THE UNIVERSITY OF MELBOURNE

GLOBAL MOBILITY STUDY PLANNER

STUDENT SUPPORT GUIDE

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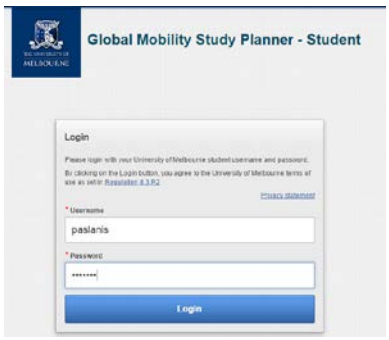
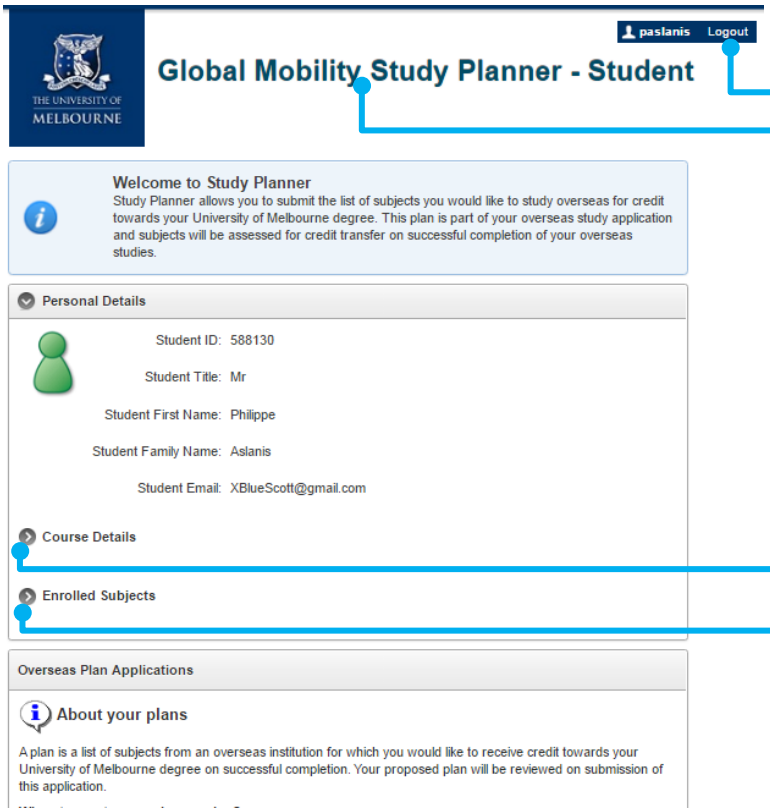
Getting Started

1. Open a web browser and navigate to the **Global Mobility Study Planner** via the following URL https://globalmobilitystudyplanner.app.unimelb.edu.au/apex/f?p=460
2. Login using your UoM username and password
3. The Student **homepage** will be displayed





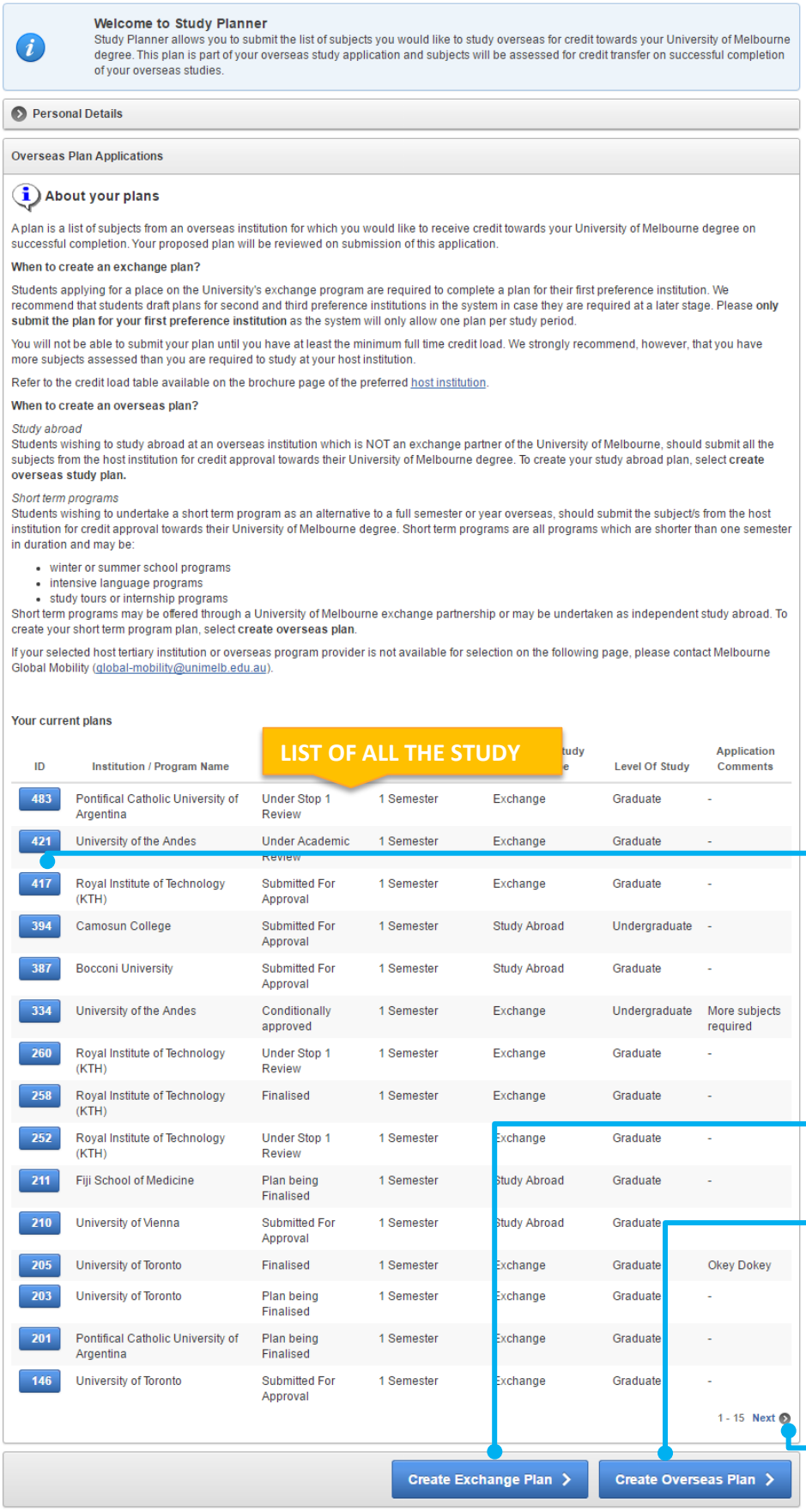
LOGOUT

STUDY PLANNER BANNER
Clicking on the banner will bring the user back to this homepage.

INSTRUCTIONS
These icons indicate that the is explanatory text to assist with the particular point.

CLICK TO EXPAND BUTTON
Clicking on these buttons will display your 'course details 'and your 'enrolled subject details'.

Student Homepage



TIP

Please **read the instructions carefully** before you start creating your plan

Applying for a place on the University's exchange program requires **a plan for the first preference institution.**

We recommend that students **draft plans for second and third preference institutions** in the system in case they are required at a later stage.

PLAN ID BUTTON
Clicking on these buttons will display the details page of the associated plan.

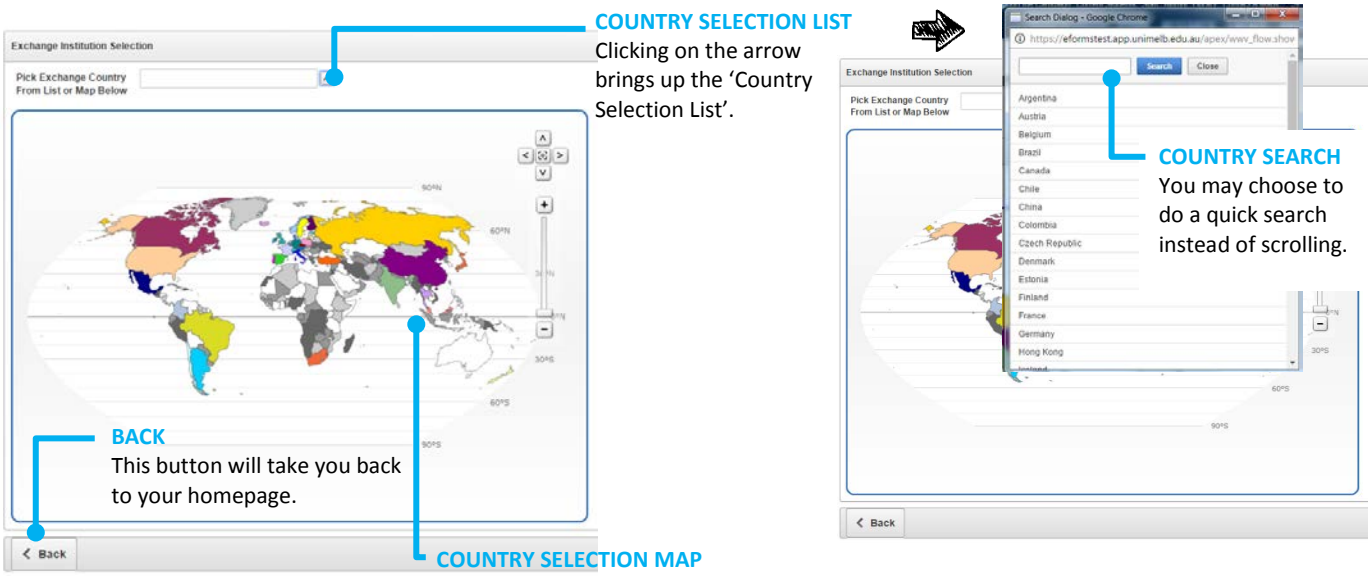
CREATE EXCHANGE PLAN BUTTON
Clicking on this button will display a blank plan for an exchange

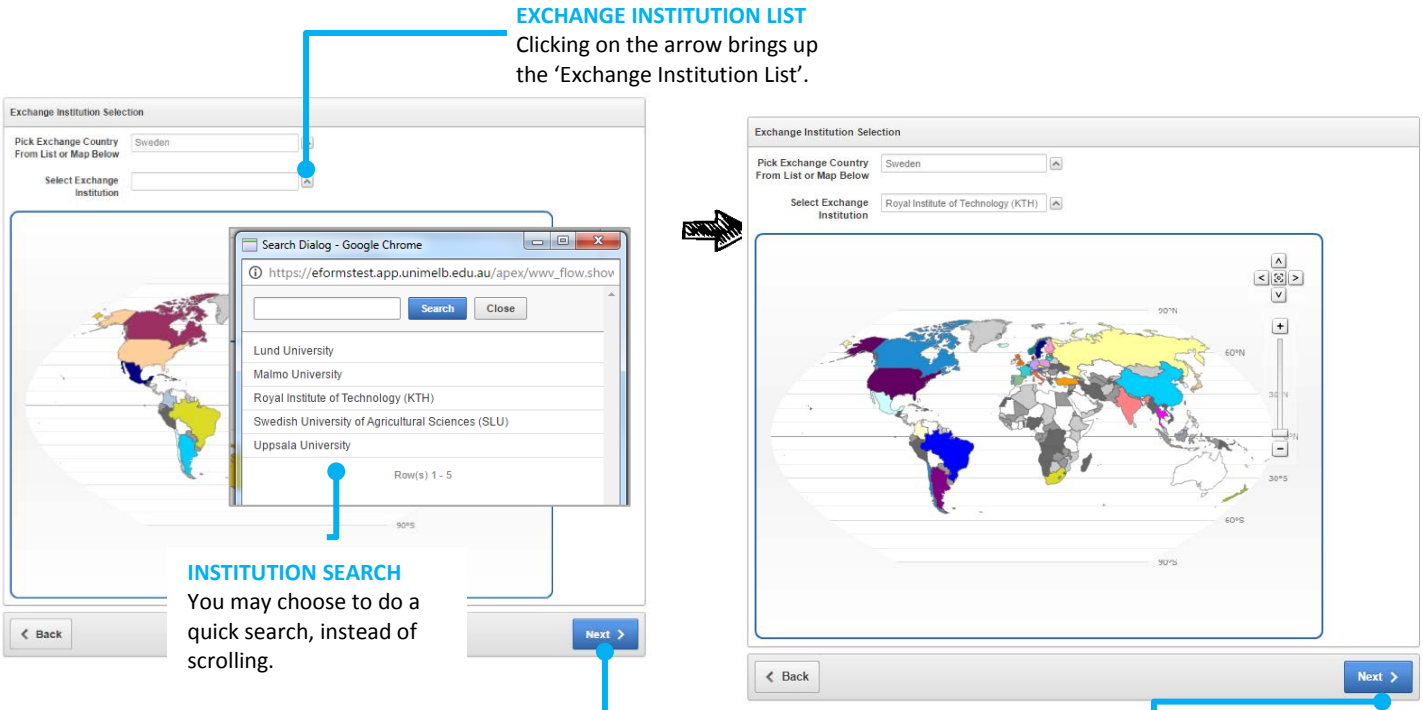
CREATE OVERSEAS PLAN BUTTON
Clicking on this button will display a blank plan for study abroad or short term programs.

PAGINATION
Click on 'Next' will display the remaining list of plans (if any).

Creating a Draft Exchange Plan

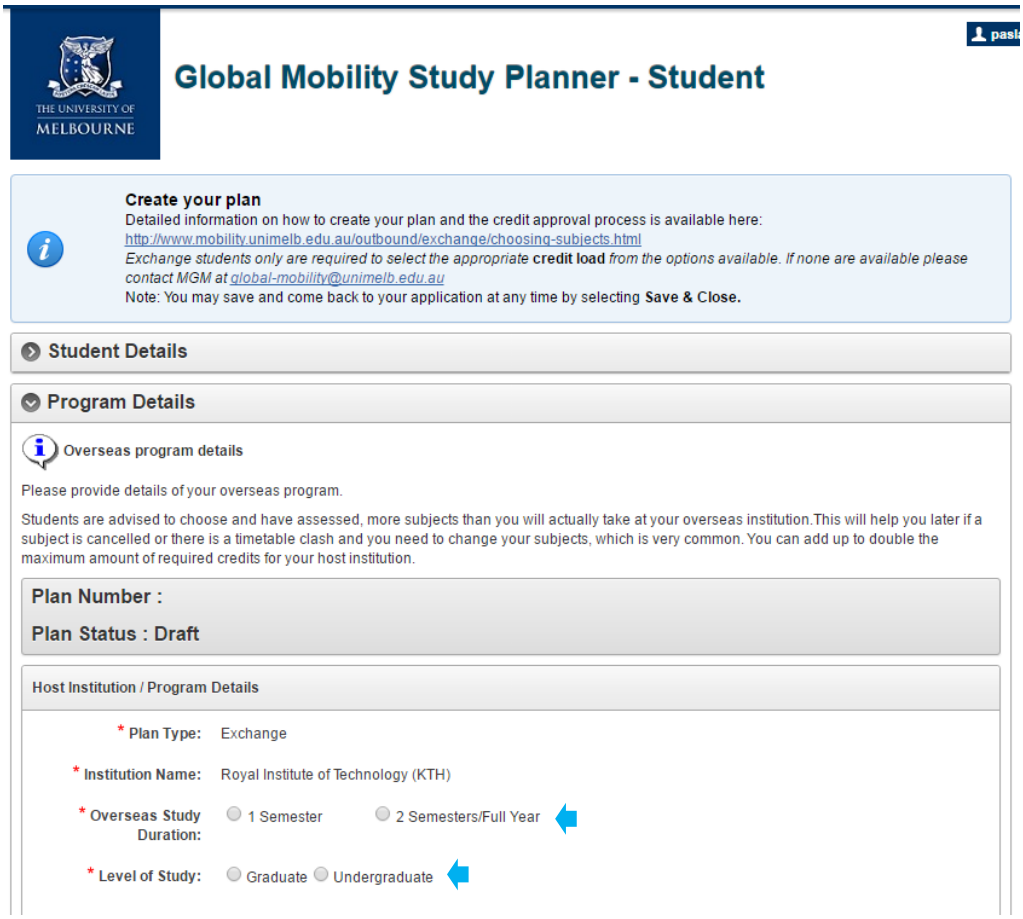
1. Click on the '**Create Exchange Plan**' button to start the process.
2. **Select a Country** - either from clicking on map or selecting from the drop down menu.
3. **Select an Institution** - the drop down will provide a list of institutions within your chosen host country.
4. Click '**Next**' to proceed.





Exchange Plan Form

To begin, you must enter some basic information ( ) about when you want to go on exchange and the course you are doing here.



TIP

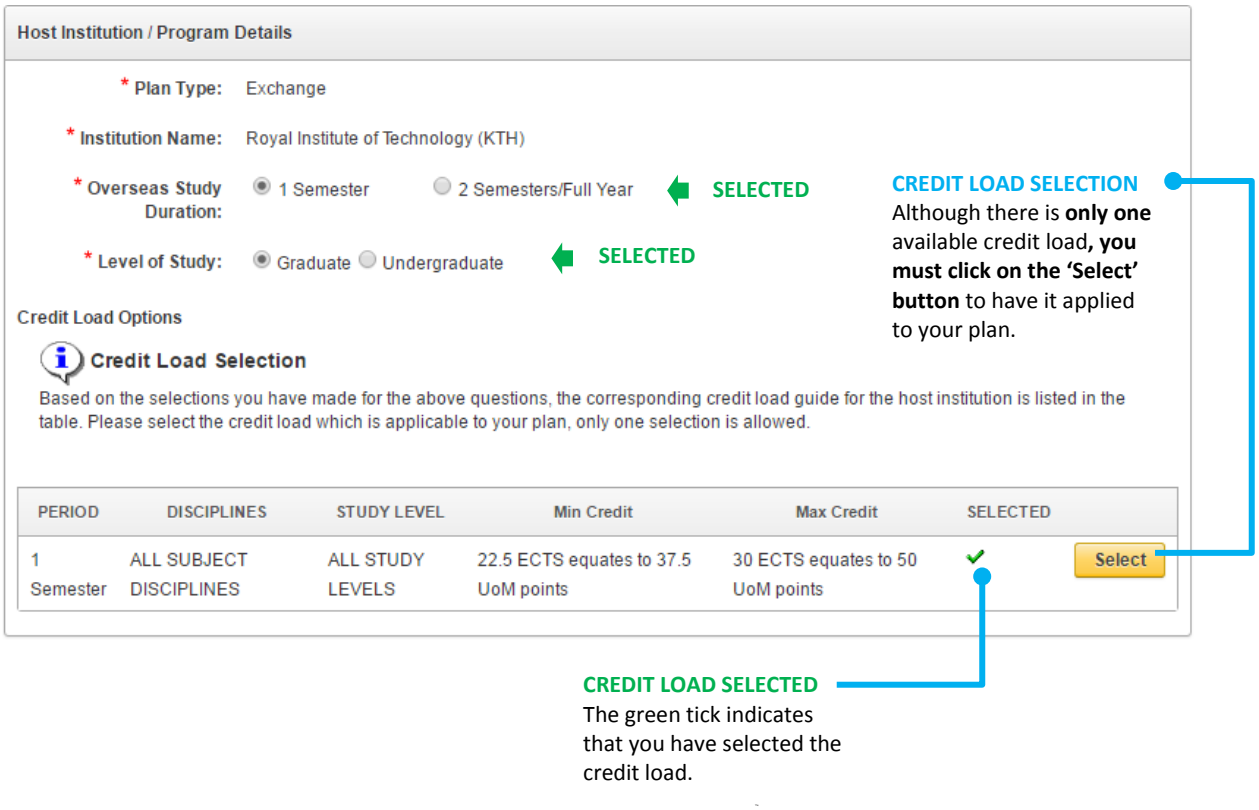
Please **read the instructions carefully** before you start providing all the required information

If you are unsure of any question click on the adjacent **'Help'** icon to get more information

All the fields marked * mandatory.

Credit Load Selection

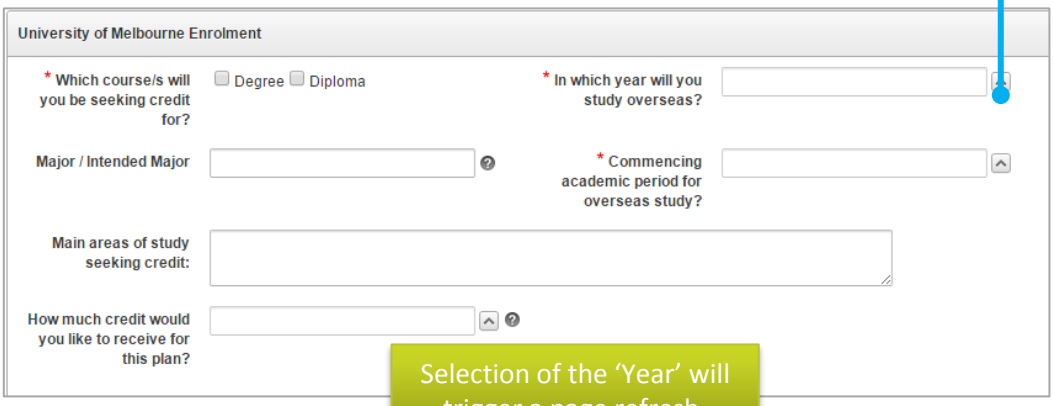
Based on your answer provided for '**Overseas Study Duration**' and '**Level of Study**', the system will display the corresponding credit load.



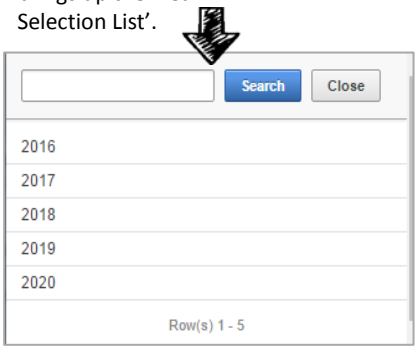
University of Melbourne Enrolment

You must answer the following mandatory questions:

- For which course/s will you be seeking credit? – **You can choose one or both options.**
- In which year will you study overseas? **– Selection List.**
- Commencing academic period for overseas study? **– Selection List.**

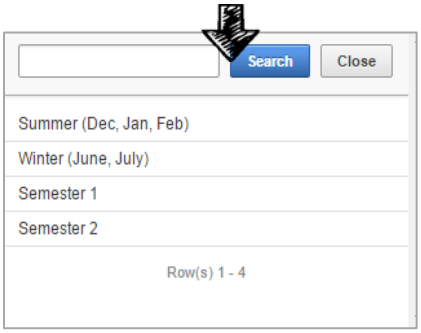


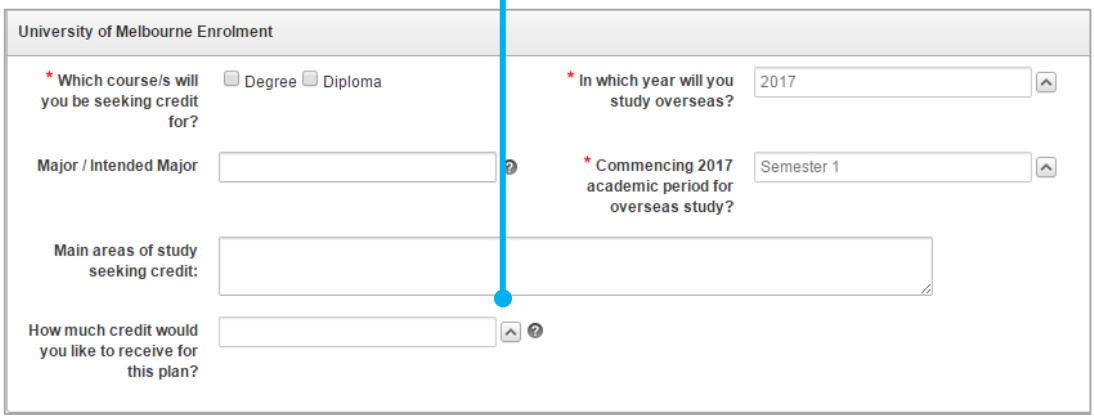
YEAR SELECTION LIST
Clicking on the arrow brings up the 'Year Selection List'.



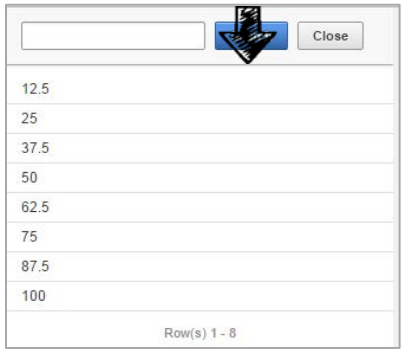
Selection of the 'Year' will trigger a page refresh.

ACADEMIC PERIOD
Clicking on the arrow brings up the 'Academic Period Selection List'.





CREDIT SELECTION LIST
Clicking on the arrow brings up the 'Credit'

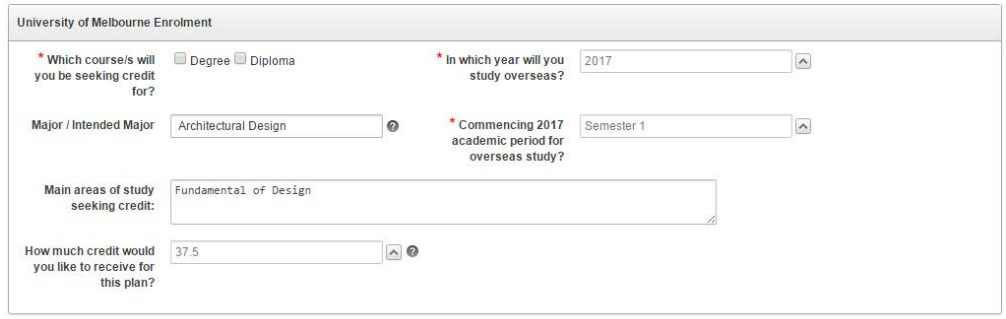


TIP

For example: the minimum, which is full-time, of 37.5 points, or the maximum, which is a full-load, of 50 UoM points for one semester overseas.

Saving your Plan

Once you have added all the required information, click on the 'Save' button to retain the information in your plan.



TIP

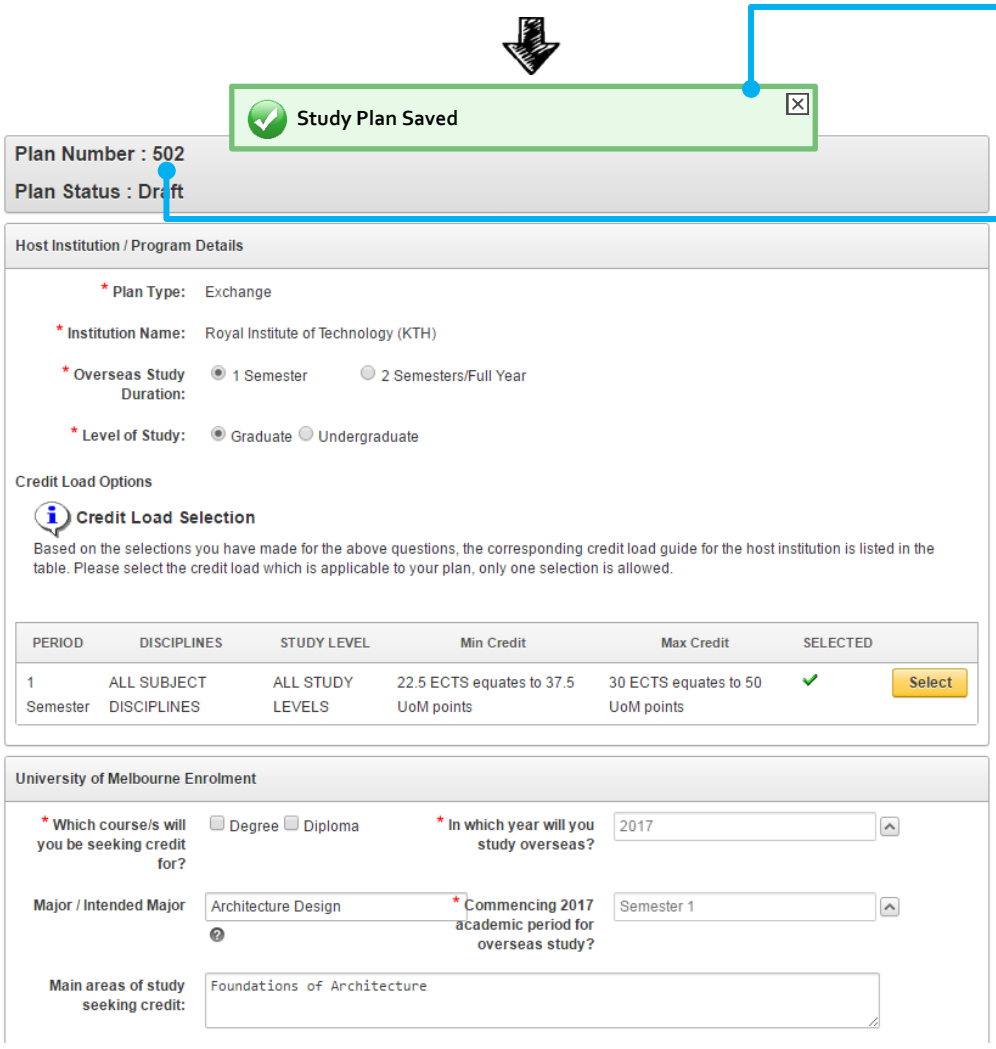
Although you are required to put only the mandatory information for saving the draft plan, we recommend you provide as much information as you can now to help later when you come to submit and with assessment.

DELETE
Clicking on this button will remove the plan from the system.

Back to all plans
Clicking on this button will take you back to your homepage.

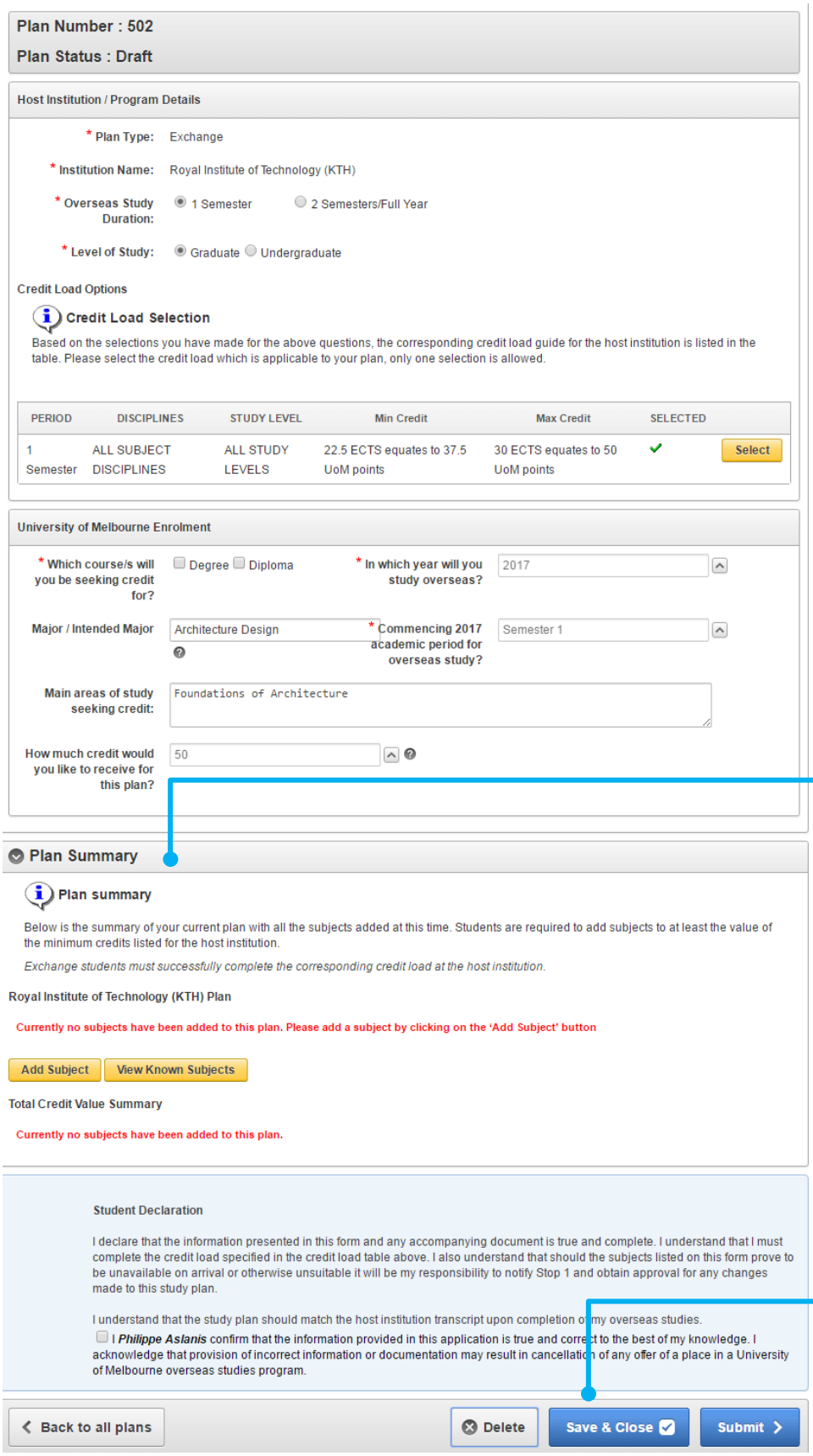
SAVE
Clicking on this button will save the plan as a draft.

PLAN SAVED MESSAGE
Confirmation that the plan has been saved is displayed on the screen.



PLAN ID
The system generates a unique Plan ID#.

Your Draft Plan Created



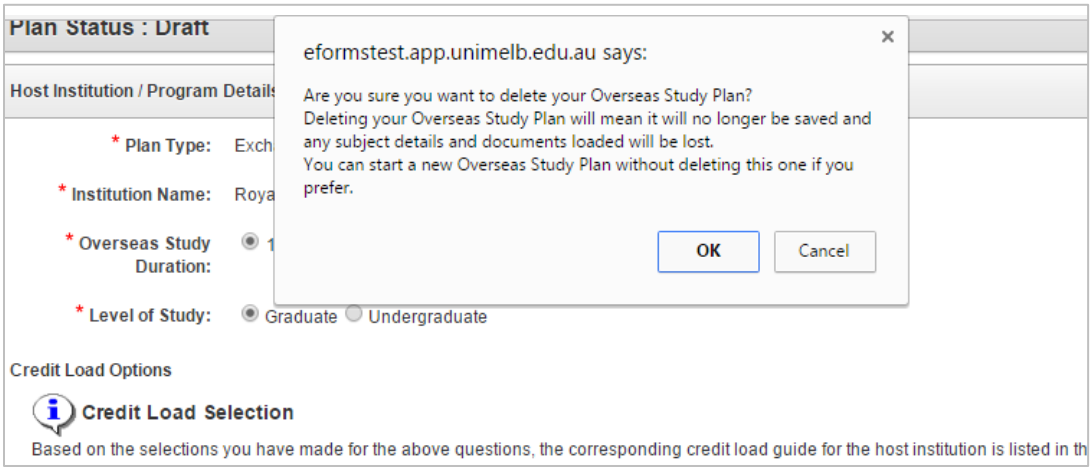
PLAN SUMMARY
This new section will appear which allow you to add the subjects to this plan.

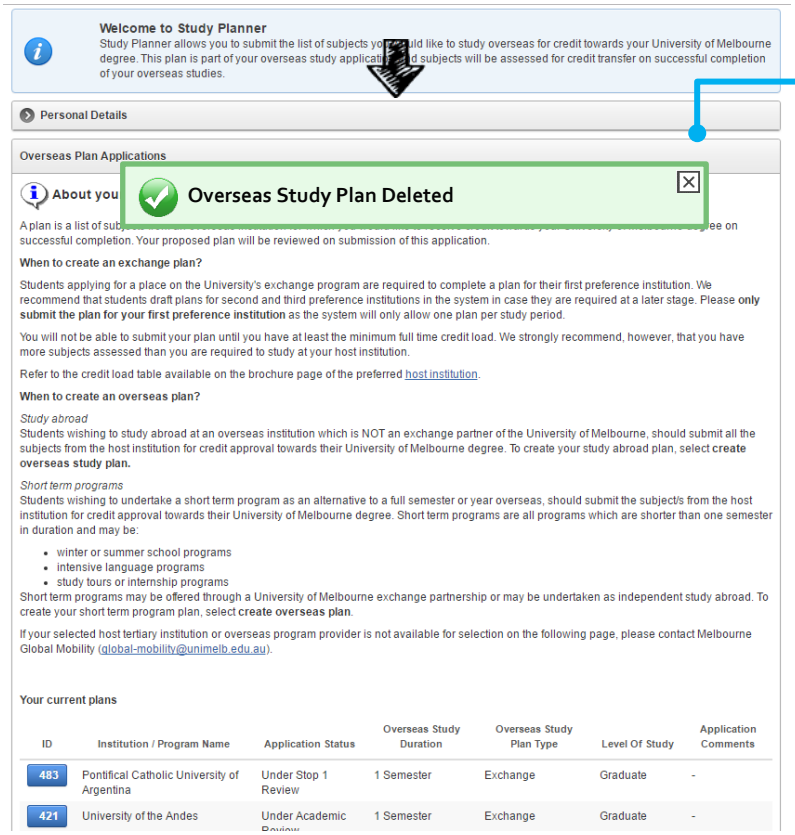
SAVE & CLOSE
This new button will allow you to save your plan at any given point before you decide to submit it for assessment.

Deleting a Draft Plan

If you decide to 'Delete' your draft plan you could do so by clicking on the 'Delete' button. **You can only delete a Draft plan.**

DELETE
Clicking on this button will trigger the Plan Deletion process. This **alert message box**





PLAN DELETED
Plan Deletion Confirmation message will be displayed and you will be taken back

NOTE

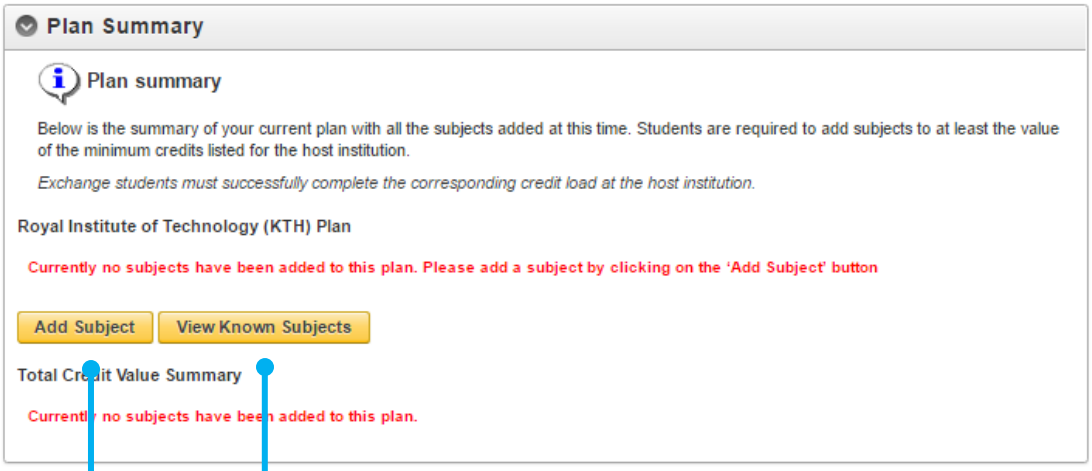
Deleting your plan means that it will no longer be available in the system. Any subject details or documents loaded will be lost.

Adding Subjects to a Draft Plan

You can add subjects to your plan in the following ways.

NOTE

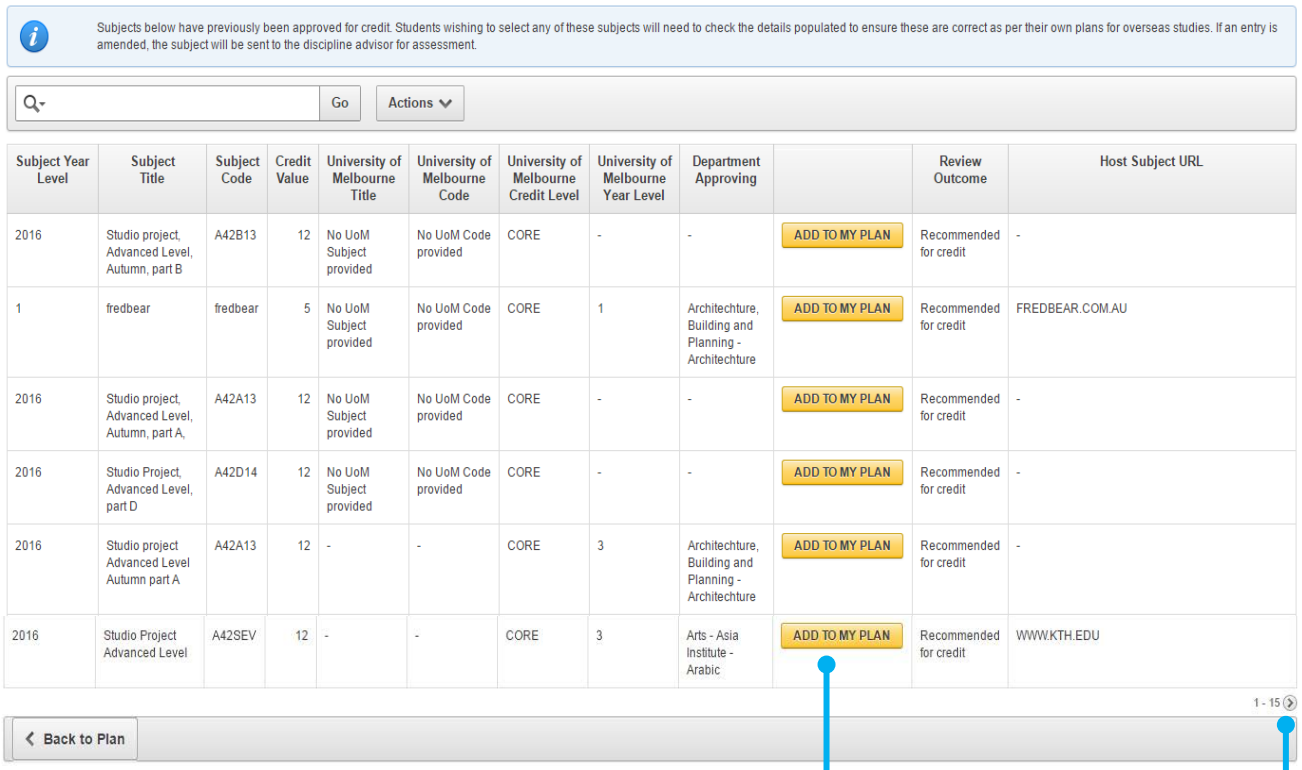
If there have been no subjects submitted and assessed in the past for a particular host institution, **'View Known Subjects' will not appear** on the screen.



ADD SUBJECT
This will allow you to a**dd a new subject** from your Host Institution that is **not available under the 'View Known Subjects'** list. Clicking on this

VIEW KNOWN SUBJECTS
Clicking on this button will display a **list of subjects from your chosen host institution** which have been **previously submitted** for assessment by

Adding a Subject from the Known Subjects List



Subjects below have previously been approved for credit. Students wishing to select any of these subjects will need to check the details populated to ensure these are correct as per their own plans for overseas studies. If an entry is amended, the subject will be sent to the discipline advisor for assessment.

Go | Actions

Subject Year Level	Subject Title	Subject Code	Credit Value	University of Melbourne Title	University of Melbourne Code	University of Melbourne Credit Level	University of Melbourne Year Level	Department Approving		Review Outcome	Host Subject URL
2016	Studio project, Advanced Level, Autumn, part B	A42B13	12	No UoM Subject provided	No UoM Code provided	CORE	-	-	ADD TO MY PLAN	Recommended for credit	-
1	fredbear	fredbear	5	No UoM Subject provided	No UoM Code provided	CORE	1	Architechture, Building and Planning - Architechture	ADD TO MY PLAN	Recommended for credit	FREDBEAR.COM.AU
2016	Studio project, Advanced Level, Autumn, part A,	A42A13	12	No UoM Subject provided	No UoM Code provided	CORE	-	-	ADD TO MY PLAN	Recommended for credit	-
2016	Studio Project, Advanced Level, part D	A42D14	12	No UoM Subject provided	No UoM Code provided	CORE	-	-	ADD TO MY PLAN	Recommended for credit	-
2016	Studio project Advanced Level Autumn part A	A42A13	12	-	-	CORE	3	Architechture, Building and Planning - Architechture	ADD TO MY PLAN	Recommended for credit	-
2016	Studio Project Advanced Level	A42SEV	12	-	-	CORE	3	Arts - Asia Institute - Arabic	ADD TO MY PLAN	Recommended for credit	WWW.KTH.EDU

1 - 15

Back to Plan

PAGINATION
Clicking on the arrow will display the remaining list of subjects, if any.

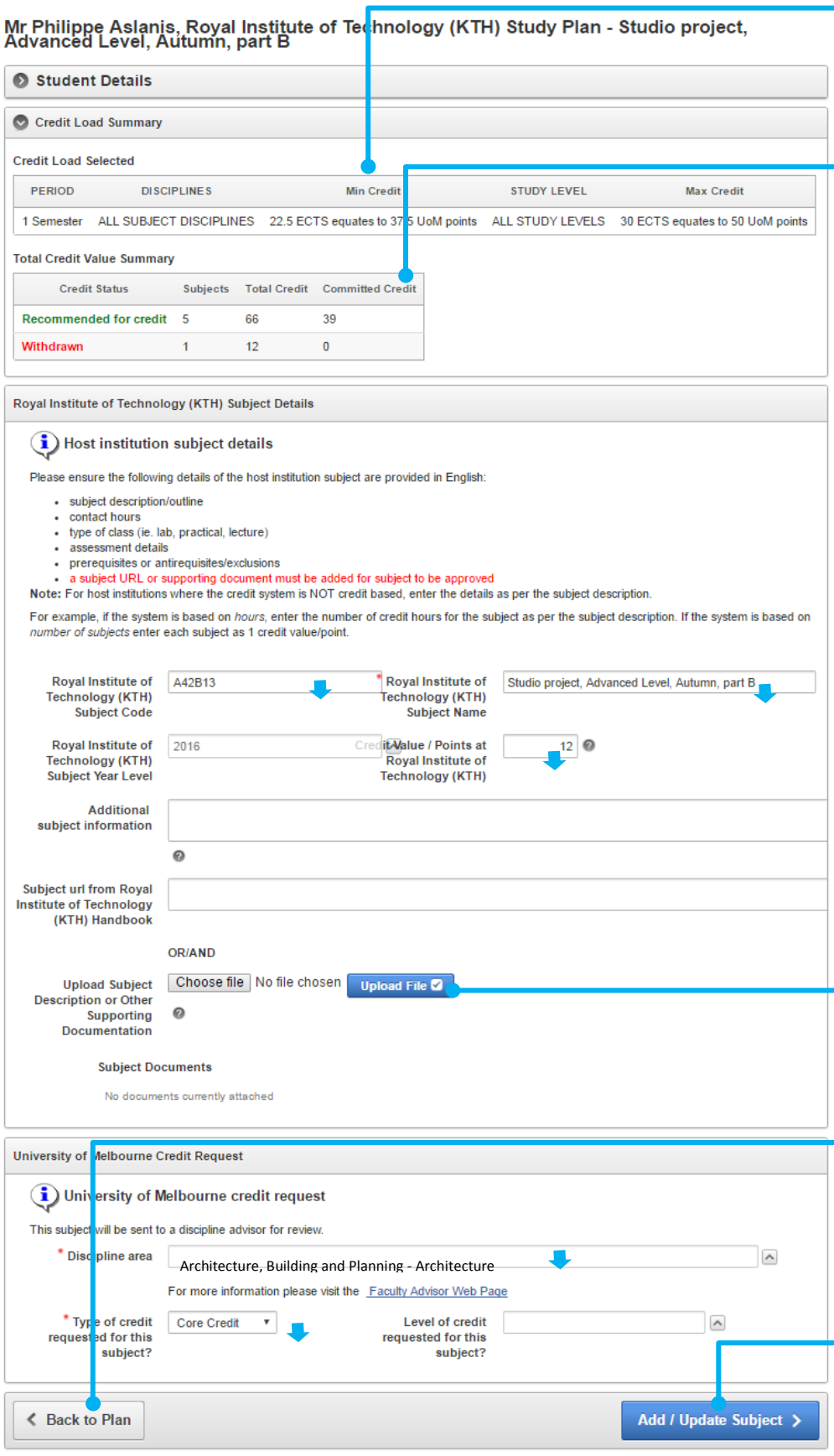
ADD TO MY PLAN
Clicking on this button will display the associated '**Subject Details**' page which will appear pre-populated with details from the last

NOTE

This page displays **all the subjects Recommended** and **Not Recommended** in the past, with the recommended subjects being displayed on the top of the list

The system will allow you **to select any subjects** from this list

Known Subject Details Page



CREDIT LOAD SELECTED
This will be displayed on **your plan page and every subject details page**, to guide you with your subject list and keep you within the **Min/Max Credit Load.**

TOTAL: CREDIT VALUE SUMMARY
This will be displayed on **your plan page and every subject details page**, as a credit summary for your information.

NOTE

The Known Subjects will have the following * mandatory fields pre-populated. You will, however, be able to edit/update any information that may have changed since the subject was last listed.

Host Institution Fields

1. Subject Code
2. Subject Name
3. Subject Credit Points
4. Subject URL (if previously entered)

UoM Fields

1. Discipline Area
2. Type of Creditand/

NOTE

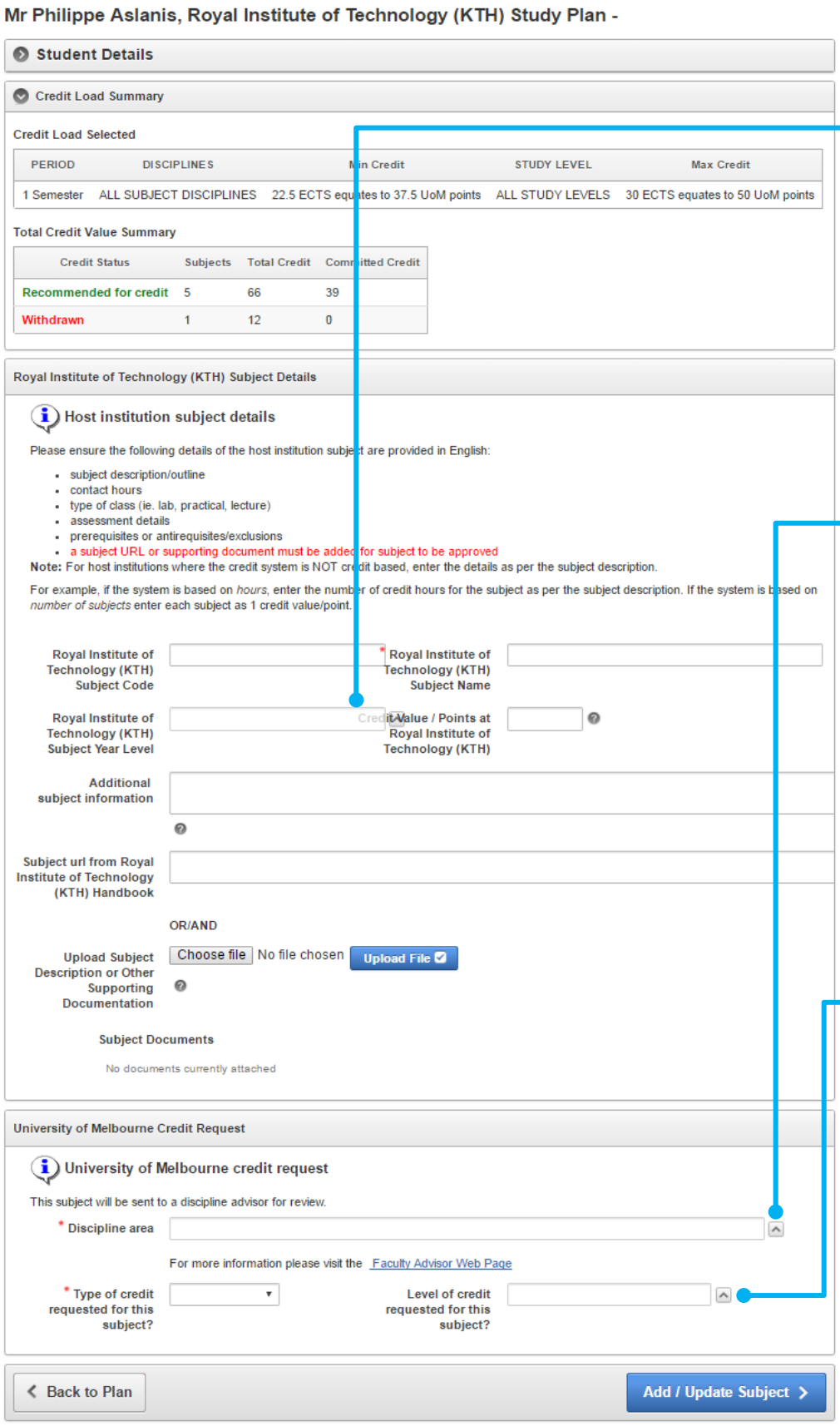
A subject URL and/or supporting document(s) must be added, if not already there, for subject to be considered.

Back to all plans
Clicking on this button will take you take you back to the plan page. **If you click this button any changes you have made to the subject will be lost and the subject will not be added to your plan.**

ADD/UPDATE SUBJECT
Clicking on this button will **Add/Update subject details** to your plan and take you **back to the plan** page on which you are currently working.

Adding a New Subject to Your Plan

Choose the "Add Subject" button on the "Plan Summary" section of the draft plan.

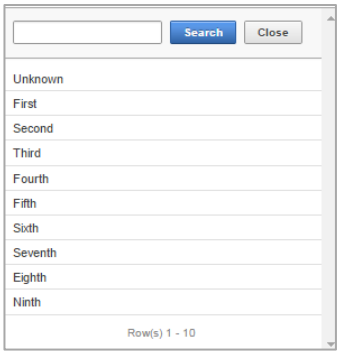


NOTE

The New Subject Details page layout and functionality is exactly the same as a Known Subject details page.

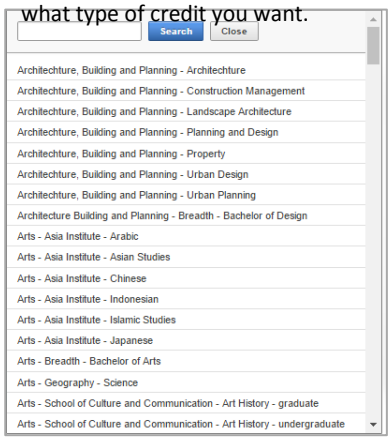
HOST SUBJECT YEAR LEVEL

Select the appropriate **Host Subject Year Level.**



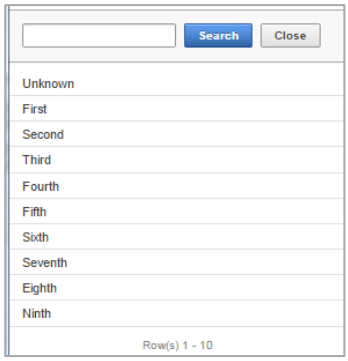
DISCIPLINE AREA SELECTION LIST

Select the appropriate discipline area to which your subject should be sent for assessment. This will depend on what type of credit you want.

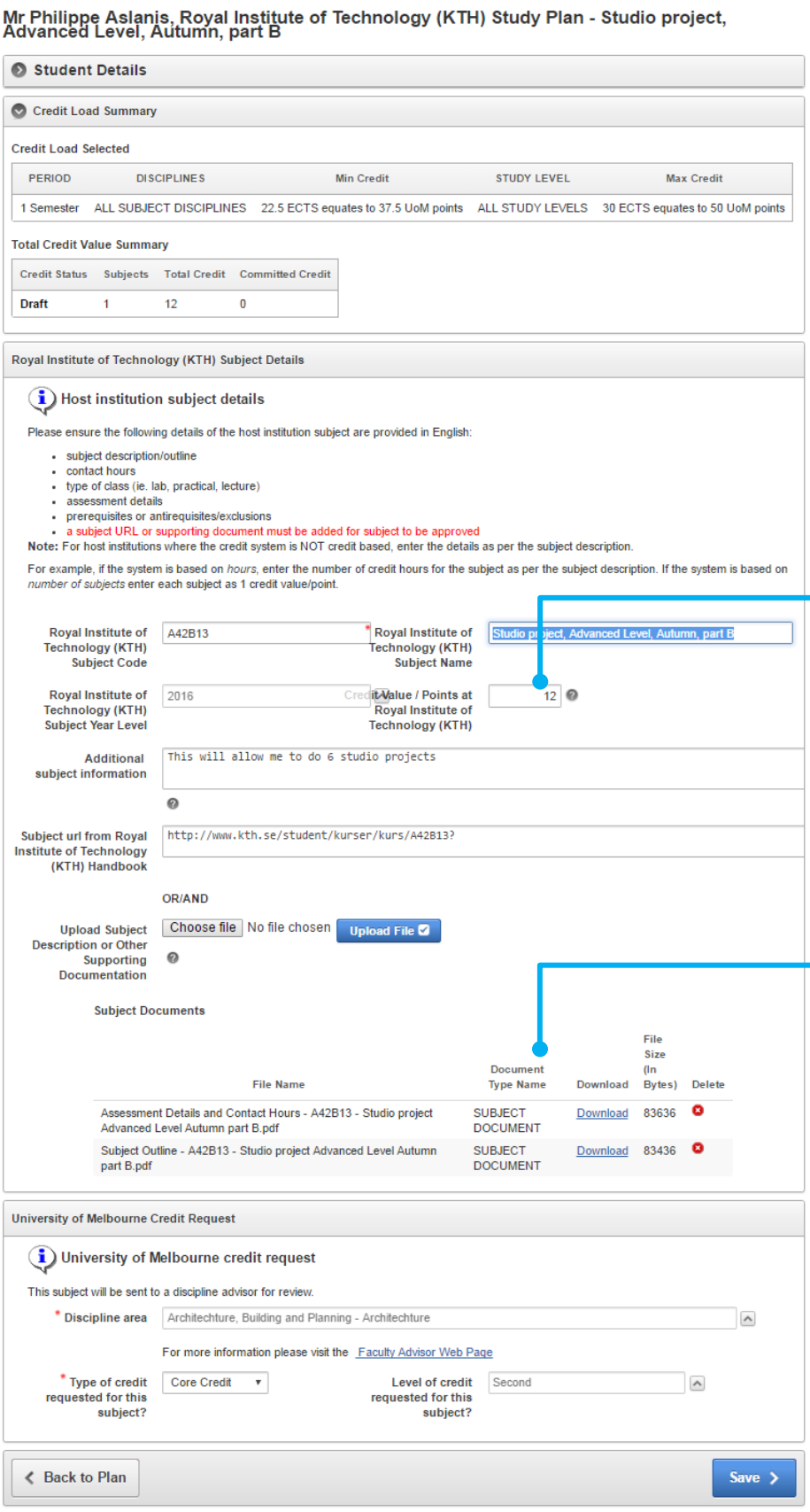


LEVEL OF UoM CREDIT REQUESTED

Select the appropriate **UoM level of credit you would like** for the



Completed Subject Details Page



Mr Philippe Aslanis, Royal Institute of Technology (KTH) Study Plan - Studio project, Advanced Level, Autumn, part B

Student Details

Credit Load Summary

Credit Load Selected

PERIOD	DISCIPLINES	Min Credit	STUDY LEVEL	Max Credit
1 Semester	ALL SUBJECT DISCIPLINES	22.5 ECTS equates to 37.5 UoM points	ALL STUDY LEVELS	30 ECTS equates to 50 UoM points

Total Credit Value Summary

Credit Status	Subjects	Total Credit	Committed Credit
Draft	1	12	0

Royal Institute of Technology (KTH) Subject Details

Host institution subject details

Please ensure the following details of the host institution subject are provided in English:

- subject description/outline
- contact hours
- type of class (ie. lab, practical, lecture)
- assessment details
- prerequisites or antirequisites/exclusions
- a subject URL or supporting document must be added for subject to be approved

Note: For host institutions where the credit system is NOT credit based, enter the details as per the subject description.

For example, if the system is based on *hours*, enter the number of credit hours for the subject as per the subject description. If the system is based on *number of subjects* enter each subject as 1 credit value/point.

Royal Institute of Technology (KTH) Subject Code: A42B13

Royal Institute of Technology (KTH) Subject Name: Studio project, Advanced Level, Autumn, part B

Royal Institute of Technology (KTH) Subject Year Level: 2016

Credit Value / Points at Royal Institute of Technology (KTH): 12

Additional subject information: This will allow me to do 6 studio projects

Subject url from Royal Institute of Technology (KTH) Handbook: http://www.kth.se/student/kurser/kurs/A42B13?

OR/AND

Upload Subject Description or Other Supporting Documentation: Choose file | No file chosen | Upload File

Subject Documents

File Name	Document Type Name	Download	File Size (In Bytes)	Delete
Assessment Details and Contact Hours - A42B13 - Studio project Advanced Level Autumn part B.pdf	SUBJECT DOCUMENT	Download	83636	
Subject Outline - A42B13 - Studio project Advanced Level Autumn part B.pdf	SUBJECT DOCUMENT	Download	83436	

University of Melbourne Credit Request

University of Melbourne credit request

This subject will be sent to a discipline advisor for review.

Discipline area: Architechture, Building and Planning - Architechture

For more information please visit the Faculty Advisor Web Page

Type of credit requested for this subject?: Core Credit

Level of credit requested for this subject?: Second

Back to Plan | Save

NOTE

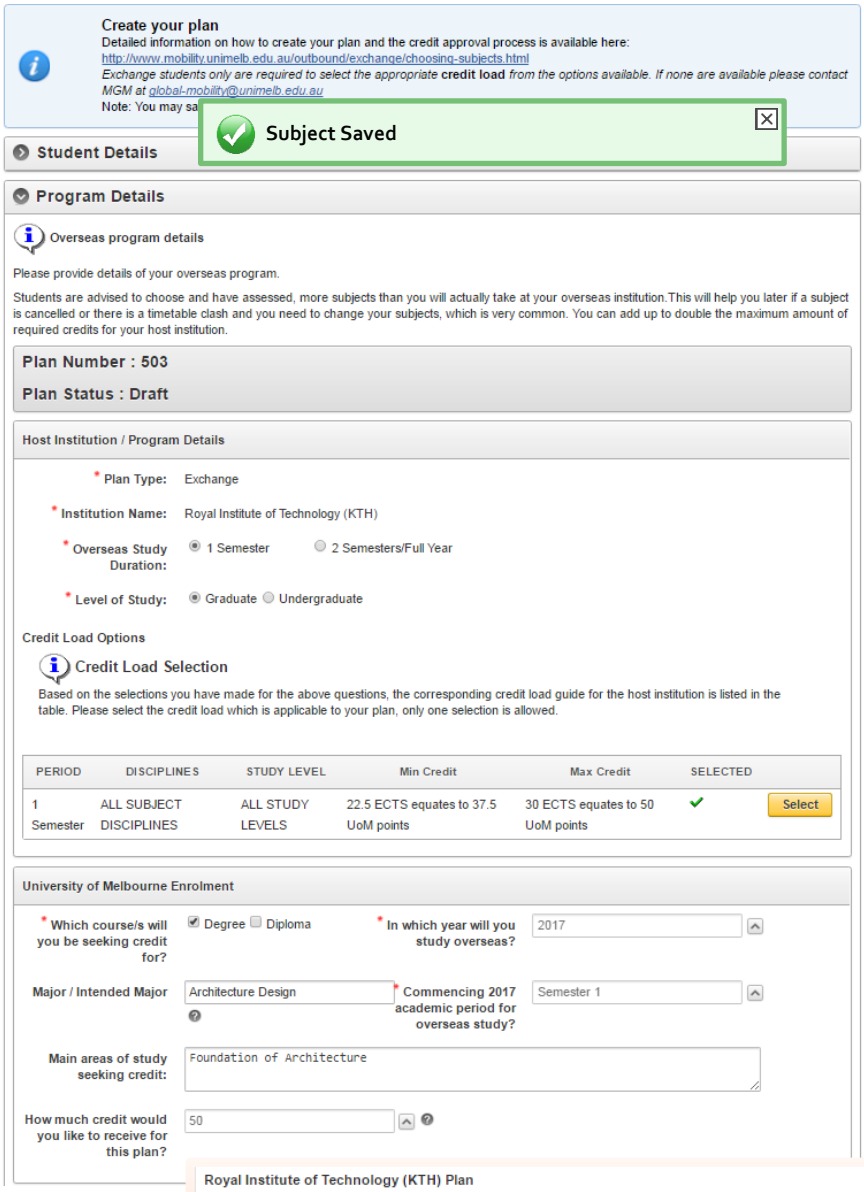
The **Host Institution Credit Value/Points** field is not mandatory for adding a subject to a plan. It is, however, **mandatory for Plan Submission** as it is used to determine whether your plan meets the Credit Load Mix/Max criterion.

This does not apply to Study Abroad or Short Term study plans.

SUBJECT DOCUMENTS

You can **attach multiple** supporting documents for the subject, if you wish. Descriptions will ideally include: subject outline, assessment details, contact hours and type of class.

Subject Added to the Plan



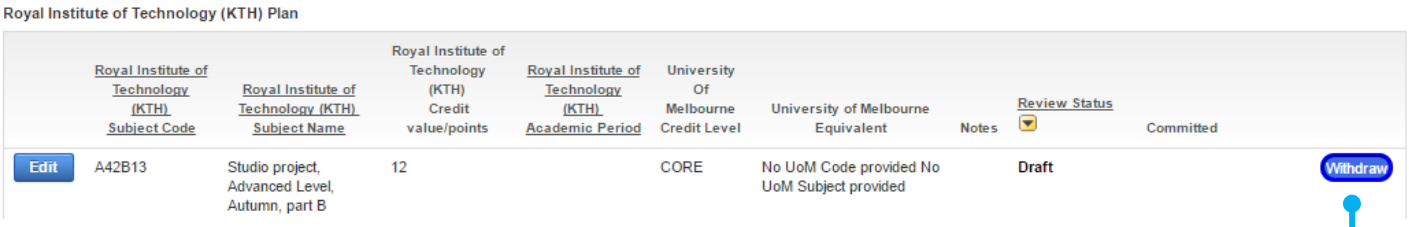
NOTE

When the subject has been **successfully added**, it will appear under the 'Plan Summary' Section

The **Total Credit Value Summary table** will be loaded progressively.

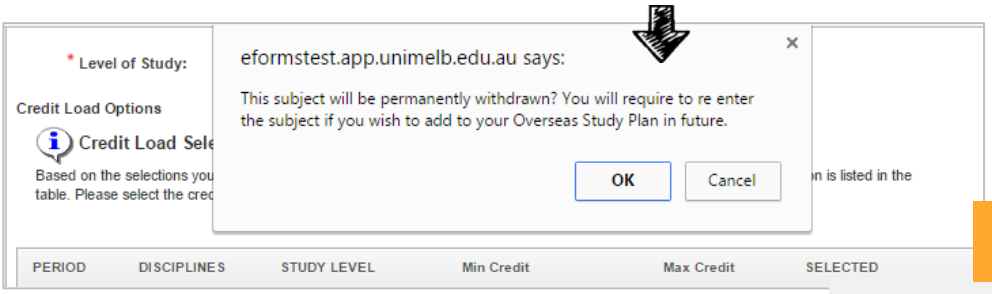
Withdrawing a Subject

If you decide to 'Withdraw' a subject from your plan you could do so by clicking on the 'Withdraw' button.



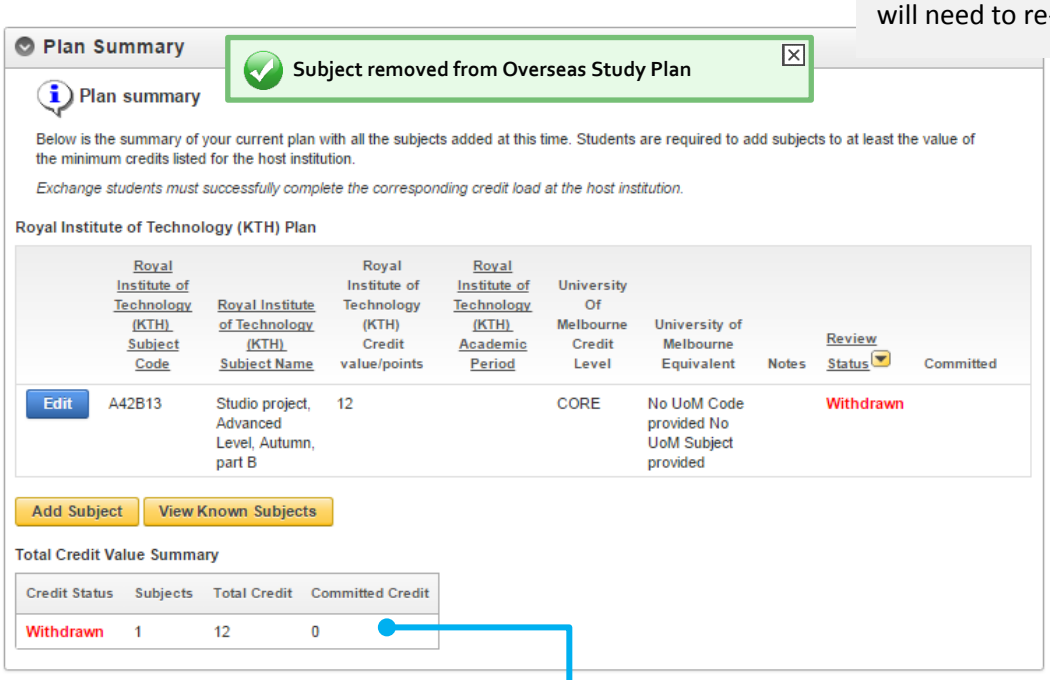
WITHDRAW

Clicking on this button will trigger the Subject Withdrawal process. An alert message box will be displayed.



NOTE

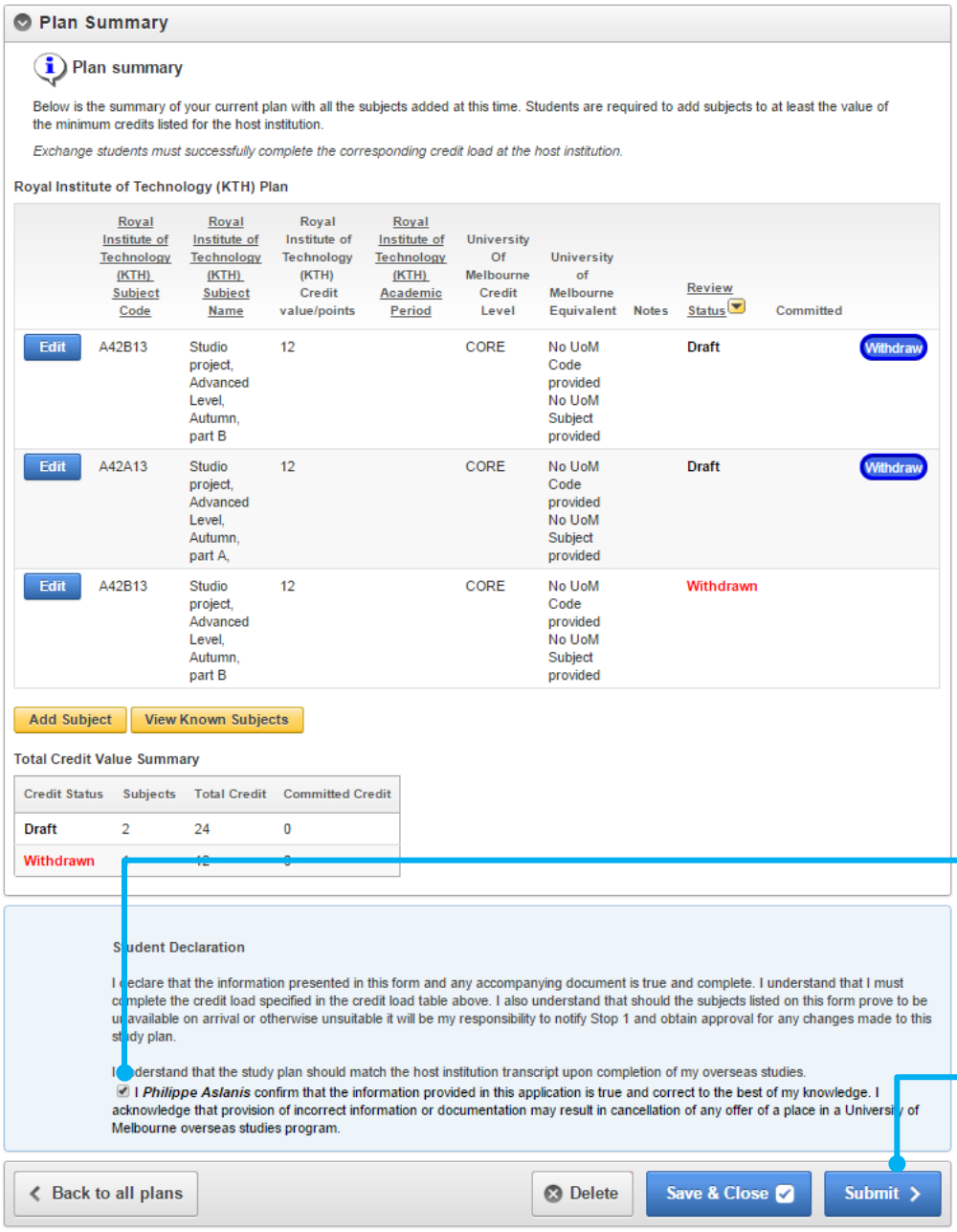
Withdrawing a subject will permanently remove it from your plan. If you change your mind and want to include it later, you will need to re-enter the details again.



SUBJECT WITHDRAWN

The subject status will appear as '**Withdrawn**' and the Total Credit Value Summary table will also be adjusted accordingly.

Submitting the Plan



NOTE

You may have multiple draft study plans but **only one** can be submitted **per study period, this is known as your active plan**.

All the subjects must have the credit value/points listed before the plan can be submitted.

STUDENT DECLARATION
This **must be checked before you submit** the plan.

SUBMIT
Clicking this button will submit the plan for approval and **take you back to your homepage.**

Plan Submission Rules

Rule 1: Only one study plan may be submitted per study period.
If you have previously submitted a Plan for assessment with the details:

Overseas Study Plan Type	In which year will you study overseas	Commencing 2017 academic period for overseas study	Submission Allowed	Notes
Exchange	2017	Semester 1	☐	As this is the first plan submitted it will be allowed as it has met all the criteria necessary.

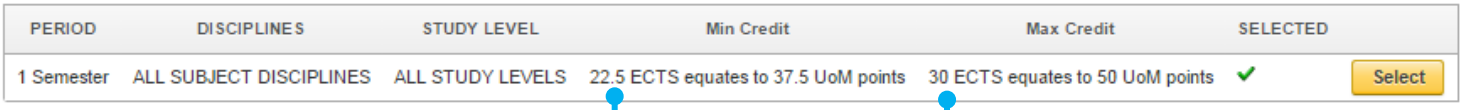
If you try to submit another plan, the response will depend on the scenario, for example:

Overseas Study Plan Type	In which year will you study overseas	Commencing 2017 academic period for overseas study	Submission Allowed	Notes
Exchange	2017	Semester 1	X	Submission not allowed as it is the **same** Study Period.
Exchange	2017	Semester 2	☐	Submission allowed as it is a **different** Study Period.
Exchange	2018	Semester 1	☐	Submission allowed due as it is a **different** Study Period.
Overseas Study	2017	Semester 1	☐	Submission allowed as it is a **different** Study Plan **type,** although the study period is same.

Rule 2: the Total Credit Load must be between the allowed minimum/maximum credit load range.
With the following credit load applied to the study plan, the range is 22.5 to 60 ECTS.

NOTE

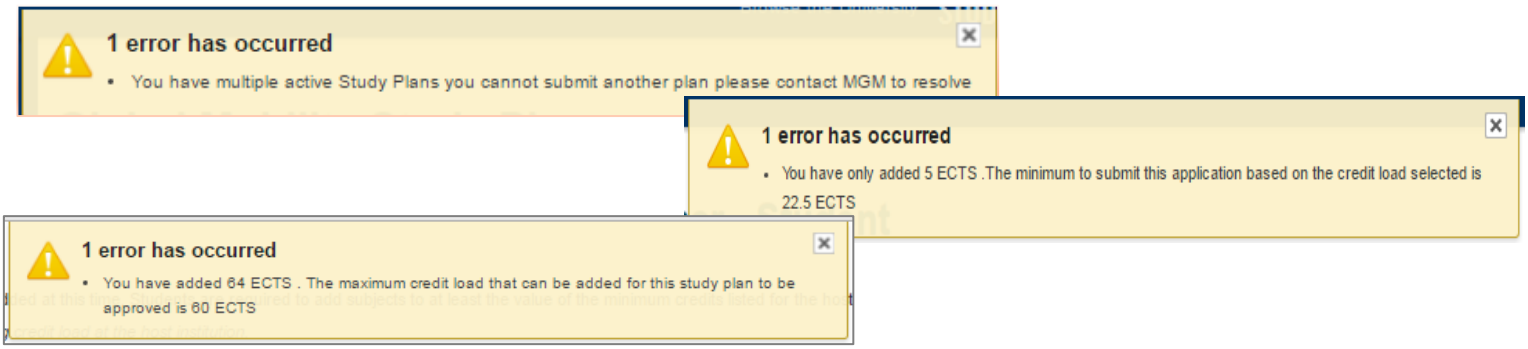
Rule 2 does **NOT** apply to Study Abroad or Short Term plans.



MINIMUM CREDIT LOAD
In this instance, you will **not be able** to submit your plan until you have at least the minimum full time credit load of **22.5 ECTS** (the credit system used by this host institution).

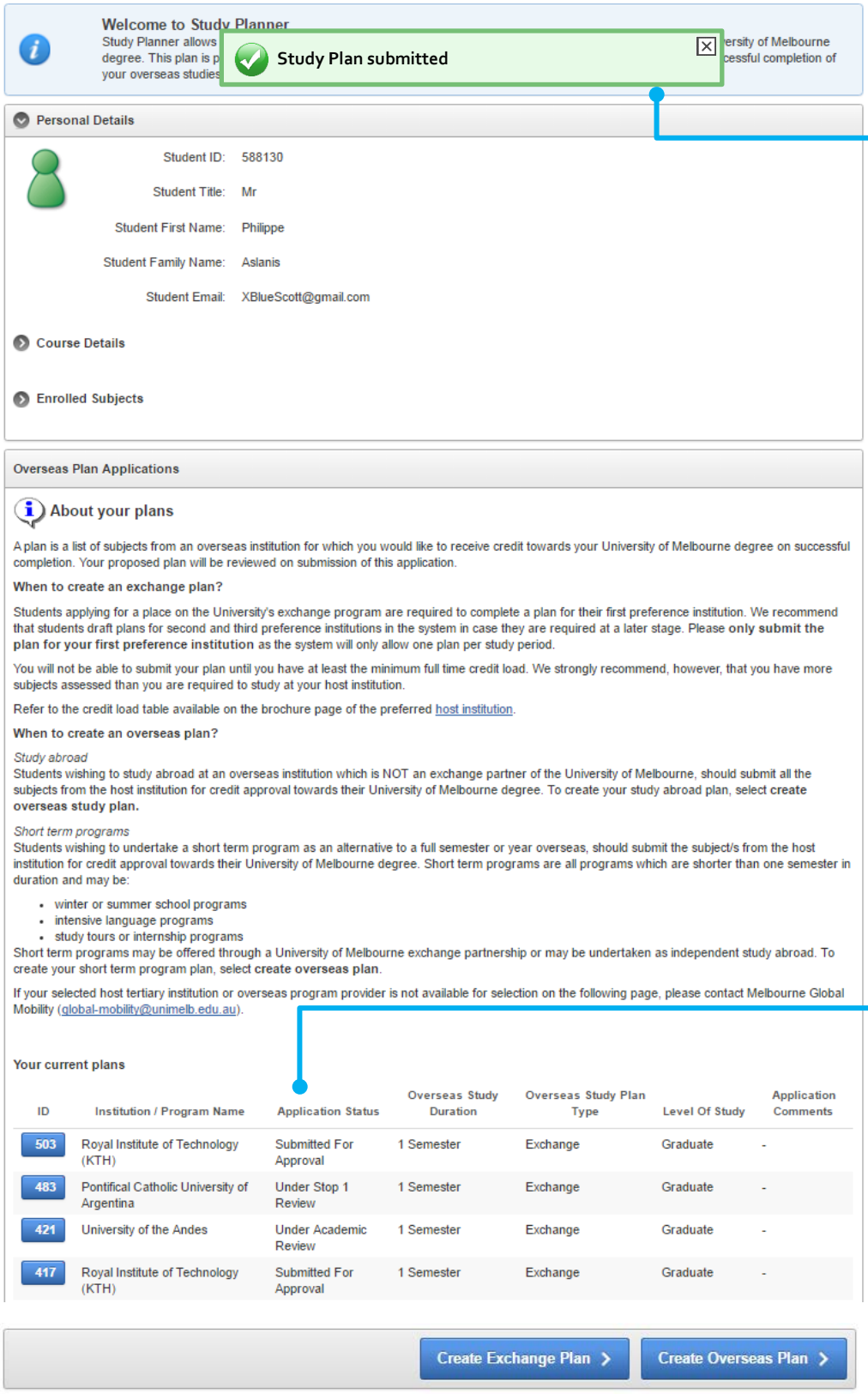
MAX CREDIT LOAD
In this instance, you will not be able to submit your plan if you **exceed double** the maximum full load credit requirement of **30 ECTS**, i.e. **2 x 30 = 60 ECTS**

The system will stop you from submitting your plan, if the above criterion is not met, and display relevant error message.



Plan Submitted for Approval

Successful submission of the plan will take you back to your homepage



PLAN SUBMITTED MESSAGE
This confirms your plan was successfully submitted.

STATUS UPDATED
The Status of the plan is automatically updated.

Student Notifications

On submission of the plan you will receive an email notification, which will include a brief summary of your submission. From this point on, you will receive a notification with the latest status of your plan and subjects when any changes are made.

THE UNIVERSITY OF MELBOURNE

Dear Philippe Aslanis,

Study Plan for Royal Institute of Technology (KTH)

Study Plan number 503

Thank you for submitting a study plan as part of your overseas study application. Please take note of the unique study plan number listed above. You are receiving this email to confirm receipt of your study plan or because the status of one of your subjects has changed.

You can check the progress of your study plan at any time. To access your study plan, use the following link:

View the progress of your Study Plan application

Study Plan Details
Application Number :503
Host Institution : Royal Institute of Technology (KTH)
Status : Submitted For Approval
Study Plan Type : Exchange
Exchange Length : 1 Semester
Level of Study : Graduate
Staff Comments :

Subject Assessment Details

Subject Code	Subject Name	Review Status	Staff Comments
A42B13	Studio project, Advanced Level, Autumn, part B	Withdrawn	
A42B13	Studio project, Advanced Level, Autumn, part B	Submitted for review	
A42A13	Studio project, Advanced Level, Autumn, part A,	Recommended for credit	

What happens next?

Stage 1:

Once subjects are under academic review, you will not be able to make changes until this process has been completed. You will receive an email each time a change is made to the study plan.

When a subject is considered suitable for credit to a degree or diploma at the University of Melbourne, it will be marked as 'recommended for credit' by the reviewer.

Stage 2:

When the minimum required credit has been recommended, your study plan will be forwarded automatically to Stop 1. At this stage, your overall study plan will be assessed according to your degree at the University of Melbourne.

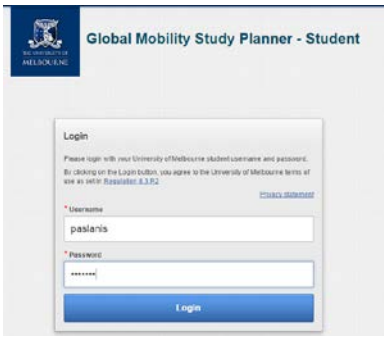
Note: During the assessment period, you may be asked to provide more information, or to submit additional subjects for review in cases where the minimum credit required has not been met.

Please contact the Stop 1 if you have any questions or issues with your overseas study plan.

Kind regards,

VIEW THE PROGRESS

This link will allow you to access your plan. You will still need to login using your UoM username and password.



PLAN STATUS UPDATES

The notifications will **reflect the most current status.**

SUBJECT STATUS UPDATES

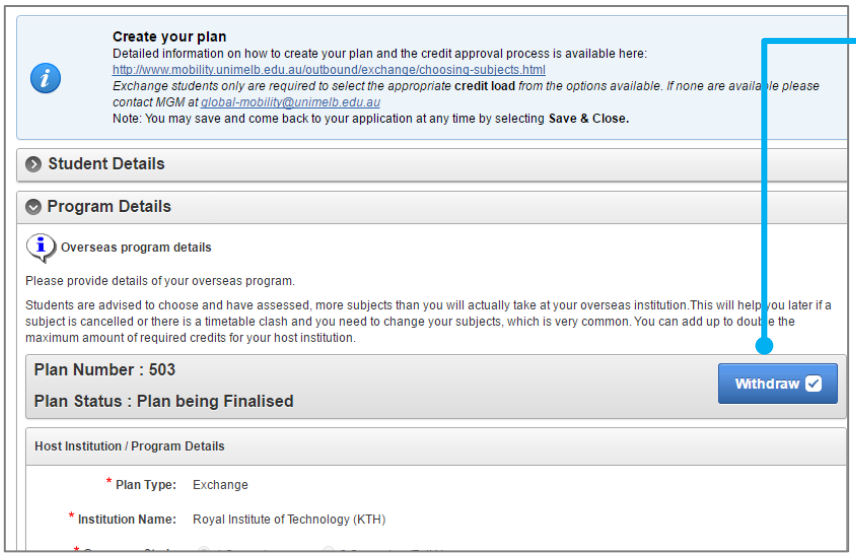
Depending on the review outcome of your subjects, the notifications will **reflect the most current status of each subject with corresponding 'Staff Comments', if there are any.**

TIP

Although you will receive ongoing notifications based on the changes being made to your plan, **we recommend you to login to the system from time-to-time and monitor what's happening with your plan**.

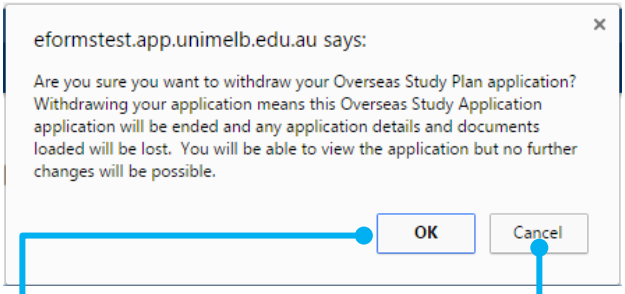
Withdrawing a Plan

Once you have submitted your plan, untill **the plan has been finalised,** you are able to 'Wtihdraw' it. Simply click on the 'Withdraw' button on the plan page.



WITHDRAW

Clicking on this button will trigger the Plan withdrawal process. An **alert message box** will be displayed.



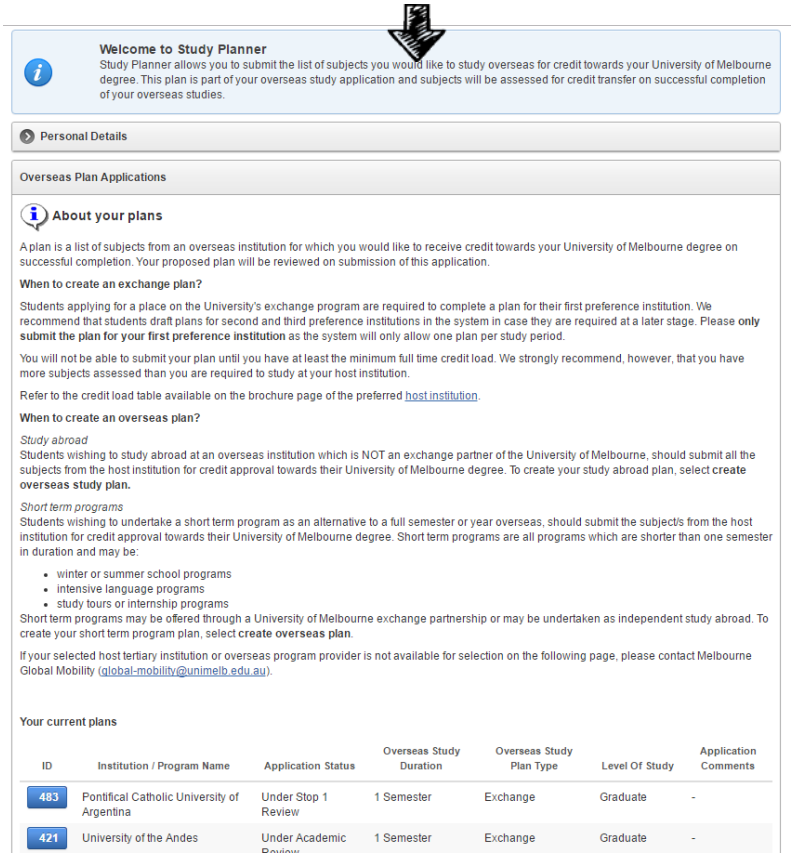
CANCEL

Clicking on the 'Cancel' button will close the alert message box and stop the plan withdrawal.

OK

You need click 'OK', to confirm withdrawal of your plan.

Once clicked, the plan will be withdrawn and you will be returned to your homepage.



NOTE

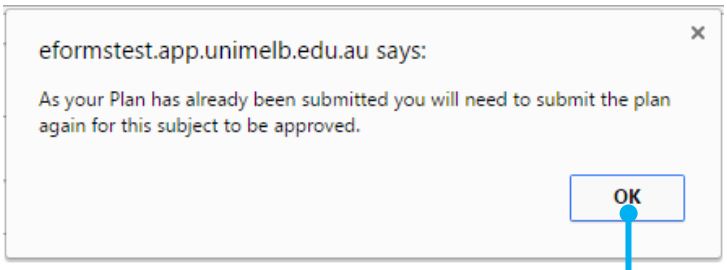
Withdrawal of a plan will end the application process and all the attached documents will be lost. You will be able to view the withdrawn plan, however no further updates will be possible to this plan.

Adding Subjects to Your Plan After it Has Been Submitted

The process of adding subjects to the plan after you have submitted it is the same as described in the previous sections. As your plan has been submitted already, however, you will need to re-submit the plan for the newly added subject to be sent for assessment. This also applies when you are updating a subject under review, you will need to re-submit the plan so that the update is recorded.

TIP

If the status for a subject shows **'More information required',** you will need to further information for that subject. Check the Staff Comments section as to what the advisor has specifically requested.



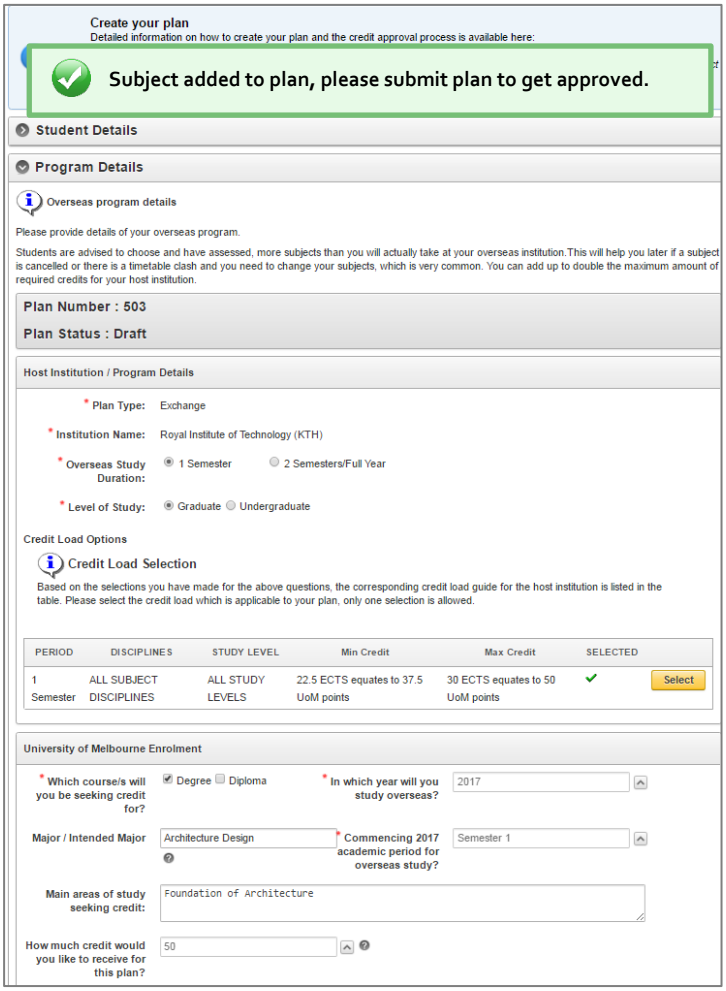
ADD/UPDATE SUBJECT

Clicking on this button will display a message box indicating that you are adding the subject to a submitted plan.

This is to notify you that **on the plan page** you need to click on the '**Submi**t' button to re-submit the plan.

OK

Once clicked, the subject is added and you will be taken back to the plan page, on which you are working.



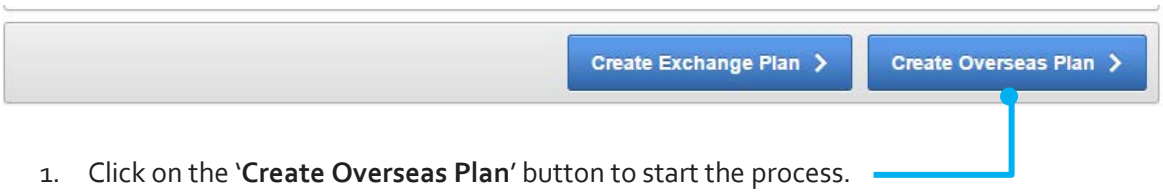
NOTE

You need to **check the declaration** and **click 'Submit'** as you did for the plan submission previously.

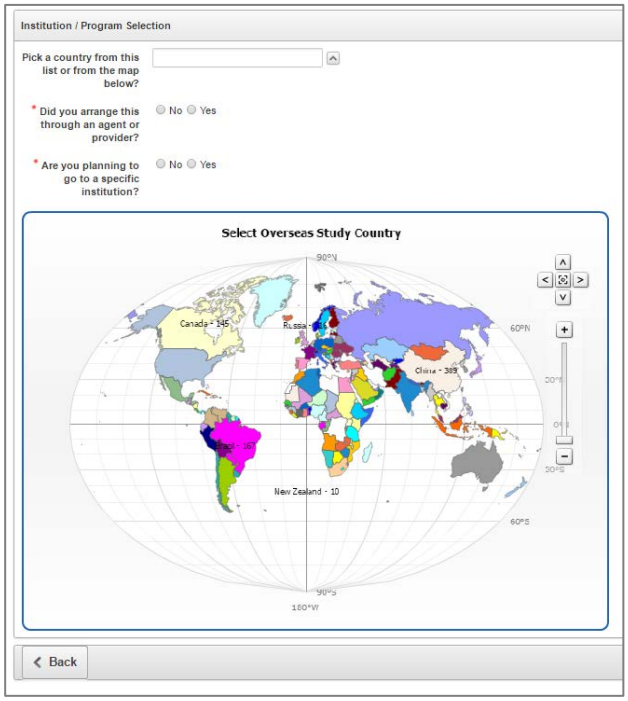
Overseas Plan for Study Abroad and Short Term Mobility

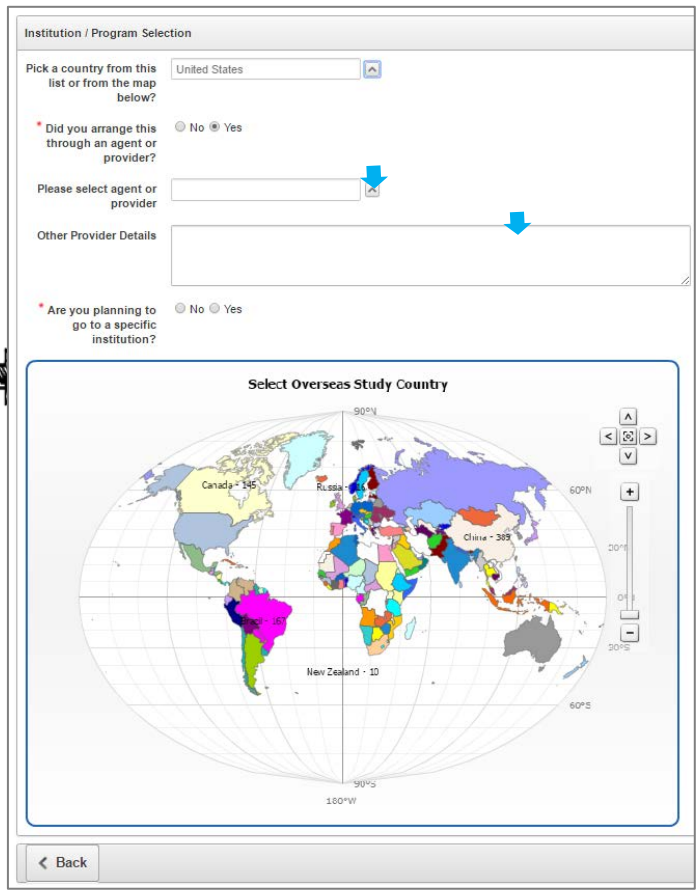
The so-called "Overseas Plan" is intended for students wanting to spend time overseas studying for credit towards their University of Melbourne degree as a **study abroad** student (usually for a semester or longer not through the exchange program) or for **short term study** (less than one semester) as either exchange or study abroad.

Creating a Draft Overseas Study Plan



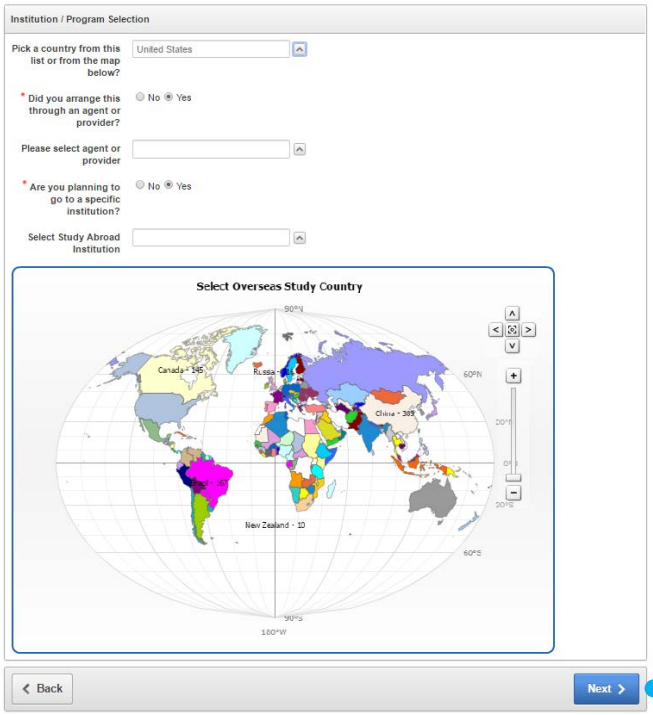
1. Click on the '**Create Overseas Plan**' button to start the process.
2. **Select a Country** - either from clicking on the map or selecting from the dropdown list.
3. **Did you arrange this through an agent or provider? -** Answering '**Yes**' to this Question will refresh the screen and display an additional question.
    a. **Please select agent or provider** – selection list. If you select '**OTHER PROVIDER'** from the list, the screen will refresh and display the additional comment field:
    b. **Other Provider Details**





4. **Are you planning to go to a specific institution? –** Answering **'Yes'** to the question will display an additional question.

   Select Study Abroad Institution – selection list.



NOTE

If you have not arranged your study through a provider or agent, you may only attend an institution listed in the Study Abroad catalogue on the Melbourne Global Mobility website.

NEXT
This button appears once the question 'Are you planning to go to a specific institution?' is answered

5. **Are you planning to go to a specific institution?** Answering **'No'** to the question will display an additional question:

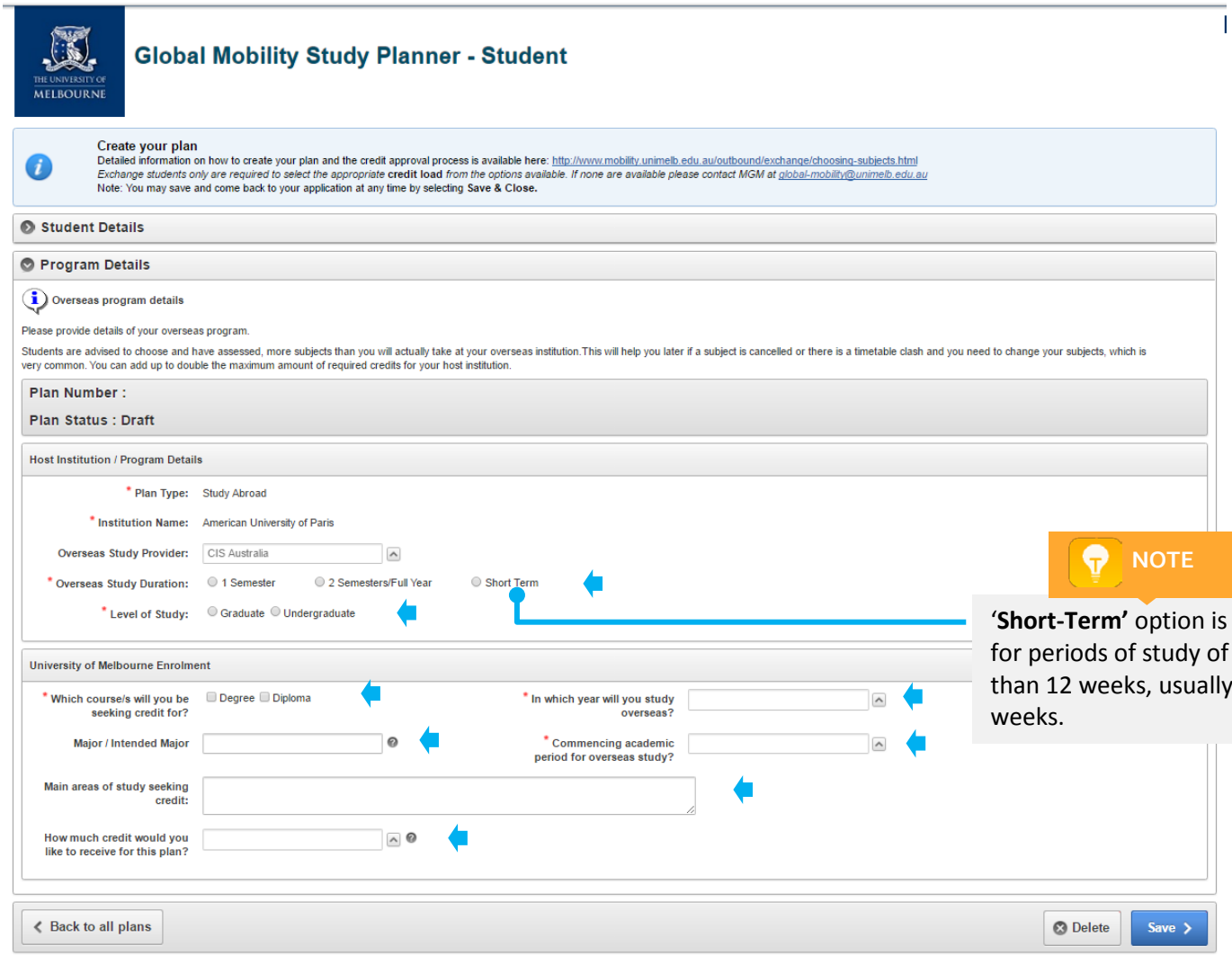
   Program Name – Free Text Field.

6. Click **'Next'** to proceed.

Overseas Plan Form

The process for completing and submitting an overseas plan for approval is similar to that for an exchange plan. Students will be able to submit all the subjects from the host institution for assessment online. As the host institutions do not usually have an exchange agreement with the University of Melbourne**, there are no credit load criteria specified** in the study plan.

To begin, you must answer the basic questions about when you want to study overseas and the course you are doing here.



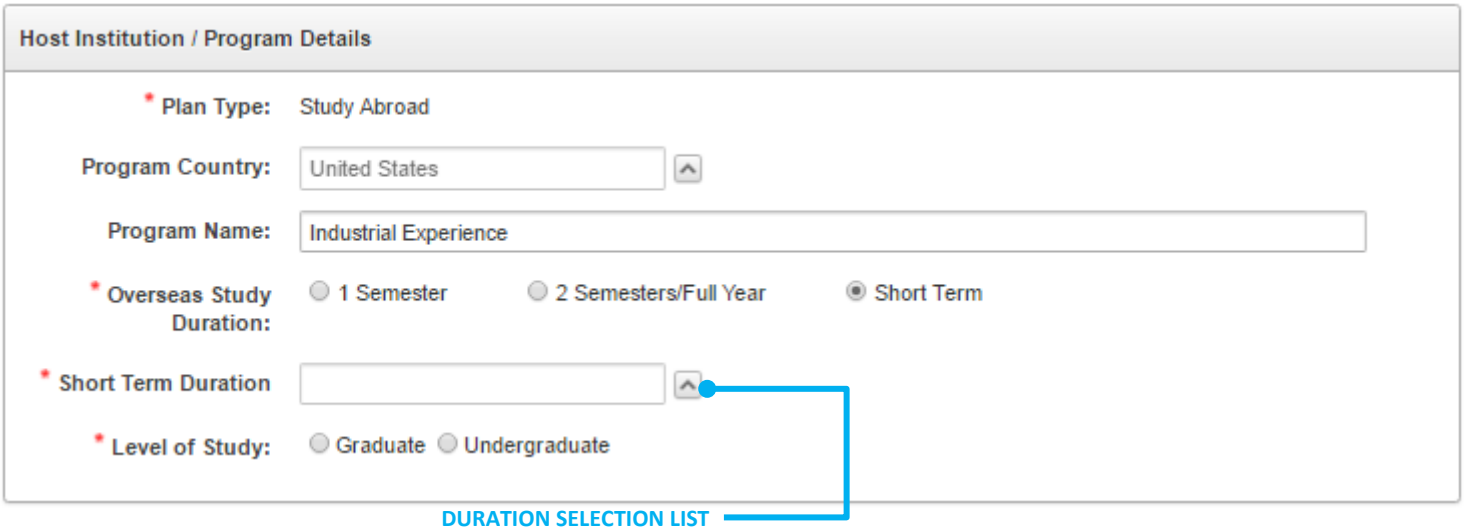
NOTE

'**Short-Term'** option is used for periods of study of less than 12 weeks, usually 2-6 weeks.

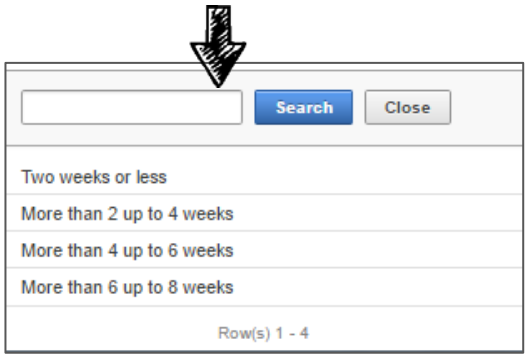
Short Term Mobility

Short term programs may be offered through a University of Melbourne exchange partnership or may be undertaken as independent study abroad. In the section *Overseas Plan* follow these steps:

1. **For Overseas Study Duration** – select the 'Short Term' Option.
2. On Selection of 'Short Term' – '**Short Term Duration'** selection field will be displayed.



DURATION SELECTION LIST
Clicking on the arrow brings up the 'Short Term Duration' list.



What Next with Your Overseas Plan?

To complete the next parts of the form turn to the sections above as you need them. Where the section instructions are slightly different for exchange plans to those for a study abroad or short term study plan, a note has been added to highlight this.

Section	Page
University of Melbourne Enrolment Details	10
Saving your Plan	11
Your Draft Plan Created	12
Deleting a Draft Plan	13
Adding Subjects to a Draft Plan	14
Adding a Subject from the Known Subjects List	15
Known Subject Details Page	16
Adding a New Subject to Your Plan	17
Completed Subject Details Page	18
Subject Added to the Plan	19
Withdrawing a Subject	20
Submitting the Plan	21
Plan submission Rules	22
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Student Notifications	24
Withdrawing a Plan	25
Adding Subjects to Your Plan After it Has Been Submitted	26

Stop 1 Review of Plan

Once subjects have been reviewed and assessments have been entered into the system, when the total credit value of those subjects **assessed and recommended for credit** reaches the **minimum credit load** required for your plan, the plan will be **automatically passed to Stop 1** for review.

The review of any outstanding subjects will continue to occur, and you will receive the notifications as the assessments are made for the remaining subjects.

PERIOD	DISCIPLINES	STUDY LEVEL	Min Credit	Max Credit	SELECTED	
1 Semester	ALL SUBJECT DISCIPLINES	ALL STUDY LEVELS	22.5 ECTS equates to 37.5 UoM points	30 ECTS equates to 50 UoM points	✔	Select

MINIMUM CREDIT LOAD
In this instance, the plan will move to *Under Stop 1 Review* when the subjects recommended have reached the minimum credit load of **22.5 ECTS.**

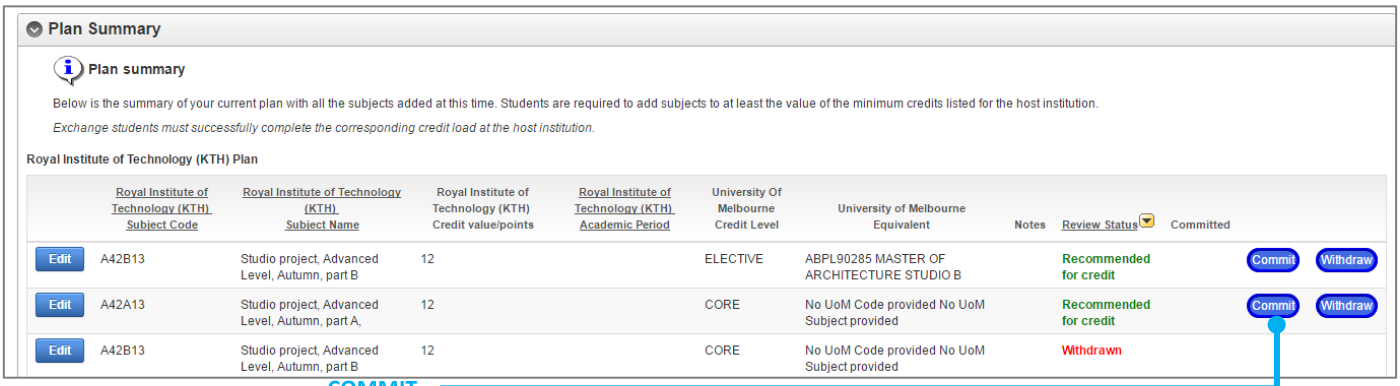
Plan Approval

The staff at Stop 1 will review the plan considering things such as the stage you are at in your degree, the requirements for the degree, what you have done previously at the University of Melbourne and any other information they deem relevant to make an assessment of the whole plan. They may ask for additional information and you will be able to log back in to the Study Planner and provide that.

The review outcome may be *Approved* or *Conditionally Approved*. For *Conditionally Approved* plans, the conditions for your plan will be included under the **Student Feedback Comments** section on the Plan Page

Committing to Subjects

Once you are overseas at the host institution and enrolled in the subjects recommended for credit, you **must update your plan** by **'Committing' to the subjects recommended for credit** in which you are actually **enrolled at the host institution.** You should have had the subjects to which you commit approved by the University of Melbourne before you began your studies or as soon as possible after deciding you would like to include the subject(s) on your study plan.

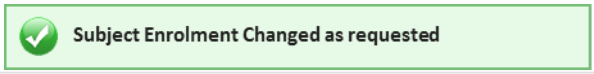


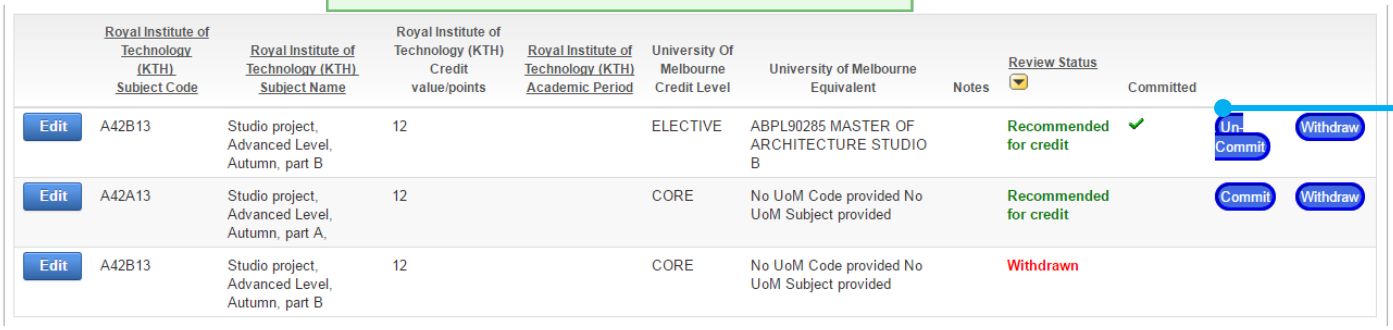
COMMIT

Clicking in this button will populate the **'Committed'** column with a ' ✔ 'for this subject,

UN COMMIT

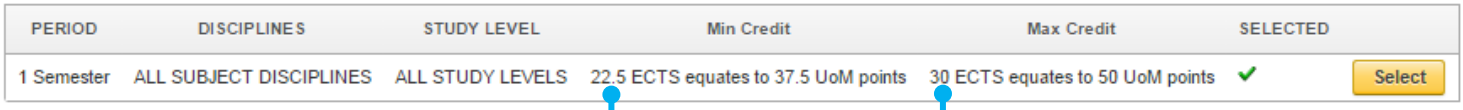
Clicking this button will clear the **'Committed'** column and the button will revert to '**Commit'.**





Finalising Your Plan

Once you have enrolled in all of your subjects at the host institution and the overall plan is complete, you must finalise your plan. Before you can do this, the Total Credit Load must be between the minimum or maximum credit load range, if it is not, the system will warn you that it is not with error messages and not allow you to proceed. **This does NOT apply to study abroad or short term study plans.**



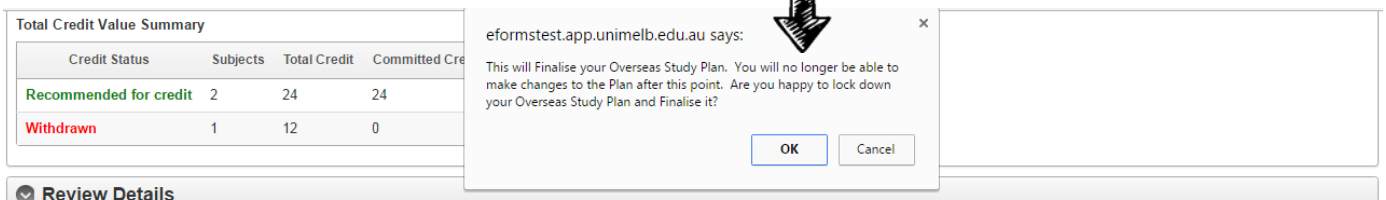
MINIMUM CREDIT LOAD
In this instance, you will **not be able** to finalise your plan until you have committed to at least the minimum full time credit load of **22.5 ECTS.**

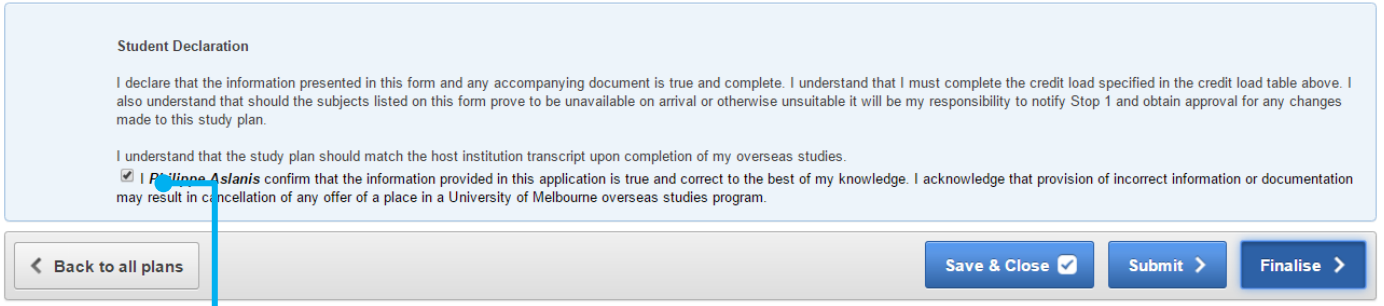
MAX CREDIT LOAD
In this instance, you will not be able to finalise your plan if you **commit to more than** the maximum credit load of **30 ECTS.**

Once you have committed to enough subjects so that you **meet at least the minimum credit load specified (you can have more if you wish)** for your plan, the plan status will **automatically change** and the "Finalise" button will become active. If you are enrolled in the maximum credit specified for your plan, keep committing to the relevant subjects until you have included all your subjects up to the maximum credit load, then click the "Finalise" button.

FINALISE
This button will appear once the plan reaches to 'Plan Finalising' stage.

FINALISE
Clicking on this button will trigger the Finalising process. An **alert message box** will get displayed.





STUDENT DECLARATION
You **must check** the Student Declaration again before you will be able to finalise your plan.

PLAN FINALISED
Plan Finalised message will appear and you will be taken back to your homepage.

Changing Your Finalised Plan

Once you have clicked on the "Finalise" button, your plan will be locked and you cannot make any further changes to it yourself. Your final enrolment at the host institution should be reflected as closely as possible in this study plan so that when your transcript arrives at the University of Melbourne, the transfer of the credit you have earned from your study overseas should be as simple as comparing the transcript with the study plan.

If you do need to change anything on your finalised study plan, you will need to contact Melbourne Global Mobility (global-mobility@unimelb.edu.au) for assistance.

Last amended 20 March 2017.