These FAQs have been produced as a guide for undergraduate students currently studying a UNSW Engineering program.

1. How do I apply for an International Exchange?

   **Step 1**
   All students interested in undertaking an exchange should start planning early. It takes up to 9 months to finalise an international exchange.

   Visit the UNSW Student Exchange website to:
   1. Read the Global Education and Student Exchange Guide
   2. Complete the Moodle Tutorial
   3. Make an appointment with an Exchange Advisor

   **Step 2**
   Following this, students who intend to proceed with an exchange application are then ready to prepare a study plan and should discuss course options with the relevant School Exchange Coordinator.

   An exchange course mapping resource, detailing the courses previously approved for UNSW Engineering exchange to overseas partner universities in recent semesters, is provided as a guide only. Students should seek advice and approval for all course exchanges from the School Exchange Coordinator (as listed at FAQ 3 below).

   **Step 3**
   Applications close:
   - Semester One – mid May of the previous year
   - Semester Two – end of October of the previous year

2. Are there Exchange Information and Q&A Sessions?

   There are a number of opportunities to learn about international exchange and to ask questions.

   1. Faculty focused information sessions are held each Semester – like us on Facebook (UNSW Engineering) for details, or visit the Student Exchange Info Sessions website.

   2. The UNSW Exchange Expo is held in Semester One only (on 21 April in 2015).

   3. Engineering Exchange Q&A Live Chat in early October 2015 – like us on Facebook (UNSW Engineering) for details.
3. Who is the School Exchange Coordinator?

Biomedical Engineering
Dr Ross Odell
r.odell@unsw.edu.au

Chemical Engineering
Food programs: Dr Alice Lee
alice.lee@unsw.edu.au
Chemical Eng / Ind Chem: Dr Stuart Prescott
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Civil & Environmental Engineering
Civil / Environmental: A/Prof Mario Attard
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Surveying / Geospatial: A/Prof Linlin Ge
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Computer Science & Engineering
CSE Student Office - Cassandra Nock
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Electrical Engineering & Telecommunications
Dr Julien Epps
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Mechanical & Manufacturing Engineering
Undergraduate: Dr Garth Pearce
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Postgraduate: Dr Danielle Moreau
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Mining Engineering
Dr Rudra Mitra
r.mitra@unsw.edu.au

Petroleum Engineering
Undergraduate: Dr Furqan Hussain
furqan.hussain@unsw.edu.au
Postgraduate: Prof Sheik Rahman
sheik.rahman@unsw.edu.au

Photovoltaic & Renewable Energy Eng
Dr Ivan Perez-Wurfl
ivanpw@unsw.edu.au

4. Can I study a course that is in a discipline not available at UNSW?
Yes, this is possible with advice and permission from your School Exchange Coordinator. When selecting courses for exchange, the most important things to ensure are that course credits (or workload) are approximately equivalent and that the learning outcomes of the exchange courses meet learning outcomes specified in your UNSW degree.

Normally core degree requirements are met with exchange courses which are offered at UNSW, however for professional electives, taking courses in areas not offered at UNSW may sometimes be advantageous, drawing on expertise not offered at UNSW but at overseas institutions.
5. Should I save my General Education courses for the Exchange, to make course approval simpler?
If possible, yes, this can help the approval process. General Education can be essentially satisfied by taking up to the equivalent of 12 UoC of any non-engineering courses. This allows for a lot more flexibility on exchange, where you have much more choice, such as courses in the humanities, liberal arts and business. So you are not constrained to trying to match specific engineering learning outcomes.

Having said that, students may also wish to get a full overseas engineering experience - that is all engineering exchanges courses. This is also absolutely fine.

Either way, it is important for students to plan their exchange session well in advance. It is important to seek early advice on program planning for exchange from your School Exchange Coordinator.

6. How many Units of Credit (UoC) must I complete at UNSW Engineering?
Students studying a Bachelor of Engineering (Honours) degree will be eligible for consideration for exchange provided that they, at the end of their degree, will have completed at least the full-time equivalent of 2 years (96UoC) study in a Bachelor of Engineering (Honours) degree (or degrees) with Engineers Australia accreditation, including at least the full-time equivalent of 1 year (48UoC) study in the Bachelor of Engineering (Honours) degree at UNSW.

7. Can I get advice from a current Engineering student who has been on an international exchange?
Yes. Send an email to engineering@unsw.edu.au with Subject: Exchange Advice. Your email will be answered by one of our Engineering Student Ambassadors who has been on an international exchange.

8. Can I learn from the experiences of UNSW students who have been on exchange to my preferred university?
Upon return to UNSW, all students complete a Returned Exchange Student Questionnaire. These are available in the resource room in the Global Exchange Office, Ground Floor of the Red Centre Building (H13).

The Returned Exchange Student Questionnaire asks students to provide information on:
- Academic and Study Issues
- Campus and Social Life
- Accommodation
- Travel/Transport
- Comments/Tips for Future Exchange Students
- Host University Orientation Programs

Details of some of the scholarships available to students going on exchange are available on the Student Exchange Financial Assistance website.

Students are also advised to view the UNSW Scholarships website for exchange and travel scholarships.
OS-HELP is a loan available to eligible Domestic students to undertake an approved international exchange.

UNSW Engineering funds the following Engineering Exchange Scholarships*:

UNSW Exchange application fee: valued at AUD$220 for UNSW Engineering undergraduate students.
Engineering Exchange Scholarship: valued at AUD$2,000. Eight available each year. No application required.
Exchange Assistance Scholarship: valued at AUD$5,000 to support students with demonstrated financial need to experience. Two available each year. Separate application required. Visit the website for eligibility and application.

*Conditions apply
Outbound Exchange
(Program and Course Authority Process Timeline)

1. Endorsement Request to Program Authority:

Program Authorities confirm UoC availability in program, conditions or limitations on completing external courses, and confirm there are no academic barriers to the student going on exchange.

Program Authorities should conduct a progression check, and outline the program requirements eligible (or ineligible) for external course credit in the Endeavour system.

Student submits a list of external courses which they have attempted to map to UNSW courses.

When enough courses have been approved, the student can print a transfer credit application form for approval by the Program Authority.

2. A course mapping request is sent to the Course Authority in the relevant Faculty or School responsible for managing the course identified by the student.

This process is iterative, and performed before the student leaves for exchange, but occasionally while the student is on exchange.

The selection of courses is therefore greater than the number of courses required.

The student goes on exchange.

The student returns from exchange. At this point, the student goes back into the system to indicate which courses they completed while on exchange.

3. Student Exchange Transfer Credit form:

The form is submitted to Program Authority for approval PRIOR to exchange and is retained by the student for use as a guide when formally enrolling in courses at the partner institute. It contains a full list of course options - generally more than the student will require.

The progression check should be updated at this stage and attached to the form for the student’s record.

4. Student Exchange Transfer Credit form:

This form is submitted for a final time to the Program Authority for approval AFTER returning from exchange, and this version will only contain the courses completed while on exchange.

5. SiMS is updated with transfer credit.

The Exchange Office uses the final Student Exchange Credit form, in conjunction with the external Transcript, to determine which courses should be granted as transfer credit.