The following information is aimed at any ANU College of Arts and Social Sciences student planning an exchange through the International Education Office (IEO). This includes all single and combined BA students as well as all Music, Visual/Design Art and Digital Arts students.

This information outlines 5 easy steps the Arts Exchange Approval process and will hopefully help get you on your way to an exciting and rewarding Exchange experience! Please read this document carefully since the information provided below could differ from what other Colleges at ANU advise or require of their potential exchange students.

**PLANNING AHEAD FOR YOUR EXCHANGE IS ESSENTIAL**

Q: How do I know if I can fit an exchange into my degree?

A: Getting nominated by IEO to go on exchange does not necessarily mean that you will be able to fit an exchange into your degree. In the ANU College of Arts and Social Sciences, we require our students to complete a minimum of 48 units in our College, regardless of whether you are a combined degree student or you are enrolled in a single degree. If you have come into the ANU with status/transfer credit from another institution, you may find that you will be unable to meet this 48 unit minimum requirement if you also decide to go on exchange.

In addition you must have completed at least 48 units of Arts courses before departure if you are in a combined degree or 72 units of Arts courses before departure if you are in a single degree.

If you are unsure about whether going on exchange will fit into your degree simply contact our Student Office and make an appointment to see our Arts Student Advisor or send an email to the Arts Student Advisor at: exchange.arts@anu.edu.au (please include your student ID and your Arts major(s)).

Q: If I get accepted through IEO to go on exchange, will the courses I do automatically count towards my degree?

A: No, your exchange courses do not automatically count towards your ANU degree. All you need to do is follow the ANU College of Arts and Social Sciences Course Approval Process (which is explained in 5 easy steps over the page) in order to guarantee that the study you do overseas will be credited towards your degree. Depending on your major(s), you may find that you will not be able to receive approval for certain ‘core’ courses. So it is a good idea to try and complete any core requirements for your major(s) or your degree prior to going on exchange.

Q: When do I need to start the course approval process?

A: Once you have been nominated by IEO to a particular institution, you should begin the course approval process straight away. If you wait until you have received confirmation of your acceptance by the host institution, you are likely to find that there is not enough time to receive course approval prior to the start of your exchange.
It is the job of the Arts Student Advisor to obtain course approval from the major convenors on your behalf. Please do not approach please also indicate this.

If you wish to receive unspecified, later year Arts status (instead of status in a particular subject area for majors like HIST, POLS, LING, etc.), please organise your course outlines into a word document, listing your name and student number at the top and if you need to include the full course descriptions (similar to what appears in the ANU Undergraduate handbook/Study@ for courses offered here). Please organise your course outlines into a word document, listing your name and student number at the top and if you need to include the full course descriptions (similar to what appears in the ANU Undergraduate handbook/Study@ for courses offered here).

When compiling your course descriptions, you will want to bear in mind a few things:

- Full Name
- Current Address
- Phone number(s)
- Arts Major(s)
- Length of Exchange (1 semester/full year)
- Nominated institution for exchange
- Of your 24 units (per Semester) of Exchange enrolment at ANU do you want to be enrolled in 6, 12, 18 or 24 units of Arts?
- Make sure to attach/bring course descriptions (as outlined below)

Course outlines and how to compile them for approval

You need to include the full course descriptions (similar to what appears in the ANU Undergraduate Handbook/Study@ for courses offered here). Please organise your course outlines into a word document, listing your name and student number at the top and if you wish to receive unspecified, later year Arts status (instead of status in a particular subject area for majors like HIST, POLS, LING, etc.), please also indicate this.

It is the job of the Arts Student Advisor to obtain course approval from the major convenors on your behalf. Please do not approach major convenors yourself for course approval unless asked to do so by the Arts Student Advisor.

When compiling your course descriptions, you will want to bear in mind a few things:

- Select a few extra courses (as backups) so that there is less of a chance that you will need to seek further approvals by email from overseas.
- Select courses which do not overlap in content with any others you have done at ANU or with any others you plan to do at ANU upon return from your exchange.
- Studying foreign languages overseas: Given the sequential nature of language courses, you will need to ensure you find a course which is the appropriate level— that is, a course which does not overlap in content with the most recent language course you have completed at ANU.
- Course descriptions in a foreign language will need to be accompanied by a translation in English.
- No first year courses will be considered for approval unless you have not completed the maximum number of first year courses in your ANU degree. The maximum number of first year courses for a BA as part of a combined degree is 24 units, for a straight BA, 48 units.

The ANU College of Arts and Social Sciences has determined course load equivalencies for the universities with which the ANU has active exchange agreements. These weightings are strictly enforced and students are not at liberty to operate under alternative weightings based on advice from IEO, other Colleges at ANU or from the host institution. The relevant course load for your host university will be stated in your Arts Approval Letter.

Some general information on course loads:

The ANU College of Arts and Social Sciences requires students going on exchange to European institutions to complete 30 ECTS for every 24 units of status they wish to receive towards their ANU degree—that is, 7.5 ECTS for every 6 units of status in Arts.

For most (but not all) American and Canadian institutions on the semester system, the ANU College of Arts and Social Sciences requires 15 credit points (5 courses) for every 24 units of status granted towards an Arts degree. University of California students on the quarter system will need to complete 45 credits to receive 48 units of status. Students attending the University of Chile will need to complete a minimum of 15 credit hours to receive 24 units of status towards their BA.

Please email the Arts Student Advisor via exchange.arts@anu.edu.au if you wish to know the course load for your particular institution prior to submitting your course descriptions for approval.

Upon return to ANU, status will be granted in increments of 6 units.

STEP 1

Once you have been nominated by IEO to a particular institution, you will need to either make an appointment with the Arts Student Advisor or send an email to the Arts Student Advisor via exchange.arts@anu.edu.au. Appointments can be made by calling (02) 61252898, or simply dropping into the ANU College of Arts and Social Sciences Student Office. If emailing please make sure that the body of your email includes the information requested below or just bring this information along with you if you are having an appointment with the Arts Student Advisor.

- Nominated institution for exchange
- Phone number(s)
- Current Address
- Full Name
- Length of Exchange (1 semester/full year)
- Arts Major(s)
- Length of Exchange (1 semester/full year)
- Nomination

Please contact the ANU College of Arts and Social Sciences Student Office either in person or via email at any stage of the exchange process if you have any questions or queries as we are here to help!

http://cass.anu.edu.au