subject Disciplines (All Subject Levels) (45.0 - 60.0)  
Commencement Year: 2022  
Commencement Period: Semester 1  
UniMelb Credit: 37.5  
Primary Degree: Bachelor of Biomedicine

 **University of Nottingham** UNITED KINGDOM

**Status:**  **Finalised**

**Last update:** July 30, 2021, 1:59 p.m. 

**Institution:** University of Nottingham  
**Country:** UNITED KINGDOM  
**Type of study:** Semester Exchange  
**Duration:** One Semester  
**Program:** All Subject Disciplines (All Subject Levels) (45.0 - 60.0)  
**Commencement Year:** 2022  
**Commencement Period:** Semester 1  
**UniMelb Credit:** 37.5  
**Primary Degree:** Bachelor of Biomedicine

**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.

**Plan 97 Withdrawal**
Close

**Reason\***

Please select a reason for withdrawing your plan 

Please select a reason for withdrawing your plan

I no longer want to participate in exchange/study abroad.

This plan is not suitable, I will create a new plan.

Withdraw Plan

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.