# Bond University International Exchange

## Host University Subject Approval Form

## Please consult with the Exchange Office and the Study Assist team regarding your suitability to participate in the Exchange program and then follow the instructions below to submit your subject approval form to the Exchange Office.

## Selecting subjects to study overseas is an important part of the application process. Where possible we recommend using your electives to allow for greatest flexibility as matching subjects is not always possible.

## Where subject matches are required, or desired, the assessment will be undertaken using the same guidelines as the Credit Policy and Procedure.

## IMPORTANT: Subject match approval at Bond does not guarantee that you will be able to enrol in the approved subjects at your host institution (classes may fill up, clash with your timetable, get withdrawn, etc.), so make sure that your study plan is flexible enough to accommodate last minute changes.

## Student’s details

|  |  |  |  |
| --- | --- | --- | --- |
| Bond Student ID number:

|  |
| --- |
| Click or tap here to enter text. |

 | Bond Email Address:

|  |
| --- |
| Click or tap to enter a date. |

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| Family name:

|  |
| --- |
| Click or tap here to enter text. |

 | Given name:

|  |
| --- |
| Click or tap here to enter text. |

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| Other Name:

|  |
| --- |
| Click or tap here to enter text. |

 | Bond Degree Enrolled In:

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| --- |
| Click or tap here to enter text. |

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| Overseas Institution

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| --- |
| Click or tap here to enter text. |

 | Semester/Year

|  |
| --- |
| Click or tap here to enter text. |

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## Next Steps for Host University Subject Assessment

## 1. Use the links on the Bond Exchange webpage and search the course catalogue of the host university

## • You will need to identify 6 - 10 subjects that you could take (at least twice the number of subjects to make up a full-time study load)

##  • Make sure the subjects you select are:

## • Not restricted for Exchange students and that you meet any prerequisite requirements

## • Available in the semester you will be overseas

## • In English, or in a language in which you have suitable proficiency

## • Search on the host university webpage, for each subject, noting the subject assessment requirements you will need to provide:

## ● General electives: subject description and the credit weighting

## ● Specified electives: subject description and the credit weighting

## ● Required subjects: learning outcomes and assessment methods

## Please note for programs that have accreditation requirements, there may be additional requirements for subject matches

## If the learning outcomes and assessment methods are not available, email the Exchange Office at exchange@bond.edu.au to help you source them from the institution).

## Download the assessment requirements in a pdf and attach them to your application email.

## 2. Complete the subject approval form (on the reverse page of this form).

## 3. Email the Exchange Office exchange@bond.edu.au the following:

## ● completed subject approval form

## ● subject requirement documents (in a pdf)

## ● approved study plan.

## Please put in the subject header - your Bond ID Name and Exchange Subject Approval Request.

## The Exchange Office will manage any required approvals from your Faculty. Please allow 1 - 4 weeks for your subjects to be assessed.

## How to Complete the Subject Approval Form

## For each exchange institution subject enter in the ‘Bond University‘ columns the Bond subject code and name if requesting an approval for a subject match. Or write ‘Faculty Elective’ or ‘General Elective’ as appropriate.

|  |  |
| --- | --- |
| Exchange Institution | Bond University |
| Subject code | Subject name | Credit Points | Subject Code | Subject name and/or number of Electives | Credit Points | INTERNAL USEApproval |
| **Example LAW 205** | Introduction to Criminal Law | 4 units | LE | Law elective | 10 CPTS |  |
| **Example BUA 306** | Business Finance | 4 units | GE | General Elective | 10 CPTS |  |
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|  |  |  |  |  |  |  |
| Student Signature | Date: |  |
|  | Click or tap to enter a date. |  |

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| --- | --- |
|  |  |
| **Office Use Only - Credit assessor**If Faculty Assessment is required, complete an Exchange Assessment FormAssessment Comments:

|  |
| --- |
| Click or tap here to enter text. |

 |
| Signature

|  |
| --- |
| Click or tap here to enter text. |

 | Date

|  |
| --- |
| Click or tap to enter a date. |

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