CASS specific information on the Student Mobility Program

Information Session for Prospective Participants
Contacting Us

College of Arts and Social Sciences Student Office

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Student Appointments

The CASS Student Office holds one on one student appointments for all undergraduate students. These are held on all working weekdays except Monday.

In the Exchange process you need to make two appointments with the Student Office:

• **First Appointment – before being accepted**
  - Purpose: Assessment and approval of your study plan
  - Must have completed the plan and have a GPA of 5.0 or above, and room for exchange

• **Second Appointment – after being accepted**
  - Purpose: Completion of your Enrolment Variation form
  - Overall ANU degree completion requirements
  - Suggestions on what subject areas to pick whilst on exchange
  - What happens when you return – getting the credit articulated
I have been accepted into an exchange. What courses do I enrol in?

Once you are accepted by your host institution:

• You make an appointment to see a student advisor asap before your departure
• You are enrolled through an enrolment variation form into a “Block” code
• The block code is between 12 and 24 units. It is either
  • ARTS5920 – ARTS exchange; or
  • ARTV5920 – VISUAL ARTS exchange
• This is your enrolment at the ANU for your time on exchange (24 units is a full time load)
What to choose on exchange…

Arts electives – the easiest option

A full time load is different for each institution – what makes a full time load will be in the generic letter you’ll receive after your second appointment.

Examples of common full time loads:

<table>
<thead>
<tr>
<th>Example</th>
<th>Equivalent to a full time load at ANU:</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 ECTS (Europe and the UK)</td>
<td>24 ANU units</td>
</tr>
<tr>
<td>60 Scot cats (Some Scottish universities)</td>
<td></td>
</tr>
<tr>
<td>15 credit hours (Some US universities)</td>
<td></td>
</tr>
</tbody>
</table>
Credit articulation

A full time load is what you need to be enrolled in to get the equivalent of 24 units here at the ANU when you return.

If you are a combined degree student, you may do a combined exchange – i.e.: be enrolled in 12 units of ARTS, and 12 units of the other discipline.

You must pass the courses in order to obtain the credit.

Courses should be approved before you go – email course outlines

The transcript must be an official one from the host institution to the Student mobility office. The CASS student office does not accept any other form of the transcript.
What is a course outline?

A course outline is a detailed description of the course you will be doing. It can be a web link, a pdf, or a word document. Any medium is fine. It should be as detailed as possible and include:

- **Name of the course**
- **Description of the subject matter/area**
- **Unit value:** How many ECTS, Scot cats etc
- **Workload statement:** e.g.: Two hours of lectures and one tutorial
- **Indicative Assessment:** What elements make up the assessment and what is their weighting?
- **Reading list**
- **Tutorial list:** What is the subject and description for each tutorial?
- ….. At least! The more detailed the better.
Credit articulation - 2

Example – the correct thing to do:

- Student X goes on exchange to Leeds University. He has 4 courses to go in English to complete his major, and 4 electives. Overall 8 courses to finish his degree.
- He goes online before leaving, and finds the outlines of the courses he wants to do. He gives the outlines of the courses to his student advisor. These courses are approved as Arts courses (arts subjects) that will count as electives upon his return.
- His courses are:
  - Advanced history of England (10 ECTS)
  - The UK and the modern world (5 ECTS)
  - Social groups (10 ECTS)
  - Social media (5 ECTS)
- He passes all these courses and upon his return receives 24 units of elective credit (30 ECTS = 24 ANU units)
Credit articulation - 3

<table>
<thead>
<tr>
<th>Course at Leeds</th>
<th>ECTS</th>
<th>Equivalent ANU units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced history of England</td>
<td>10 ECTS</td>
<td>8 ANU units</td>
</tr>
<tr>
<td>The UK and the modern world</td>
<td>5 ECTS</td>
<td>4 ANU units</td>
</tr>
<tr>
<td>Notorious British Kings and Queens</td>
<td>10 ECTS</td>
<td>8 ANU units</td>
</tr>
<tr>
<td>The Renaissance: a philosopher’s perspective</td>
<td>5 ECTS</td>
<td>4 ANU units</td>
</tr>
<tr>
<td>Total</td>
<td>Total = 30 ECTS</td>
<td>Equivalent total = 24 ANU units</td>
</tr>
</tbody>
</table>

Key: 30 ECTS = 24 ANU units. Therefore 1 ECTS = 0.8 ANU units / 7.5 ECTS = 6 ANU units

Student X does the right things. They:
- Hand in the exchange report the week they return to the ANU
- Receive the full 24 units of general arts credit (ARTS2900) as they had all of the courses approved before they left.
- Go on to do 4 English courses upon their return in their final semester, and graduate on time.
Credit articulation - 4

Example – the WRONG thing to do:

- Student Z goes on exchange to Manchester University. He has 6 courses to go in English to complete his major, and 2 electives to go.
- He picks some courses and has a few of them approved before going.
- When he arrives at the exchange university, he changes his mind and enrolls in different subjects. He does not let the CASS student office know!
- The courses he enrolls in are:
  - Introduction to the History of the UK (6 ECTS)
  - English novels through the ages (5 ECTS)
  - Basket weaving for fun and profit (2 ECTS)
  - English plays (5 ECTS)
- He passes all these courses, and returns expecting to get 24 units of credit.

He won’t. What has he done wrong?
Credit articulation - 5

<table>
<thead>
<tr>
<th>Course</th>
<th>ECTS</th>
<th>Equivalent ANU units</th>
<th>Problem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to the History of the UK</td>
<td>6 ECTS</td>
<td>4.8 ANU units</td>
<td>He has exhausted the maximum amount of first year/1000 level courses and has no room for them in his degree. Therefore, they do not count.</td>
</tr>
<tr>
<td>English novels</td>
<td>5 ECTS</td>
<td>4 ANU units</td>
<td>This does not equal 6 ANU units (5 ECTS = 4 ANU units)</td>
</tr>
<tr>
<td>Basket weaving for fun and profit</td>
<td>2 ECTS</td>
<td>1.6 ANU units</td>
<td>This course is not counted – is not an arts related subject here at the ANU</td>
</tr>
<tr>
<td>English plays</td>
<td>7.5 ECTS</td>
<td>6 ANU units</td>
<td>Not one of the original courses – needs to get it approved on his return. Has trouble getting the outline, but finally gets it approved</td>
</tr>
<tr>
<td>Total</td>
<td>20.5 ECTS</td>
<td>16.4 ANU units</td>
<td>Did not do a full time load – at Manchester or here!</td>
</tr>
</tbody>
</table>

- He also forgets to hand in his report, and does not get the credit articulated for some time.
- Ultimately, he only gets 6 units of ENGLISH credit (ENGL2900) articulated onto his program – even though he went for 24 ANU units, he only gets 6 ANU units. Unfortunately this means that his degree extends out beyond the semester after he returns.
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http://cass.anu.edu.au/current-students/undergraduate/educational-opportunities

cass.anu.edu.au -> current students -> resources for undergraduate students -> other educational opportunities