

My Overseas Exchange Credit Planning Checklist

Use this checklist before you submit your application to ensure you can get credit for your overseas exchange. It is helpful to review this checklist with a [Stop 1 Adviser](#). If you are looking for other information about exchange (like insurance, finances, etc.), please go to students.unimelb.edu.au/study-overseas

1. My UniMelb Course

I know my course requirements

To understand your course requirements, refer to the [Handbook](#) entry for your year of commencement. For example, the Bachelor of Science course has a requirement that students complete at least 50 points of breadth.

I have planned out my course

[Course planning resources](#) can help you plan out each year of your course. For example, a Bachelor of Biomedicine student might plan out each year to ensure they can take all the required pre-requisite subjects.

I know which semester is best for exchange within my course

Choosing when to do exchange within your course is an important decision. Some courses have more flexibility than others. If you are unsure, a [student adviser at Stop 1](#) can help. For example, a Bachelor of Arts student may plan to do exchange in semester 2 of their 2nd year.

I know if my course has specific exchange restrictions or accreditation

Some courses have restrictions on exchange or certain accreditations that can only be done in Australia (i.e. Psychology, Accounting, etc.). Review your faculty website or talk to a [student adviser at Stop 1](#) to find out. For example, one of the Melbourne Law School's requirements for exchange is that students must first complete 4 semesters of study before going on exchange.

2. My Subjects

I know what subjects I need to take for my University of Melbourne course while overseas

When you have planned out your studies and which semester you would like to study overseas, you should have a good idea of the subjects and subject levels you need to complete for your University of Melbourne course while on exchange.

I know if my subjects will be core, breadth, or elective

When you submit your exchange application, you will need to provide the subject areas you intend to study as well as if they are core, breadth, or elective. If you are unsure, consult the [Handbook](#) section for your course. For example, a Bachelor of Science student might select to study a history and literature subject for breadth, an environmental studies subject elective, and a chemistry core subject.

I know if I need to get equivalent subject credit

Core subjects in your major and prerequisites, if taken overseas, often must match up with an equivalent subject at the overseas institution to get credit. For example, a Commerce student plans to take Intermediate Microeconomics while overseas. This subject needs to have an equivalent subject at the overseas institution for credit to be applied when the student returns.

3. My Overseas Institution

I know which overseas institutions fit in with my areas of study

Visit the [Programs Database](#) page to see the list of overseas institutions. Each program has a "Disciplines" tab where you can see which subject areas the overseas institution offers and ensure they match up with the subject areas you intend to take. For example, a student can study Chemistry and History subjects at Charles University because both disciplines are listed on the institution's program page.

If I need to get equivalent subject credit, I know which overseas institutions have the right subject

If you have to get equivalent subject credit, you must compare handbook entries with the overseas institution handbook (find the handbook in the "Useful Info" section of the [program page](#) or the website for the overseas institution). You will need to ensure the content, assessment, and learned outcomes of the subject matches if you want to receive credit when you return.

I have made sure that I can meet the special conditions of the overseas institution

Check the special conditions section on the overseas institution's [program page](#). For example, Amsterdam University College requires a minimum Weighted Average Mark (WAM) of 70%.