



THE UNIVERSITY OF  
MELBOURNE

# GLOBAL MOBILITY STUDY PLANNER

## STUDENT SUPPORT GUIDE

## Table of Contents

<b>Summary of Subject Approval Process.....</b>	<b>3</b>
<b>Getting Started .....</b>	<b>4</b>
Student Homepage .....	5
<b>Creating a Draft Exchange Plan.....</b>	<b>6</b>
Exchange Plan Form .....	7
Credit Load Selection .....	8
University of Melbourne Enrolment.....	9
<b>Saving your Plan.....</b>	<b>10</b>
Your Draft Plan Created.....	11
Deleting a Draft Plan .....	12
<b>Adding Subjects to a Draft Plan.....</b>	<b>13</b>
Adding a Subject from the Known Subjects List .....	14
Known Subject Details Page .....	15
Adding a New Subject to Your Plan .....	16
Completed Subject Details Page.....	17
Subject Added to the Plan .....	18
<b>Withdrawing a Subject .....</b>	<b>19</b>
<b>Submitting the Plan .....</b>	<b>20</b>
Plan Submission Rules .....	21
Plan Submitted for Approval .....	22
<b>Student Notifications.....</b>	<b>23</b>
<b>Withdrawing a Plan.....</b>	<b>24</b>
<b>Adding Subjects to Your Plan After it Has Been Submitted.....</b>	<b>25</b>
<b>Overseas Plan for Study Abroad and Short Term Mobility .....</b>	<b>26</b>
<b>Creating a Draft Overseas Study Plan .....</b>	<b>26</b>
Overseas Plan Form.....	28
Short Term Mobility .....	29
<b>What Next with Your Overseas Plan? .....</b>	<b>30</b>
<b>Stop 1 Review of Plan.....</b>	<b>31</b>
Plan Approval .....	31
<b>Committing to Subjects.....</b>	<b>32</b>
<b>Finalising Your Plan .....</b>	<b>33</b>
Changing Your Finalised Plan .....	34

## Summary of Subject Approval Process Page

### EXCHANGE (semester length)

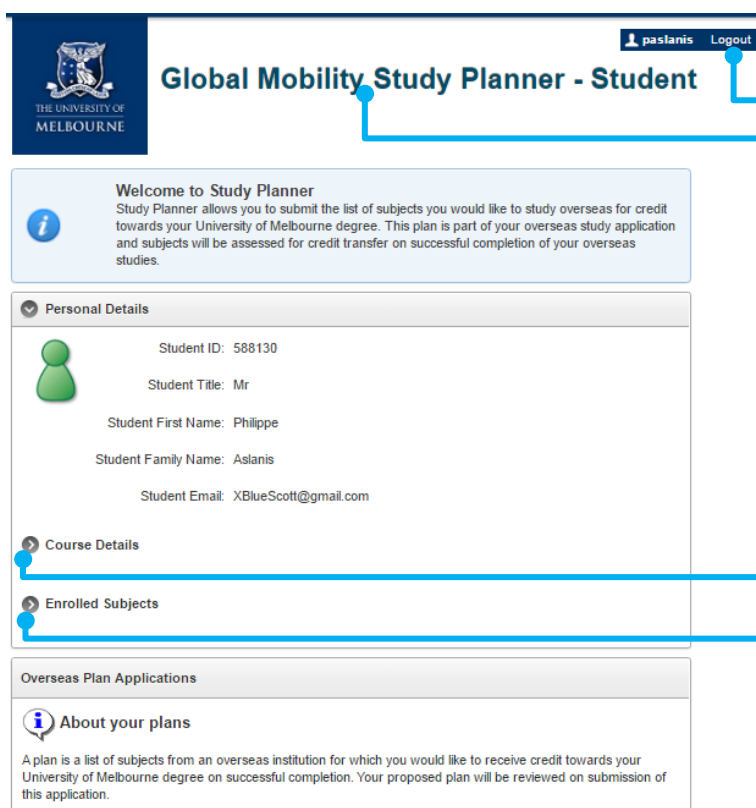
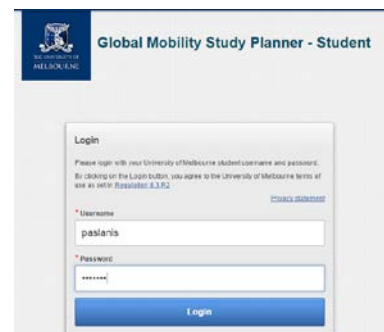
Step 1	Login to Study Planner	4
Step 2	Create Exchange plan and select country and institution.	5-6
Step 3	Enter your period of exchange and level of your study.	7
Step 4	Select your credit load.	8
Step 5	Enter your Melbourne enrolment details and the credit you want from exchange.	9
Step 6	Add subjects to your plan.	13-18
Step 7	Submit your plan; you will now be notified of all changes.	20-23
Step 8	Adding subjects to your plan after it has been submitted.	25
Step 9	Subjects are assessed and as soon as enough are approved goes to Stop 1.	31
Step 10	Stop 1 review whole plan and assess.	31
Step 11	When overseas as you enrol at the host institution you commit to subjects.	32
Step 12	When you have enrolled in all your subjects overseas you finalise your plan.	33

### STUDY ABROAD & SHORT TERM

Step 1	Login to Study Planner	4
Step 2	Create overseas plan and select what you are doing where.	26-7
Step 3	Enter your period and level of study.	28
Step 4	If you are doing Short Term, enter the length of time	29
Step 5	Enter your Melbourne enrolment details and the credit you want from the study.	9
Step 6	Add subjects to your plan.	13-18
Step 7	Submit your plan; you will now be notified of all changes.	20-23
Step 8	Adding subjects to your plan after it has been submitted.	25
Step 9	Subjects are assessed and as soon as enough are approved goes to Stop 1.	31
Step 10	Stop 1 review whole plan and assess.	31
Step 11	When overseas as you enrol at the host institution you commit to subjects.	32
Step 12	When you have enrolled in all your subjects overseas you finalise your plan.	33

## 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 there 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.

**Welcome to Study Planner**  
Study Planner allows you to submit the list of subjects you would like to study overseas for credit towards your University of Melbourne degree. This plan is part of your overseas study application and subjects will be assessed for credit transfer on successful completion of your overseas studies.

Personal Details

Overseas Plan Applications

### About your plans

A plan is a list of subjects from an overseas institution for which you would like to receive credit towards your University of Melbourne degree on successful completion. Your proposed plan will be reviewed on submission of this application.

#### When to create an exchange plan?

Students applying for a place on the University's exchange program are required to complete a plan for their 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. Please only submit the plan for your first preference institution as the system will only allow one plan per study period.

You will not be able to submit your plan until you have at least the minimum full time credit load. We strongly recommend, however, that you have more subjects assessed than you are required to study at your host institution.

Refer to the credit load table available on the brochure page of the preferred [host institution](#).

#### When to create an overseas plan?

##### Study abroad

Students wishing to study abroad at an overseas institution which is NOT an exchange partner of the University of Melbourne, should submit all the subjects from the host institution for credit approval towards their University of Melbourne degree. To create your study abroad plan, select **create overseas plan**.

##### Short term programs

Students wishing to undertake a short term program as an alternative to a full semester or year overseas, should submit the subject/s from the host institution for credit approval towards their University of Melbourne degree. Short term programs are all programs which are shorter than one semester in duration and may be:

- winter or summer school programs
- intensive language programs
- study tours or internship programs

Short term programs may be offered through a University of Melbourne exchange partnership or may be undertaken as independent study abroad. To create your short term program plan, select **create overseas plan**.

If your selected host tertiary institution or overseas program provider is not available for selection on the following page, please contact Melbourne Global Mobility ([global-mobility@unimelb.edu.au](mailto:global-mobility@unimelb.edu.au)).

#### Your current plans

### LIST OF ALL THE STUDY

LIST OF ALL THE STUDY

ID	Institution / Program Name	Study Period	Level Of Study	Application Comments		
483	Pontifical Catholic University of Argentina	Under Stop 1 Review	1 Semester	Exchange	Graduate	-
421	University of the Andes	Under Academic Review	1 Semester	Exchange	Graduate	-
417	Royal Institute of Technology (KTH)	Submitted For Approval	1 Semester	Exchange	Graduate	-
394	Camosun College	Submitted For Approval	1 Semester	Study Abroad	Undergraduate	-
387	Bocconi University	Submitted For Approval	1 Semester	Study Abroad	Graduate	-
334	University of the Andes	Conditionally approved	1 Semester	Exchange	Undergraduate	More subjects required
260	Royal Institute of Technology (KTH)	Under Stop 1 Review	1 Semester	Exchange	Graduate	-
258	Royal Institute of Technology (KTH)	Finalised	1 Semester	Exchange	Graduate	-
252	Royal Institute of Technology (KTH)	Under Stop 1 Review	1 Semester	Exchange	Graduate	-
211	Fiji School of Medicine	Plan being Finalised	1 Semester	Study Abroad	Graduate	-
210	University of Vienna	Submitted For Approval	1 Semester	Study Abroad	Graduate	-
205	University of Toronto	Finalised	1 Semester	Exchange	Graduate	Okey Dokey
203	University of Toronto	Plan being Finalised	1 Semester	Exchange	Graduate	-
201	Pontifical Catholic University of Argentina	Plan being Finalised	1 Semester	Exchange	Graduate	-
146	University of Toronto	Submitted For Approval	1 Semester	Exchange	Graduate	-

1 - 15 Next

1 - 15 Next

#### 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).

Create Exchange Plan >

Create Overseas Plan >

## 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.

**COUNTRY SELECTION LIST**  
Clicking on the arrow brings up the 'Country Selection List'.

**COUNTRY SEARCH**  
You may choose to do a quick search instead of scrolling.

**BACK**  
This button will take you back to your homepage.

**COUNTRY SELECTION MAP**  
Clicking on any coloured country map will mean the host country selected.

**EXCHANGE INSTITUTION LIST**  
Clicking on the arrow brings up the 'Exchange Institution List'.


**INSTITUTION SEARCH**  
You may choose to do a quick search, instead of scrolling.

**NEXT**  
This button appears after the country is selected.


**NEXT**  
Once you have selected the Country and your host institution, to proceed click 'Next'.

## 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.




### Global Mobility Study Planner - Student

**Create your plan**

Detailed information on how to create your plan and the credit approval process is available here:  
<http://www.mobility.unimelb.edu.au/outbound/exchange/choosing-subjects.html>  
Exchange students only are required to select the appropriate **credit load** from the options available. If none are available please contact MGM at [global-mobility@unimelb.edu.au](mailto:global-mobility@unimelb.edu.au)  
Note: You may save and come back to your application at any time by selecting **Save & Close**.

➤ Student Details

✔ Program Details

 Overseas program details

Please provide details of your overseas program.

Students are advised to choose and have assessed, more subjects than you will actually take at your overseas institution. This will help you later if a subject is cancelled or there is a timetable clash and you need to change your subjects, which is very common. You can add up to double the maximum amount of required credits for your host institution.

Plan Number :  
Plan Status : Draft

Host Institution / Program Details

\* Plan Type: Exchange

\* Institution Name: Royal Institute of Technology (KTH)


\* Overseas Study Duration: ☐ 1 Semester ☒ 2 Semesters/Full Year 👉

\* Level of Study: ☐ Graduate ☒ Undergraduate 👉



### 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.

Host Institution / Program Details

\* Plan Type: Exchange

\* Institution Name: Royal Institute of Technology (KTH)

\* Overseas Study Duration:

☒ 1 Semester
 ☐ 2 Semesters/Full Year
 

← SELECTED

\* Level of Study:

☒ Graduate
 ☐ Undergraduate
 

← SELECTED

Credit Load Options

Credit Load Selection

Based on the selections you have made for the above questions, the corresponding credit load guide for the host institution is listed in the table. Please select the credit load which is applicable to your plan, only one selection is allowed.

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	✓	<div>Select</div>

### CREDIT LOAD SELECTION

Although there is **only one** available credit load, **you must click on the ‘Select’ button** to have it applied to your plan.

### CREDIT LOAD SELECTED

The green tick indicates that you have selected the 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.**

University of Melbourne Enrolment

\* Which course/s will you be seeking credit for? ☐ Degree ☐ Diploma

Major / Intended Major

Main areas of study seeking credit:

How much credit would you like to receive for this plan?

\* In which year will you study overseas?

\* Commencing academic period for overseas study?

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

### YEAR SELECTION LIST

Clicking on the arrow brings up the 'Year Selection List'.

2016
2017
2018
2019
2020

Row(s) 1 - 5

### ACADEMIC PERIOD

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

Summer (Dec, Jan, Feb)
Winter (June, July)
Semester 1
Semester 2

Row(s) 1 - 4

University of Melbourne Enrolment

\* Which course/s will you be seeking credit for? ☐ Degree ☐ Diploma

Major / Intended Major

Main areas of study seeking credit:

How much credit would you like to receive for this plan?

\* In which year will you study overseas? 2017

\* Commencing 2017 academic period for overseas study?

Year added to the question

University of Melbourne Enrolment

\* Which course/s will you be seeking credit for? ☐ Degree ☐ Diploma

Major / Intended Major

Main areas of study seeking credit:

How much credit would you like to receive for this plan?

\* In which year will you study overseas? 2017

\* Commencing 2017 academic period for overseas study? Semester 1

### CREDIT SELECTION LIST

Clicking on the arrow brings up the 'Credit'

12.5
25
37.5
50
62.5
75
87.5
100

Row(s) 1 - 8



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.

University of Melbourne Enrolment

\* Which course/s will you be seeking credit for? ☐ Degree ☐ Diploma

\* In which year will you study overseas? 2017

Major / Intended Major: Architectural Design

\* Commencing 2017 academic period for overseas study? Semester 1

Main areas of study seeking credit: Fundamental of Design

How much credit would you like to receive for this plan? 37.5

< Back to all plans Delete Save >

### DELETE

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

### Back to all plans

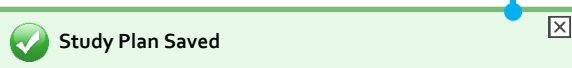
Clicking on this button will take you back to your homepage.

### 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 Number : 502

Plan Status : Draft

### Host Institution / Program Details

\* Plan Type: Exchange

\* Institution Name: Royal Institute of Technology (KTH)

\* Overseas Study Duration: ☒ 1 Semester ☐ 2 Semesters/Full Year

\* Level of Study: ☒ Graduate ☐ Undergraduate

### Credit Load Options

#### Credit Load Selection

Based on the selections you have made for the above questions, the corresponding credit load guide for the host institution is listed in the table. Please select the credit load which is applicable to your plan, only one selection is allowed.

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	<input checked="" type="checkbox"/>

Select

### University of Melbourne Enrolment

\* Which course/s will you be seeking credit for? ☐ Degree ☐ Diploma

\* In which year will you study overseas? 2017

Major / Intended Major: Architecture Design

\* Commencing 2017 academic period for overseas study? Semester 1

Main areas of study seeking credit: Foundations of Architecture

### PLAN ID

The system generates a unique Plan ID#.

## Your Draft Plan Created

**Plan Number : 502**  
**Plan Status : Draft**

**Host Institution / Program Details**

\* Plan Type: Exchange  
 \* Institution Name: Royal Institute of Technology (KTH)  
 \* Overseas Study Duration: ☒ 1 Semester ☐ 2 Semesters/Full Year  
 \* Level of Study: ☒ Graduate ☐ Undergraduate

**Credit Load Options**

**Credit Load Selection**

Based on the selections you have made for the above questions, the corresponding credit load guide for the host institution is listed in the table. Please select the credit load which is applicable to your plan, only one selection is allowed.

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	<input checked="" type="checkbox"/>

**University of Melbourne Enrolment**

\* Which course/s will you be seeking credit for? ☐ Degree ☐ Diploma  
 \* In which year will you study overseas? 2017  
 Major / Intended Major: Architecture Design  
 \* Commencing 2017 academic period for overseas study? Semester 1  
 Main areas of study seeking credit: Foundations of Architecture  
 How much credit would you like to receive for this plan? 50

**Plan Summary**

**Plan summary**

Below is the summary of your current plan with all the subjects added at this time. Students are required to add subjects to at least the value of the minimum credits listed for the host institution.

*Exchange students must successfully complete the corresponding credit load at the host institution.*

**Royal Institute of Technology (KTH) Plan**

Currently no subjects have been added to this plan. Please add a subject by clicking on the 'Add Subject' button

**Total Credit Value Summary**

Currently no subjects have been added to this plan.

**Student Declaration**

I declare that the information presented in this form and any accompanying document is true and complete. I understand that I must complete the credit load specified in the credit load table above. I also understand that should the subjects listed on this form prove to be unavailable on arrival or otherwise unsuitable it will be my responsibility to notify Stop 1 and obtain approval for any changes made to this study plan.

☐ I **Philippe Aslanis** confirm that the information provided in this application is true and correct to the best of my knowledge. I acknowledge that provision of incorrect information or documentation may result in cancellation of any offer of a place in a University of Melbourne overseas studies program.

**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 Status : Draft

Host Institution / Program Details

\* Plan Type: Exchange

\* Institution Name: Royal Holloway College

\* Overseas Study Duration: 1 Semester

\* Level of Study: Graduate Undergraduate

Credit Load Options

Credit Load Selection

Based on the selections you have made for the above questions, the corresponding credit load guide for the host institution is listed in the

eformstest.app.unimelb.edu.au says:

Are you sure you want to delete your Overseas Study Plan?

Deleting your Overseas Study Plan will mean it will no longer be saved and any subject details and documents loaded will be lost.

You can start a new Overseas Study Plan without deleting this one if you prefer.

OK Cancel

**Welcome to Study Planner**

Study Planner allows you to submit the list of subjects you would like to study overseas for credit towards your University of Melbourne degree. This plan is part of your overseas study application and subjects will be assessed for credit transfer on successful completion of your overseas studies.

Personal Details

Overseas Plan Applications

About you

**Overseas Study Plan Deleted**

A plan is a list of subjects you would like to study overseas for credit towards your University of Melbourne degree. Your proposed plan will be reviewed on submission of this application.

**When to create an exchange plan?**

Students applying for a place on the University's exchange program are required to complete a plan for their 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. Please only submit the plan for your first preference institution as the system will only allow one plan per study period.

You will not be able to submit your plan until you have at least the minimum full time credit load. We strongly recommend, however, that you have more subjects assessed than you are required to study at your host institution.

Refer to the credit load table available on the brochure page of the preferred [host institution](#).

**When to create an overseas plan?**

**Study abroad**

Students wishing to study abroad at an overseas institution which is NOT an exchange partner of the University of Melbourne, should submit all the subjects from the host institution for credit approval towards their University of Melbourne degree. To create your study abroad plan, select create overseas study plan.

**Short term programs**

Students wishing to undertake a short term program as an alternative to a full semester or year overseas, should submit the subject/s from the host institution for credit approval towards their University of Melbourne degree. Short term programs are all programs which are shorter than one semester in duration and may be:

- winter or summer school programs
- intensive language programs
- study tours or internship programs

Short term programs may be offered through a University of Melbourne exchange partnership or may be undertaken as independent study abroad. To create your short term program plan, select create overseas plan.

If your selected host tertiary institution or overseas program provider is not available for selection on the following page, please contact Melbourne Global Mobility ([global-mobility@unimelb.edu.au](mailto:global-mobility@unimelb.edu.au)).

**Your current plans**

ID	Institution / Program Name	Application Status	Overseas Study Duration	Overseas Study Plan Type	Level Of Study	Application Comments
483	Pontifical Catholic University of Argentina	Under Stop 1 Review	1 Semester	Exchange	Graduate	-
421	University of the Andes	Under Academic Review	1 Semester	Exchange	Graduate	-

### PLAN DELETED

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



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.

**Plan Summary**

**Plan summary**

Below is the summary of your current plan with all the subjects added at this time. Students are required to add subjects to at least the value of the minimum credits listed for the host institution.

*Exchange students must successfully complete the corresponding credit load at the host institution.*

**Royal Institute of Technology (KTH) Plan**

Currently no subjects have been added to this plan. Please add a subject by clicking on the 'Add Subject' button

Add Subject
View Known Subjects

**Total Credit Value Summary**

Currently no subjects have been added to this plan.

### ADD SUBJECT

This will allow you to **add 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

i 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.

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	-	-	<a href="#" style="background-color: #ffcc00; padding: 2px 5px; border-radius: 3px;">ADD TO MY PLAN</a>	Recommended for credit	-
1	fredbear	fredbear	5	No UoM Subject provided	No UoM Code provided	CORE	1	Architecture, Building and Planning - Architecture	<a href="#" style="background-color: #ffcc00; padding: 2px 5px; border-radius: 3px;">ADD TO MY PLAN</a>	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	-	-	<a href="#" style="background-color: #ffcc00; padding: 2px 5px; border-radius: 3px;">ADD TO MY PLAN</a>	Recommended for credit	-
2016	Studio Project, Advanced Level, part D	A42D14	12	No UoM Subject provided	No UoM Code provided	CORE	-	-	<a href="#" style="background-color: #ffcc00; padding: 2px 5px; border-radius: 3px;">ADD TO MY PLAN</a>	Recommended for credit	-
2016	Studio project Advanced Level Autumn part A	A42A13	12	-	-	CORE	3	Architecture, Building and Planning - Architecture	<a href="#" style="background-color: #ffcc00; padding: 2px 5px; border-radius: 3px;">ADD TO MY PLAN</a>	Recommended for credit	-
2016	Studio Project Advanced Level	A42SEV	12	-	-	CORE	3	Arts - Asia Institute - Arabic	<a href="#" style="background-color: #ffcc00; padding: 2px 5px; border-radius: 3px;">ADD TO MY PLAN</a>	Recommended for credit	WWW.KTH.EDU

← Back to Plan
1 - 15 [▶](#)



### 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

### 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

## Known 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
Recommended for credit	5	66	39
Withdrawn	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

Subject url from Royal Institute of Technology (KTH) Handbook

OR/AND

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

Subject Documents

No documents currently attached

## 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.

University of Melbourne Credit Request

**University of Melbourne credit request**

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

\* Discipline area: Architecture, Building and Planning - Architecture

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?

[Back to Plan](#) [Add / Update Subject](#)

## Back to all plans

Clicking on this button will 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.

### Mr Philippe Aslanis, Royal Institute of Technology (KTH) Study Plan -

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
Recommended for credit	5	66	39
Withdrawn	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

Royal Institute of Technology (KTH) Subject Name

Royal Institute of Technology (KTH) Subject Year Level

Additional subject information

Subject url from Royal Institute of Technology (KTH) Handbook

OR/AND

Upload Subject Description or Other Supporting Documentation

Subject Documents

University of Melbourne Credit Request

University of Melbourne credit request

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

\* Discipline area

For more information please visit the [Faculty Advisor Web Page](#)

\* Type of credit requested for this subject?

Level of credit requested for this subject?

Back to Plan

Add / Update Subject



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**.

Unknown  
First  
Second  
Third  
Fourth  
Fifth  
Sixth  
Seventh  
Eighth  
Ninth

Row(s) 1 - 10

#### 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.

Architecture, Building and Planning - Architecture  
Architecture, Building and Planning - Construction Management  
Architecture, Building and Planning - Landscape Architecture  
Architecture, Building and Planning - Planning and Design  
Architecture, Building and Planning - Property  
Architecture, Building and Planning - Urban Design  
Architecture, Building and Planning - Urban Planning  
Architecture Building and Planning - Breadth - Bachelor of Design  
Arts - Asia Institute - Arabic  
Arts - Asia Institute - Asian Studies  
Arts - Asia Institute - Chinese  
Arts - Asia Institute - Indonesian  
Arts - Asia Institute - Islamic Studies  
Arts - Asia Institute - Japanese  
Arts - Breadth - Bachelor of Arts  
Arts - Geography - Science  
Arts - School of Culture and Communication - Art History - graduate  
Arts - School of Culture and Communication - Art History - undergraduate

#### LEVEL OF UoM CREDIT REQUESTED

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

Unknown  
First  
Second  
Third  
Fourth  
Fifth  
Sixth  
Seventh  
Eighth  
Ninth

Row(s) 1 - 10

## 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	<a href="#">Download</a>	83636	<a href="#">Delete</a>
Subject Outline - A42B13 - Studio project Advanced Level Autumn part B.pdf	SUBJECT DOCUMENT	<a href="#">Download</a>	83436	<a href="#">Delete</a>

University of Melbourne Credit Request

**University of Melbourne credit request**

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

\* Discipline area: Architecture, Building and Planning - Architecture

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

**Create your plan**  
 Detailed information on how to create your plan and the credit approval process is available here:  
<http://www.mobility.unimelb.edu.au/outbound/exchange/choosing-subjects.html>  
 Exchange students only are required to select the appropriate **credit load** from the options available. If none are available please contact MGM at [global-mobility@unimelb.edu.au](mailto:global-mobility@unimelb.edu.au)  
 Note: You may save your plan at any time.

✔ **Subject Saved**

**Student Details**

**Program Details**

**Overseas program details**

Please provide details of your overseas program.

Students are advised to choose and have assessed, more subjects than you will actually take at your overseas institution. This will help you later if a subject is cancelled or there is a timetable clash and you need to change your subjects, which is very common. You can add up to double the maximum amount of required credits for your host institution.

**Plan Number : 503**  
**Plan Status : Draft**

**Host Institution / Program Details**

\* Plan Type: Exchange

\* Institution Name: Royal Institute of Technology (KTH)

\* Overseas Study Duration: ☒ 1 Semester ☐ 2 Semesters/Full Year

\* Level of Study: ☒ Graduate ☐ Undergraduate

**Credit Load Options**

**Credit Load Selection**

Based on the selections you have made for the above questions, the corresponding credit load guide for the host institution is listed in the table. Please select the credit load which is applicable to your plan, only one selection is allowed.

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](#)

**University of Melbourne Enrolment**

\* Which course/s will you be seeking credit for? ☒ Degree ☐ Diploma

\* In which year will you study overseas?

Major / Intended Major:  Commencing 2017 academic period for overseas study?

Main areas of study seeking credit:

How much credit would you like to receive for this 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.

**Royal Institute of Technology (KTH) Plan**

	Royal Institute of Technology (KTH) Subject Code	Royal Institute of Technology (KTH) Subject Name	Royal Institute of Technology (KTH) Credit value/points	Royal Institute of Technology (KTH) Academic Period	University Of Melbourne Credit Level	University of Melbourne Equivalent	Notes	Review Status	Committed
<a href="#" style="background-color: #4f81bd; color: white; padding: 2px 5px;">Edit</a>	A42B13	Studio project, Advanced Level, Autumn, part B	12		CORE	No UoM Code provided No UoM Subject provided		<a href="#" style="background-color: #f0ad4e; color: white; padding: 2px 5px;">Review Status</a>	<a href="#" style="background-color: #4f81bd; color: white; padding: 2px 5px;">Draft</a>
<a href="#" style="background-color: #4f81bd; color: white; padding: 2px 5px;">Withdraw</a>									

[Add Subject](#)
[View Known Subjects](#)

**Total Credit Value Summary**

Credit Status	Subjects	Total Credit	Committed Credit
<b>Draft</b>	1	12	0

## Withdrawing a Subject

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

Royal Institute of Technology (KTH) Plan

<a href="#">Royal Institute of Technology (KTH) Subject Code</a>	<a href="#">Royal Institute of Technology (KTH) Subject Name</a>	Royal Institute of Technology (KTH) Credit value/points	<a href="#">Royal Institute of Technology (KTH) Academic Period</a>	University Of Melbourne Credit Level	University of Melbourne Equivalent	Notes	<a href="#">Review Status</a>	Committed
<a href="#">Edit</a> A42B13	Studio project, Advanced Level, Autumn, part B	12		CORE	No UoM Code provided No UoM Subject provided		<b>Draft</b>	
							<a href="#">Withdraw</a>	

### WITHDRAW

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

\* Level of Study:

Credit Load Options

Credit Load Selection

Based on the selections you have made in the table. Please select the credit load option that best suits your needs.

eformtestest.app.unimelb.edu.au says:

This subject will be permanently withdrawn? You will require to re enter the subject if you wish to add to your Overseas Study Plan in future.

[OK](#) [Cancel](#)

### 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 removed from Overseas Study Plan**

**Plan Summary**

Plan summary

Below is the summary of your current plan with all the subjects added at this time. Students are required to add subjects to at least the value of the minimum credits listed for the host institution.

*Exchange students must successfully complete the corresponding credit load at the host institution.*

Royal Institute of Technology (KTH) Plan

<a href="#">Royal Institute of Technology (KTH) Subject Code</a>	<a href="#">Royal Institute of Technology (KTH) Subject Name</a>	Royal Institute of Technology (KTH) Credit value/points	<a href="#">Royal Institute of Technology (KTH) Academic Period</a>	University Of Melbourne Credit Level	University of Melbourne Equivalent	Notes	<a href="#">Review Status</a>	Committed
<a href="#">Edit</a> A42B13	Studio project, Advanced Level, Autumn, part B	12		CORE	No UoM Code provided No UoM Subject provided		<b>Withdrawn</b>	

[Add Subject](#) [View Known Subjects](#)

Total Credit Value Summary

Credit Status	Subjects	Total Credit	Committed Credit
<b>Withdrawn</b>	1	12	0

### SUBJECT WITHDRAWN

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

## Submitting the Plan

**Plan Summary**

**Plan summary**

Below is the summary of your current plan with all the subjects added at this time. Students are required to add subjects to at least the value of the minimum credits listed for the host institution.

*Exchange students must successfully complete the corresponding credit load at the host institution.*

**Royal Institute of Technology (KTH) Plan**

	Royal Institute of Technology (KTH) Subject Code	Royal Institute of Technology (KTH) Subject Name	Royal Institute of Technology (KTH) Credit value/points	Royal Institute of Technology (KTH) Academic Period	University Of Melbourne Credit Level	University of Melbourne Equivalent	Notes	Review Status	Committed
<a href="#">Edit</a>	A42B13	Studio project, Advanced Level, Autumn, part B	12		CORE	No UoM Code provided No UoM Subject provided		Draft	<a href="#">Withdraw</a>
<a href="#">Edit</a>	A42A13	Studio project, Advanced Level, Autumn, part A	12		CORE	No UoM Code provided No UoM Subject provided		Draft	<a href="#">Withdraw</a>
<a href="#">Edit</a>	A42B13	Studio project, Advanced Level, Autumn, part B	12		CORE	No UoM Code provided No UoM Subject provided		Withdrawn	

[Add Subject](#)
[View Known Subjects](#)

**Total Credit Value Summary**

Credit Status	Subjects	Total Credit	Committed Credit
Draft	2	24	0
Withdrawn	1	12	0

**Student Declaration**

I declare that the information presented in this form and any accompanying document is true and complete. I understand that I must complete the credit load specified in the credit load table above. I also understand that should the subjects listed on this form prove to be unavailable on arrival or otherwise unsuitable it will be my responsibility to notify Stop 1 and obtain approval for any changes made to this study plan.

I understand that the study plan should match the host institution transcript upon completion of my overseas studies.

☒ I **Philippe Aslanis** confirm that the information provided in this application is true and correct to the best of my knowledge. I acknowledge that provision of incorrect information or documentation may result in cancellation of any offer of a place in a University of Melbourne overseas studies program.

[< Back to all plans](#)
[Delete](#)
[Save & Close](#)
[Submit >](#)



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	<input type="checkbox"/>	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	<b>X</b>	Submission <b>not allowed</b> as it is the <b>same</b> Study Period.
Exchange	2017	Semester 2	<input type="checkbox"/>	Submission <b>allowed</b> as it is a <b>different</b> Study Period.
Exchange	2018	Semester 1	<input type="checkbox"/>	Submission <b>allowed</b> due as it is a <b>different</b> Study Period.
Overseas Study	2017	Semester 1	<input type="checkbox"/>	Submission <b>allowed</b> as it is a <b>different</b> 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.



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

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	<input checked="" type="checkbox"/>

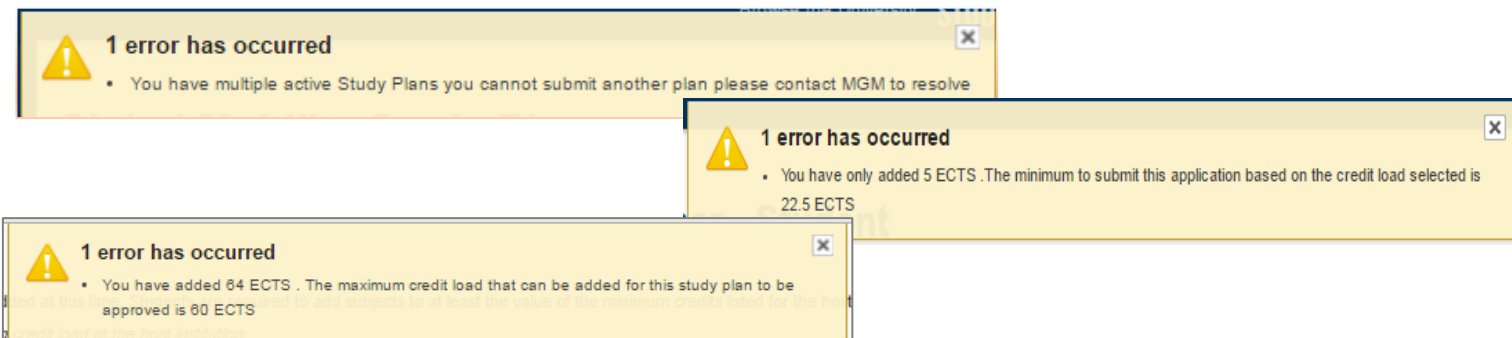
#### MINIMUM CREDIT LOAD

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

**Welcome to Study Planner**  
Study Planner allows you to create a plan for your overseas studies.

**Study Plan submitted**

University of Melbourne  
Successful completion of

**Personal Details**

Student ID: 588130  
Student Title: Mr  
Student First Name: Philippe  
Student Family Name: Aslanis  
Student Email: XBlueScott@gmail.com

**Course Details**

**Enrolled Subjects**

**Overseas Plan Applications**

**About your plans**

A plan is a list of subjects from an overseas institution for which you would like to receive credit towards your University of Melbourne degree on successful completion. Your proposed plan will be reviewed on submission of this application.

**When to create an exchange plan?**

Students applying for a place on the University's exchange program are required to complete a plan for their 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. Please **only submit the plan for your first preference institution** as the system will only allow one plan per study period.

You will not be able to submit your plan until you have at least the minimum full time credit load. We strongly recommend, however, that you have more subjects assessed than you are required to study at your host institution.

Refer to the credit load table available on the brochure page of the preferred [host institution](#).

**When to create an overseas plan?**

*Study abroad*  
Students wishing to study abroad at an overseas institution which is NOT an exchange partner of the University of Melbourne, should submit all the subjects from the host institution for credit approval towards their University of Melbourne degree. To create your study abroad plan, select **create overseas study plan**.

*Short term programs*  
Students wishing to undertake a short term program as an alternative to a full semester or year overseas, should submit the subject/s from the host institution for credit approval towards their University of Melbourne degree. Short term programs are all programs which are shorter than one semester in duration and may be:

- winter or summer school programs
- intensive language programs
- study tours or internship programs

Short term programs may be offered through a University of Melbourne exchange partnership or may be undertaken as independent study abroad. To create your short term program plan, select **create overseas plan**.

If your selected host tertiary institution or overseas program provider is not available for selection on the following page, please contact Melbourne Global Mobility ([global-mobility@unimelb.edu.au](mailto:global-mobility@unimelb.edu.au)).

**Your current plans**

ID	Institution / Program Name	Application Status	Overseas Study Duration	Overseas Study Plan Type	Level Of Study	Application Comments
503	Royal Institute of Technology (KTH)	Submitted For Approval	1 Semester	Exchange	Graduate	-
483	Pontifical Catholic University of Argentina	Under Stop 1 Review	1 Semester	Exchange	Graduate	-
421	University of the Andes	Under Academic Review	1 Semester	Exchange	Graduate	-
417	Royal Institute of Technology (KTH)	Submitted For Approval	1 Semester	Exchange	Graduate	-

Create Exchange Plan >

Create Overseas Plan >

### 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 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.





## Global Mobility Study Planner - Student

Login

Please login with your University of Melbourne student username and password. By clicking on the Login button, you agree to the University of Melbourne terms of use as set in: [Registration 3.3.02](#) [Contact Us](#)

\* Username  
paslanis

\* Password  
\*\*\*\*\*

Login

### 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, until **the plan has been finalised**, you are able to 'Withdraw' it. Simply click on the 'Withdraw' button on the plan page.

**Create your plan**  
Detailed information on how to create your plan and the credit approval process is available here:  
<http://www.mobility.unimelb.edu.au/outbound/exchange/choosing-subjects.html>  
Exchange students only are required to select the appropriate **credit load** from the options available. If none are available please contact MGM at [global-mobility@unimelb.edu.au](mailto:global-mobility@unimelb.edu.au)  
Note: You may save and come back to your application at any time by selecting **Save & Close**.

**Student Details**

**Program Details**

**Overseas program details**

Please provide details of your overseas program.

Students are advised to choose and have assessed, more subjects than you will actually take at your overseas institution. This will help you later if a subject is cancelled or there is a timetable clash and you need to change your subjects, which is very common. You can add up to double the maximum amount of required credits for your host institution.

**Plan Number : 503**

**Plan Status : Plan being Finalised**

**Withdraw** ✓

**Host Institution / Program Details**

\* **Plan Type:** Exchange

\* **Institution Name:** Royal Institute of Technology (KTH)

### WITHDRAW

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



eformstest.app.unimelb.edu.au says:

Are you sure you want to withdraw your Overseas Study Plan application? Withdrawing your application means this Overseas Study Application will be ended and any application details and documents loaded will be lost. You will be able to view the application but no further changes will be possible.

**OK** **Cancel**

### 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.

### CANCEL

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

**Welcome to Study Planner**  
Study Planner allows you to submit the list of subjects you would like to study overseas for credit towards your University of Melbourne degree. This plan is part of your overseas study application and subjects will be assessed for credit transfer on successful completion of your overseas studies.

**Personal Details**

**Overseas Plan Applications**

**About your plans**

A plan is a list of subjects from an overseas institution for which you would like to receive credit towards your University of Melbourne degree on successful completion. Your proposed plan will be reviewed on submission of this application.

**When to create an exchange plan?**

Students applying for a place on the University's exchange program are required to complete a plan for their 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. Please only **submit the plan for your first preference institution** as the system will only allow one plan per study period.

You will not be able to submit your plan until you have at least the minimum full time credit load. We strongly recommend, however, that you have more subjects assessed than you are required to study at your host institution.

Refer to the credit load table available on the brochure page of the preferred [host institution](#).

**When to create an overseas plan?**

**Study abroad**  
Students wishing to study abroad at an overseas institution which is NOT an exchange partner of the University of Melbourne, should submit all the subjects from the host institution for credit approval towards their University of Melbourne degree. To create your study abroad plan, select **create overseas study plan**.

**Short term programs**  
Students wishing to undertake a short term program as an alternative to a full semester or year overseas, should submit the subjects from the host institution for credit approval towards their University of Melbourne degree. Short term programs are all programs which are shorter than one semester in duration and may be:

- winter or summer school programs
- intensive language programs
- study tours or internship programs

Short term programs may be offered through a University of Melbourne exchange partnership or may be undertaken as independent study abroad. To create your short term program plan, select **create overseas plan**.

If your selected host tertiary institution or overseas program provider is not available for selection on the following page, please contact Melbourne Global Mobility ([global-mobility@unimelb.edu.au](mailto:global-mobility@unimelb.edu.au)).

**Your current plans**

ID	Institution / Program Name	Application Status	Overseas Study Duration	Overseas Study Plan Type	Level Of Study	Application Comments
483	Pontifical Catholic University of Argentina	Under Stop 1 Review	1 Semester	Exchange	Graduate	-
421	University of the Andes	Under Academic Review	1 Semester	Exchange	Graduate	-



### 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.

< Back to Plan

Add / Update Subject >

eformstest.app.unimelb.edu.au says:

As your Plan has already been submitted you will need to submit the plan again for this subject to be approved.

OK

### 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 **'Submit'** 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.

Create your plan

Detailed information on how to create your plan and the credit approval process is available here:



Subject added to plan, please submit plan to get approved.

Student Details

Program Details

Overseas program details

Please provide details of your overseas program.

Students are advised to choose and have assessed, more subjects than you will actually take at your overseas institution. This will help you later if a subject is cancelled or there is a timetable clash and you need to change your subjects, which is very common. You can add up to double the maximum amount of required credits for your host institution.

Plan Number : 503

Plan Status : Draft

Host Institution / Program Details

\* Plan Type: Exchange

\* Institution Name: Royal Institute of Technology (KTH)

\* Overseas Study Duration: ☒ 1 Semester ☐ 2 Semesters/Full Year

\* Level of Study: ☒ Graduate ☐ Undergraduate

Credit Load Options

Credit Load Selection

Based on the selections you have made for the above questions, the corresponding credit load guide for the host institution is listed in the table. Please select the credit load which is applicable to your plan, only one selection is allowed.

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	<input checked="" type="checkbox"/>

Select

University of Melbourne Enrolment

\* Which course/s will you be seeking credit for? ☒ Degree ☐ Diploma

\* In which year will you study overseas? 2017

Major / Intended Major

Architecture Design

Commencing 2017 academic period for overseas study? Semester 1

Main areas of study seeking credit:

Foundation of Architecture

How much credit would you like to receive for this plan?

50

## 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.



### Global Mobility Study Planner - Student

**Create your plan**  
 Detailed information on how to create your plan and the credit approval process is available here: <http://www.mobility.unimelb.edu.au/outbound/exchange/choosing-subjects.html>  
 Exchange students only are required to select the appropriate credit load from the options available. If none are available please contact MGM at [global-mobility@unimelb.edu.au](mailto:global-mobility@unimelb.edu.au)  
 Note: You may save and come back to your application at any time by selecting **Save & Close**.

**Student Details**

**Program Details**

**Overseas program details**

Please provide details of your overseas program.

Students are advised to choose and have assessed, more subjects than you will actually take at your overseas institution. This will help you later if a subject is cancelled or there is a timetable clash and you need to change your subjects, which is very common. You can add up to double the maximum amount of required credits for your host institution.

**Plan Number :**

**Plan Status : Draft**

**Host Institution / Program Details**

\* Plan Type: Study Abroad

\* Institution Name: American University of Paris

Overseas Study Provider:

\* Overseas Study Duration: ☒ 1 Semester ☐ 2 Semesters/Full Year ☐ Short Term

\* Level of Study: ☐ Graduate ☒ Undergraduate

**University of Melbourne Enrolment**

\* Which course/s will you be seeking credit for? ☐ Degree ☐ Diploma

Major / Intended Major:

Main areas of study seeking credit:

How much credit would you like to receive for this plan?

\* In which year will you study overseas?

\* Commencing academic period for overseas study?

< Back to all plans

**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.

Host Institution / Program Details

\* Plan Type:

Study Abroad

Program Country:

United States

Program Name:

Industrial Experience

\* Overseas Study Duration:

1 Semester

2 Semesters/Full Year

Short Term

\* Short Term Duration

\* Level of Study:

Graduate

Undergraduate

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

Search

Close

Two weeks or less
More than 2 up to 4 weeks
More than 4 up to 6 weeks
More than 6 up to 8 weeks

Row(s) 1 - 4

## 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.

<b>Section</b>	<b>Page</b>
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
Plan Submitted for Approval	23
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	✓ <span>Select</span>

### 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.

Plan Summary									
<p><b>Plan summary</b></p> <p>Below is the summary of your current plan with all the subjects added at this time. Students are required to add subjects to at least the value of the minimum credits listed for the host institution.</p> <p>Exchange students must successfully complete the corresponding credit load at the host institution.</p> <p><b>Royal Institute of Technology (KTH) Plan</b></p>									
	Royal Institute of Technology (KTH) Subject Code	Royal Institute of Technology (KTH) Subject Name	Royal Institute of Technology (KTH) Credit value/points	Royal Institute of Technology (KTH) Academic Period	University Of Melbourne Credit Level	University of Melbourne Equivalent	Notes	Review Status	Committed
<a href="#">Edit</a>	A42B13	Studio project, Advanced Level, Autumn, part B	12		ELECTIVE	ABPL90285 MASTER OF ARCHITECTURE STUDIO B		Recommended for credit	<a href="#">Commit</a> <a href="#">Withdraw</a>
<a href="#">Edit</a>	A42A13	Studio project, Advanced Level, Autumn, part A	12		CORE	No UoM Code provided No UoM Subject provided		Recommended for credit	<a href="#">Commit</a> <a href="#">Withdraw</a>
<a href="#">Edit</a>	A42B13	Studio project, Advanced Level, Autumn, part B	12		CORE	No UoM Code provided No UoM Subject provided		Withdrawn	

### COMMIT

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

 **Subject Enrolment Changed as requested**

### UN COMMIT

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

	Royal Institute of Technology (KTH) Subject Code	Royal Institute of Technology (KTH) Subject Name	Royal Institute of Technology (KTH) Credit value/points	Royal Institute of Technology (KTH) Academic Period	University Of Melbourne Credit Level	University of Melbourne Equivalent	Notes	Review Status	Committed
<a href="#">Edit</a>	A42B13	Studio project, Advanced Level, Autumn, part B	12		ELECTIVE	ABPL90285 MASTER OF ARCHITECTURE STUDIO B		Recommended for credit	<a href="#">Un-Commit</a> <a href="#">Withdraw</a>
<a href="#">Edit</a>	A42A13	Studio project, Advanced Level, Autumn, part A	12		CORE	No UoM Code provided No UoM Subject provided		Recommended for credit	<a href="#">Commit</a> <a href="#">Withdraw</a>
<a href="#">Edit</a>	A42B13	Studio project, Advanced Level, Autumn, part B	12		CORE	No UoM Code provided No UoM Subject provided		Withdrawn	

## 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.**

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	✓ <span>Select</span>

### 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.

< Back to all plans
Save & Close ✓
Submit >
Finalise >

### FINALISE

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

Total Credit Value Summary

Credit Status	Subjects	Total Credit	Committed Credit
Recommended for credit	2	24	24
Withdrawn	1	12	0

eformstest.app.unimelb.edu.au says:

This will Finalise your Overseas Study Plan. You will no longer be able to make changes to the Plan after this point. Are you happy to lock down your Overseas Study Plan and Finalise it?

OK Cancel

**Review Details**

Student Feedback Comments

\* Decision      Approved

**Student Declaration**

I declare that the information presented in this form and any accompanying document is true and complete. I understand that I must complete the credit load specified in the credit load table above. I also understand that should the subjects listed on this form prove to be unavailable on arrival or otherwise unsuitable it will be my responsibility to notify Stop 1 and obtain approval for any changes made to this study plan.

I understand that the study plan should match the host institution transcript upon completion of my overseas studies.

☒ I **Phillip Aslanis** confirm that the information provided in this application is true and correct to the best of my knowledge. I acknowledge that provision of incorrect information or documentation may result in cancellation of any offer of a place in a University of Melbourne overseas studies program.

< Back to all plans
Save & Close ✓
Submit >
Finalise >

### 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.

✓ Study plan finalised

## 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](mailto:global-mobility@unimelb.edu.au)) for assistance.