



EXCHANGE UNIT APPROVALS

Your UWA **Allocated Course Advice Office** must approve every unit you take on exchange, whether it is a core, elective or broadening unit.

If the unit information for your exchange period is available (ie. the Host University's handbook or unit details for the relevant period is published online or elsewhere) please apply for unit approval in the following way:

Please login to askUWA with your UWA Student ID and use the 'Email Us' tab to submit a query. Please send this information **once only**.

In the **'subject'** section, enter 'Exchange Unit Approvals – Name of Host Institution (Country) – Semester/Year'

In the **'category'** section, choose 'Faculty of Arts/Law – undergraduate' or 'Faculty of Arts/Law – postgraduate' (as best describes you)

In the **'question'** section, include:

- Name of Host University
- The approximate date you will be leaving for exchange
- Unit name (in English)
- Level of unit (level one, two or three)
- If the unit needs to be counted towards a major, which major? Or, is it an elective?
- Is the unit a substitute for a core unit? If yes, then which one?
- Value of 'credits', 'points' or 'ECTS' the unit is worth at the host university
- Unit description (in English)
- A link to the unit description, if possible
- **A link to the unit description and/or PDF attachment provided by the Host University**
- **A link to the unit assessment components and/or PDF attachment provided by the Host University**



Please do not seek Unit Approvals from the Discipline Chairs / Academic Staff unless specifically advised by your Allocated Course Advice Office.

A few things to keep in mind:

- The units you choose on exchange do not need to have UWA equivalents, unless the unit is a core unit. On exchange we want you to study units that are not available at UWA, so that you can make the most of the exchange opportunity, and so that you will have more selectable units at UWA when you return.
- If the unit you want approval for is a core unit, then consider carefully whether you really need to do the unit on exchange. It can be difficult to find exact matches to core units. If you want to enrol in a unit that you want to substitute for a core unit, then indicate this in your askUWA Unit Approval submission. The Faculty Approval Coordinator will liaise with the Discipline Chair regarding approval for the unit.
- The approval process is very time consuming and so it can take us up to **three weeks** to approve your units and get back to you. Do not leave getting approvals until the last minute. If you do not hear from us after three weeks of contacting us then please re-send your askUWA query.
- Be sure to check your UWA Student Email regularly for important information: www.uwa.edu.au/webmail

Have Questions about Exchange?

please Email Us using askUWA: <http://ipoint.uwa.edu.au/app/ask>
askUWA also maintains Frequently Asked Questions: www.uwa.edu.au/askuwa