

# Inbound Study Abroad and Exchange (SAEX)



## *Frequently Asked Questions*

Please find an overview of frequently asked questions about your subject nomination and enrolment below.

### Enrolment and prerequisites

#### ***I have submitted the Subject Nomination Form (SNF). When can I enrol in my subjects?***

You will be able to enrol into subjects once the following steps have been completed:

- Complete [Steps 1 through 5 on the Get Started page](#). These steps include accepting your offer, setting up your account, and completing administrative enrolment.
- You have been accepted into the SAEX program. Please refer to the e-mail with the subject title *SAEX Acceptance – CoE and Welcome*.
- The subject you would like to enrol in was listed on the Subject Nomination Form you submitted with your exchange application. If you would like to enrol in another subject, please refer to the question 'how can I add additional subjects'.
- You will not receive any email advising which subjects you have been approved for. Once you have submitted the subject nomination form, you can then proceed to enrol in those subjects.

#### ***What happens if I don't submit the Subject Nomination Form?***

If you enrol in subjects with prerequisites and do not complete a subject nomination form listing each subject, we will email several reminders asking you to submit the SNF. If you still do not submit a SNF you will be withdrawn from the applicable subject before census date.

#### ***Does completing the Subject Nomination Form automatically enrol me in the subjects I have listed on the form?***

No, completing the Subject Nomination Form does not automatically enrol you into the subjects you have listed on the form. Submitting this form only allows you to demonstrate how you have satisfied any prerequisite or additional entry requirements for the subjects you wish to study. You will need add the subjects you wish to enrol in to your study plan when you complete your administrative enrolment, after you have completed your Student Acceptance and Payment Agreement and received your electronic Certificate of Enrolment (eCoE).

## ***Are all subjects on the Subject Nomination Form guaranteed to be running when I am in Melbourne?***

You need to ensure you are using the information in the handbook to see which semester the subjects are being offered in and that they are available to you. Subject coordinators occasionally change the availability of subjects through the year so it's important to refer to the most up to date handbook and have some back up subject options ready. The Subject Nomination Form will list subjects available for the current academic year. If you are looking for subjects in the following academic year, please note that the handbook will be updated in November. We still want you to submit the current Subject Nomination Form but be aware that subject availability may change.

## ***I would like to enrol in a subject with additional requirements (e.g. an application process or subject coordinator approval). How do I do this?***

If a subject only lists other **subjects** as prerequisites, you may self-enrol provided those subjects are included on your Subject Nomination Form. However, some subjects have additional requirements, such as an application process or approval from the subject coordinator. You won't be able to self-enrol in these cases.

Please review the 'Eligibility and requirements' page in the [Handbook](#) for each of these subject/s and follow the instructions. Once you have been accepted and admitted into the program and have obtained the required approval/s, please submit an [Enrolment Assistance Form](#).

## ***I'm unsure whether my background is sufficient for the subject I'm interested in. What should I do?***

We recommend discussing your potential enrolment with the subject coordinator. Please provide them with a copy of your academic transcript and the syllabi of any subjects you have completed that may satisfy the prerequisites.

The subject coordinator's name and email is listed in the Dates and Times section of any subject's handbook entry:

The screenshot shows the handbook entry for Social Computing (INFO90007). The page is titled 'Social Computing (INFO90007)' and includes a 'Dates and times' section. The 'Dates & times' section is expanded to show 'Semester 2' details. The 'Principal coordinator' is listed as Jorge Goncalves. The 'Semester 2 contact information' section also lists Jorge Goncalves and his email address, jorge.goncalves@unimelb.edu.au. Red boxes highlight the 'Dates and times' menu item, the 'Principal coordinator' field, the 'Semester 2 contact information' section, and the contact details within that section.

**Social Computing (INFO90007)**  
↳ Dates and times

You're viewing the 2024 Handbook:  
2024  
Or view archived Handbooks

[View full page](#)

**About this subject**

- Overview
- Eligibility and requirements
- Assessment
- Dates and times**
- Further information
- Timetable (login required) ⓘ

**Contact information**

Semester 2  
Jorge Goncalves  
[jorge.goncalves@unimelb.edu.au](mailto:jorge.goncalves@unimelb.edu.au)

**Dates & times**

Semester 2

Principal coordinator	Jorge Goncalves
Mode of delivery	On Campus (Parkville)
Contact hours	35, comprising of one 2-hour lecture per week and one 1-hour tutorial in Weeks 2 - 12
Total time commitment	200 hours
Teaching period	22 July 2024 to 20 October 2024
Last self-enrol date	2 August 2024
Census date	2 September 2024
Last date to withdraw without fail	20 September 2024
Assessment period ends	15 November 2024

**Semester 2 contact information**

Jorge Goncalves  
[jorge.goncalves@unimelb.edu.au](mailto:jorge.goncalves@unimelb.edu.au)

If you can find the name of a coordinator but are unable to locate their contact details, you can search through the [Find an Expert](#) portal.

If you are planning to enrol in a Postgraduate Law or Fine Arts and Music subject, please do not contact the subject coordinator directly. If you have listed any of these subjects on your Subject Nomination Form, we will reach out to the relevant faculty on your behalf so they can assess your eligibility.

### ***Can I take postgraduate level subjects as an undergraduate inbound study abroad or exchange student?***

As an undergraduate SAEX student, you can undertake a maximum of one postgraduate subject (12.5 points) per semester. Undergraduate Engineering and Computing students are allowed to study a maximum of two postgraduate subjects (25 points) per semester. It is not possible to take postgraduate law subjects as an undergraduate student.

Enrolment in any graduate subject will require subject coordinator approval. You should provide the subject coordinator a copy of your transcript. If the graduate subject has prerequisites, you should also send the subject coordinator a copy of the syllabus of the subject/s you have completed which you believe meet the prerequisites. Coordinators may reject requests where they deem the subject as not suitable for the student.

If the subject coordinator approves your request, please submit an [Enrolment Assistance Form](#) to enrol in the postgraduate subject.

### ***Can I take undergraduate level subjects as a postgraduate inbound study abroad or exchange student?***

As a postgraduate Study Abroad and Exchange (SAEX) student, you can enrol in undergraduate subjects if you choose. Please be reminded to check that the subjects you have selected will be eligible for credit towards your course when you return to your home institution.

If you would like to enrol in an undergraduate subject, please [submit a webform](#) and include evidence showing that you have met the prerequisites. Our inbound study abroad and exchange team will then manually add the subject to your study plan. We don't recommend doing this until you are granted an offer, as only students accepted can submit this form.

### ***I am really interested in a subject that is not available to Study Abroad and Exchange students. What should I do?***

SAEX students can choose from nearly 3,500 subjects across a wide range of disciplines. Please note that some subjects are reserved for specific student cohorts and may not be available for enrolment. If a subject is not listed as available to SAEX students, we ask that you do not contact the subject coordinator directly.

## ***Now I have completed my subject enrolment, when can I complete my timetable?***

The timetable preference entry periods are listed [on our website here](#).

## ***I'm studying for two semesters, do I need to complete the Subject Nomination Form including the subjects I plan to take for both semesters?***

Yes, please submit a Subject Nomination Form which lists all the subjects you are currently planning to take across both semesters. If your study plans change, don't worry, you can always submit an additional form later. On this new form, you only have to list the subjects that you have not previously submitted.

If you are studying across academic years at Melbourne (Semester 2 followed by Semester 1), remember that the handbook for Semester 1 is only released in November, so it's important to check that the subjects you are planning to take in your second semester are still running.

## ***The subject I want to take is showing as being available to Study Abroad and Exchange students but I can't find it on the Subject Nomination Form, what should I do?***

Only subjects which have prerequisites or additional entry requirements are included on the Subject Nomination Form. If a subject doesn't have any prerequisites, you do not need to list it on the form. Ensure you are checking both the standard subject list and the additional requirements subject list.

If you still can't find the subject, please [submit an enquiry](#) and we will look into this for you.

## Changing your subjects

### ***I have filled out the Subject Nomination Form with my study abroad and exchange application but have decided I would like to enrol in another subject. What should I do?***

As part of your application to study at the University of Melbourne, you submitted a [Subject Nomination Form](#) to clarify how you have met any prerequisites. If you later decide to enrol in subjects that were not included in your original form, please submit an additional form. On this new form, only list the subjects that you have not previously submitted.

Once you have submitted this form, you can go ahead and enrol in your preferred subjects. You are not required to wait for a confirmation e-mail from Global Learning.

### ***I'm struggling with the content of a subject I am enrolled in. What should I do?***

It is very important that the subjects you enrol into are at the correct level for your knowledge and understanding. If you are finding the content of a subject too difficult it is important you identify this as an issue as soon as possible. The last self-enrol date is listed [in the handbook](#) for each subject. This is the last date you can enrol in another subject through your Study Plan. If you are unsure whether you should change your enrolment, you should contact the subject coordinator to discuss as soon as possible.

## Study load

### ***How many subjects am I allowed to enrol in per semester?***

To meet the requirements of your student visa, you need to enrol in a minimum of 37.5 credit points (3 standard subjects) and a maximum of 50 credit points (4 standard subjects). Please ensure you enrol in the number of credit points your home institution requires you to complete.

It is recommended you find more suitable subjects than what you actually enrol into as a subject can become unavailable for any reason. Students are required to be flexible regarding their subject preferences.

### ***I will be studying at the University of Melbourne for two semesters. How many subjects should I enrol in?***

The total number of credit allowed over two semesters of study is a minimum of 75 points, up to a maximum of 100 points. View the above question regarding specific semester enrolment limits.

### ***Can I take online subjects?***

The study abroad and exchange program is a campus based program and you are only permitted to enrol in 1 online subject per semester (regardless of whether you are enrolling in 3 or 4 subjects per semester). This is also a requirement of your student visa. Further information on the online study limits is [available on our website](#).

## Any other questions?

[Stop 1](#) can answer questions and connect you with student services.

If you have any further questions, please [submit an enquiry](#).