

Inbound Study Abroad and Exchange



How to enrol in subjects

Adding subjects to your study plan

1. Log into to [my.unimelb](https://my.unimelb.edu.au).
2. Go to **Student admin > Enrolments**
3. Click **Manage current enrolment**.
4. Go to **My Study > Academic History > Manage my course**
5. Click **Manage my course**
6. Click on the **Select** button. A side panel will open showing available subjects to select from.

Plan and enrol

EX-PG - Exchange Postgraduate | 12.5 Credit Points | Parkville | Mobility In

Manage My Course

EX-PG Overview

Government Assistance
You have not submitted a form

Statements
- Statement of Enrolment
- Statement of Results

Withdraw From a Subject

Swap a Subject

Manage My Course

Here, you can use the **select** button to:

1. Add subjects to your course structure
2. Choose a Major, Minor, or Specialisation for your study plan, if applicable.

Once you are ready to enrol into your subjects, you can click on the **Plan and Enrol** button at the top left corner of the page. In the **Plan and Enrol** screen, click the 'Help' button for useful information about your course.

If you cannot see the **Plan and Enrol** button, please check the 'course overview' screen for **sanctions**.

Please note: To remove a planned subject from your course structure, you must:

1. Click on the downwards facing arrow on the right-hand side of the subject line
2. Click the text "Remove". Please note that clicking next to the word 'remove' will not work.

[Show less](#)

Current Course Structure

- Exchange Postgraduate [View course](#)
- Entry Point [View](#)
Selection Made
- SAEX-50PG - 50pt Study Aboard/Exchange program [Edit](#) [Refresh](#)
- Elective subjects [Select](#)
Selection Required

7. Select a subject. You can **search** by subject code or subject name.
8. Click the **Add to plan** button.

Elective subjects

Selection - Choose 50 Credit Points
50 Credit Points remaining
Choose 50 Credit Points from the following list:

- Graduate subjects

[Show less](#)

< 1,507 records.

Select all | Sort by |

ABPL90010 - Advanced Construction Technology

Graduate subjects
12.500 Credit Points



ABPL90011 - Advanced Property Analysis

Graduate subjects
12.500 Credit Points



ABPL90016 - Asset Management

Graduate subjects
12.500 Credit Points



ABPL90017 - Urban Design Theory

Graduate subjects
12.500 Credit Points



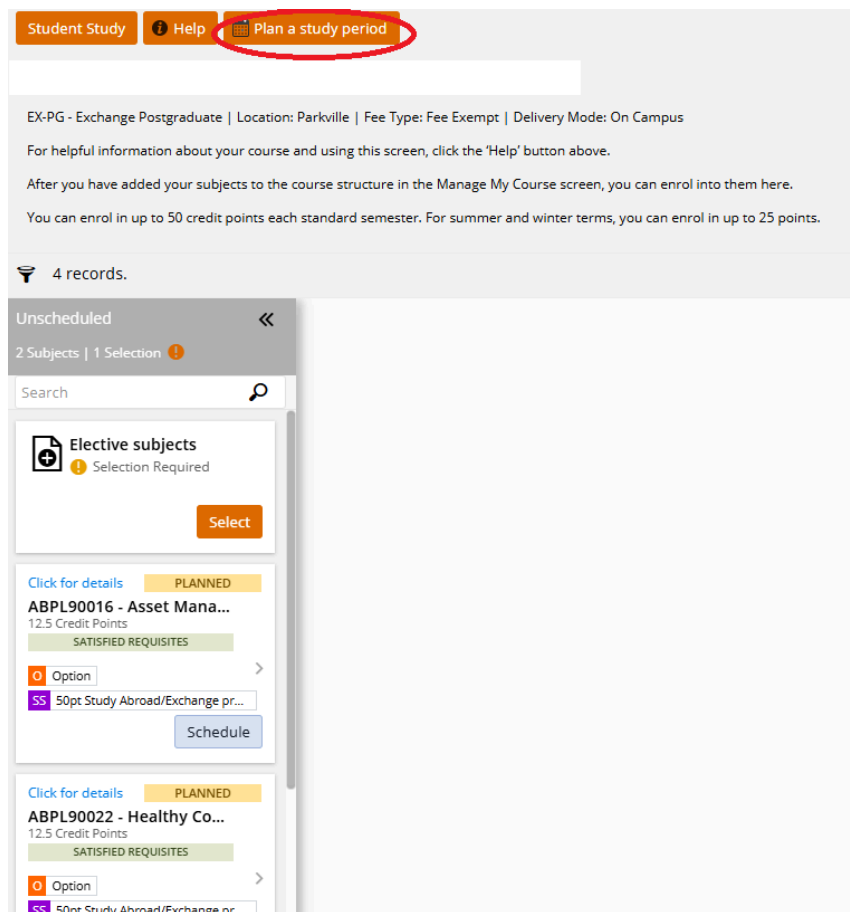
Enrolling in subjects

Once you have added the subject as 'planned', you can enrol. Most students will be able to enrol in a maximum of 50 points (usually four subjects) on their study plans for one semester of study. Study abroad students undertaking the reduced 37.5 point program can enrol in a maximum of 37.5 points (usually three subjects) for one semester of study.

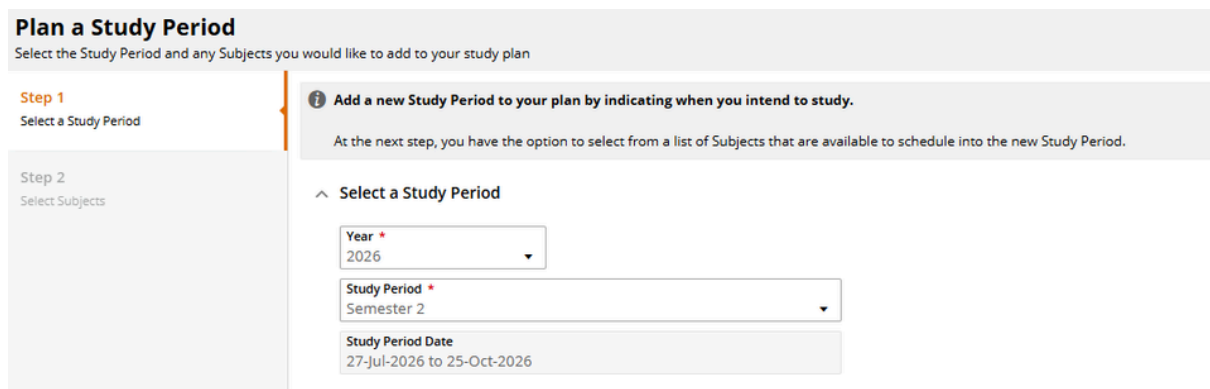
1. Click on the **Plan and enrol** button.

The screenshot shows the 'Plan and enrol' button highlighted with a red arrow. Below it, the 'Current Course Structure' is displayed, showing a tree view of subjects. The 'Elective subjects' section is expanded, showing two subjects: 'ABPL90016 - Asset Management' and 'ABPL90022 - Healthy Communities', both with 'Option, Planned, Credit Points: 12.5'. The 'Plan and enrol' button is located at the top left of the page, next to the course name 'EX-PG - Exchange Postgraduate | 12.5 Credit Points | Parkville | Mobility In'.

2. Click on the **Plan a study period** button.



3. Click on the drop-down box and select a **Year** and **Study Period**.



4. Click on the **Next** button.

5. Click on the **Finish** button to create the study period.

Plan a Study Period
Select the Study Period and any Subjects you would like to add to your study plan

Step 1
Select a Study Period

Step 2
Select Subjects

Now that you have selected a Study Period, you can plan which Subjects you would like to study.
Subjects that display 'No Offering' indicate the Subject is not yet scheduled, but it can still be planned.
This step is optional. Please click 'Finish' to complete this process, where you will then be redirected back to the Plan and Enrol screen to see the changes to your study plan.

Search

0 subject(s) will be planned
Finish

Exchange Postgraduate

Entry Point

SAEX-50PG - 50pt Study Abroad/Exchange program

Elective subjects

ABPL90022 - Healthy Communities
12.5 Credit Points
Option, Planned, Credit Points: 12.5
Satisfied Requisites

Finish

6. Click and drag the desired subject(s) into the green study period.

Student Study | Help | Plan a study period

EX-PG - Exchange Postgraduate | Location: Parkville | Fee Type: Fee Exempt | Delivery Mode: On Campus
For helpful information about your course and using this screen, click the 'Help' button above.
After you have added your subjects to the course structure in the Manage My Course screen, you can enrol into them here.
You can enrol in up to 50 credit points each standard semester. For summer and winter terms, you can enrol in up to 25 points.

4 records

Schedule

Unscheduled
2 Subjects | 1 Selection

Search

Elective subjects
Selection Required

Click for details PLANNED
ABPL90016 - Asset Mana...
12.5 Credit Points
SATISFIED REQUISITES
Option
50pt Study Abroad/Exchange pr...

Click for details PLANNED
ABPL90022 - Healthy Co...
12.5 Credit Points
SATISFIED REQUISITES
Option
50pt Study Abroad/Exchange pr...

Entry Point

2026 - Semester 2
Click to expand
ABPL90022: PLANNED
12.5 Credit Points
SATISFIED REQUISITES

+Add

7. Click on the **Enrol** button.

Changing your subjects

Before enrolling in a new subject with prerequisites, please submit a new [Subject Nomination Form](#) listing your additional subject(s). It is your responsibility to ensure you have the necessary background to succeed in the subject. If you're unsure whether your academic background is sufficient, we strongly encourage you to contact the subject coordinator before enrolling. 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.



The subject coordinator contact details are listed in the “Dates and times” section of each subject entry in the [University Handbook](#). If you cannot locate the subject coordinator email in the Handbook, you can search for the name of the subject coordinator on the “[Find an Expert](#)” website.

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.

You are able to enrol in a maximum of 50 credit points each semester (this usually equates to four standard 12.5 credit point subjects). If you change your mind about which subjects you wish to take, you may need to withdraw from a subject before enrolling in a new one, to make room in your study plan for new subjects. You can find further instructions on subject withdrawal below.

You will be able to add and enrol into new subjects up until the [last self-enrol date](#). Please refer to the ‘dates and times’ section for each subject entry in the Handbook.

Withdrawing from subjects

1. Go to **My Study** tile and click **Manage My Course**
2. Click on **Withdraw From a Subject**
3. Select the tick box next to the subject that you plan to withdraw from.
4. Click **Confirm**.

The screenshot shows the 'Withdraw From a Subject' page. On the left is a navigation menu with 'Withdraw From a Subject' highlighted in a red oval. The main content area has a title 'Withdraw From a Subject' and an information icon. Below the title, there is a message: '1 subject(s) will be withdrawn' and a 'Confirm' button circled in red. Underneath, a tree view shows the course structure: 'Exchange Postgraduate' > 'SAEX-50PG - 50pt Study Abroad/Exchange program' > 'ABPL90022 - Healthy Communities'. The subject 'ABPL90022 - Healthy Communities' is checked with a green box and includes details: 'Option, Enrolled in 2026, Semester 2, Parkville, Credit Points:12.5' and 'Census Date : 31-Aug-2026'.

5. You will be taken to a **Withdrawal Summary** screen. Check that your planned subject withdrawals are correct.
6. Select a **Reason for Withdrawing** and click **OK**.

The 'Withdrawal Summary' dialog box is shown. It has a title bar with a close button. Below the title is a dropdown menu labeled 'Reason For Withdrawing'. A green message box states: 'You have selected the following subject for withdrawal'. Below this, the subject 'ABPL90022 - Healthy Communities' is listed with a sub-section 'Important Dates' showing 'Census Date : 31-Aug-2026'. At the bottom are 'OK' and 'Cancel' buttons.

7. You will receive a dropdown notification confirming your withdrawal.

The notification banner is titled '2 INFORMATION MESSAGES'. It contains two messages, each with an information icon: 'ABPL90022/1/1 has been successfully withdrawn.' and '1 course has been synchronised with the self service study plan.'

Troubleshooting

If you can't enrol in your subject, please check if the subject:

- Is available in the study period that you will be at the University of Melbourne (Semester 1 Feb-Jun, or Semester 2 Jul-Nov).
- Is available to Study Abroad and Exchange students. If the subject is available, you will see the below text in the 'further information' section of the subject entry in the Handbook.

The screenshot shows a subject handbook entry. On the left is a navigation menu with a 'View full page' button and links for 'About this subject', 'Overview', 'Eligibility and requirements', 'Assessment', 'Dates and times', 'Further information' (highlighted), 'Timetable (login required)', and 'Contact information'. The main content area is titled 'Further information' and contains a list of expandable sections: 'Texts', 'Related Handbook entries', 'Breadth options', 'Available through the Community Access Program', and 'Available to Study Abroad and/or Study Exchange Students'. The 'Available to Study Abroad and/or Study Exchange Students' section is expanded, showing the text: 'This subject is available to students studying at the University from eligible overseas institutions on exchange and study abroad. Students are required to satisfy any listed requirements, such as pre- and co-requisites, for enrolment in the subject.'

If you do not see the above text in the subject's handbook entry, the subject is not available to you and you will not be able to enrol.

- The [last self-enrol date](#) has not passed (this is listed in the 'dates and times' section of each subject entry in the Handbook).
- Is at the corresponding level (undergraduate/postgraduate). This is listed in the 'overview' page for each subject entry in the handbook, under the subject name and code).

If you have checked the above but are still unable to enrol, please submit an [Enrolment Assistance Form \(EAF\)](#).