

# Guidelines for Completing your Overseas Study Credit Worksheet



*Prior to completing the steps below, please be aware:*

*- If taking an **Academic Short Course** for credit, you can apply for a maximum of 20 UON units depending on the length of the course.*

*- If participating in the **UON Exchange Program**, you need to ensure you have enough credit approved for full-time study (30 - 40 units contributing towards the UON degree program). You will need to check the UON Credit Equivalence Table to determine how your host institution units align to UON Units. E.g. 3 US credit equals 10 UON units.*

1. To fill out the Overseas Study Credit Worksheet, list the courses you intend to take at your host institution - these may be called courses, subjects, modules, or units, depending on the country/institution. If you are intending to undertake 3 or 4 courses, you may find it necessary to seek review and approval of more than 3 or 4 courses to allow for changes to course availability at your proposed host institution.
2. Overseas courses may align with UON courses in two ways:
  - a. **Specified Core, Compulsory or Directed courses** – these are assessed against the academic content of the UON course, and where the courses are assessed to meet the learning outcomes and at least 80% of the content is the same, you will be assessed as eligible for credit for the specified UON course, upon successful completion of the host institutions course.
  - b. **Unspecified Directed courses** – Unspecified directed credit may be granted for the successful completion of a course in an appropriate area at a specified level. This would generally contribute to a major or directed course requirement. Please note, unspecified Directed Course credit is not available in all programs (e.g. Accredited Programs), where possible, please specify Directed Courses.
  - c. **Electives** – If your degree permits, Elective credit may be granted for the successful completion of a course at a specified level. Where possible, please specify level for each elective course (e.g. 1000 level, 2000, 3000, etc.).
3. List courses chosen at your proposed host institution on the left side of the form. Make sure you include the unit value and course code if available. Where possible, on the right side of the form, write in the UON course name and code, which aligns with the host institution course. If Elective credit is sought, enter “elective” in the Course Name column, where possible specify the level of Elective.
4. List MORE courses than you intend to take in case your initial selection is unavailable due to timetable clashes or full / cancelled classes, etc.
5. Obtain detailed official course outlines/syllabus or hyperlink (as per the requirements listed on page 2) from your host institution for each course listed in your credit worksheet (including for your electives). You may not find detailed information on some institutions websites and will therefore need to contact the host institution for this information (contact details of host institution can be found on the study overseas blackboard site). If you need to contact the host institution for syllabus information, please provide them the table on Page 2.

6. Submit your Overseas Study Credit Worksheet along with the detailed official course outlines/syllabus or hyperlink via email to [ProgramAdvice@newcastle.edu.au](mailto:ProgramAdvice@newcastle.edu.au) . In your email to your program advisor, please write the subject of the email as: **Overseas Study Credit Application**
7. Your Program Advisor will facilitate credit assessment with the relevant academics. In some circumstances, further documentation may be required.
8. Once reviewed, your Program Advisor will provide you with an official outcome.

## Detailed Course Outline

In order for your credit to be assessed, you will need a course syllabus that contains the below information:

<b>Subject/Unit Title</b>	Subject/unit code and title
<b>Year</b>	Year of outline/syllabus publication
<b>Subject/Unit Outline</b>	Detailed description of subject/unit content. Identify learning outcomes and objectives of the subject/unit.
<b>Course Level</b>	Level of study or the year of the degree in which this subject/unit would normally be taken.
<b>Unit/Subject/Credit Point Value</b>	Credit points/unit value
<b>Normal Fulltime Load</b>	How many hours and/or credit points/units/subjects per semester equate to a full time load at host institution?
<b>Contact Hours</b>	How many hours of teaching are a compulsory component of the subject/unit? Note how many practical/placement hours are included, where relevant.
<b>Assessments</b>	How many assessments are included, and what it is the format and weighting of each?
<b>Compulsory readings</b>	Compulsory subject/unit readings, including reference material, textbooks or other resources

# OVERSEAS STUDY CREDIT WORKSHEET

Please read the [Guidelines for Completing your Credit Worksheet](#) prior to completing this worksheet:

**Overseas Experience:**

- Semester Exchange (I have received a place in the Student Exchange Program by UON Global)
- Study Abroad (I am going to a non-partner university for a semester)
- Academic Short Course – Agreement (I am going to a partner university and will be nominated by UON Global)
- Academic Short Course – Direct (I am applying directly to the overseas institution)

**Anticipated Period of Participation:**    Semester 1    Semester 2    Winter Break    Summer Break    **Anticipated Year of Participation:**

**This credit worksheet is:**    My First credit worksheet for this experience    Adding to an already submitted worksheet for this experience

<b>Student Number:</b>	<b>Name:</b>		
<b>Degree:</b>	<b>Majors:</b>		<b>Minors:</b>
<b>Overseas Institution:</b>		<b>Country:</b>	
<b>Overseas Institution Full time load for a SEMESTER EXPERIENCE ONLY (eg 12 US units, 30 ECTS):</b>			

<b>OVERSEAS COURSES</b> Desired courses to undertake at overseas institution.				<b>NEWCASTLE COURSES</b> Corresponding Newcastle courses in which you would like credit awarded. (If applying for an elective, please write 'Elective')			
Course Code	Course Name	Units e.g. 6 ECTS		Course Code	Course Name	Units e.g. 10	
1			➔	1			
2			➔	2			
3			➔	3			
4			➔	4			
5			➔	5			
6			➔	6			

Table continues on next page if required ➔

7				➔	7			
8				➔	8			
9				➔	9			
10				➔	10			
11				➔	11			
12				➔	12			
13				➔	13			
14				➔	14			
15				➔	15			
16				➔	16			

**COMMENTS AND NOTES:**