

This Guide is intended for students at UNSW who wish to go on exchange, or have come back from exchange, and require approval from the School of Psychology for transfer of credit for psychology courses taken at the host university. Please follow the steps outlined below. *The School will not consider any Transfer of Credit application that is not compliant.*

## Course Approval before You Depart

1. Determine how many units of credit (UOC) or how many courses a full-time load consists of at your host university, as you are required to be enrolled full-time while on exchange. If you are unsure, contact the UNSW Global Education Office (Ground Floor of East Wing, Red Centre; Phone: 9385 7276; Enquiry Form: <http://www.international.unsw.edu.au/outgoing-practicum-enquiry-form/>), which will advise you of the number of courses you should complete at the host university.
2. Select courses that you might like to take while on exchange.
3. Browse the UNSW Handbook (<http://www.handbook.unsw.edu.au/>) and try to match each of the host university courses you have chosen with a UNSW course.

Remember: Depending on the definition of a full-time load adopted at the host university, which you have found out in Step 1 above, you may have to complete more than one course before qualifying for a credit transfer for one 6-UOC UNSW course.

If you cannot find a UNSW course that is similar in content to any of the host university courses you have chosen, a transfer of credit may still be approved for a non-specified course (e.g., "6 UOC of Level 2 Science").

4. Request course approvals via the Endeavour online application at <https://unsw.openacademies.com/interf/aces/outgoing-exchanges/>. You will be asked to include links to course outlines or upload supporting documentation with course outlines, class contact hours, and so on.
5. In five business days, you will receive an email notifying you of the outcome of your course approval application. Where a course has been declined, you will be able to see why. If the reason is insufficient information, you will have an opportunity to send the application again with additional details.
6. Once you have a sufficient number of courses approved, you will be able to print your approved Transfer of Credit form. If you are a student in any of the following programs, bring the form to the School of Psychology Office (Level 15, Mathews Building) to have it signed:
  - 3632 Psychology (Honours);
  - 3435 Psychological Science;
  - 4721 Psychology (Honours) / Law; or
  - 4722 Psychological Science / Law.

Students in 4721 Psychology (Honours) / Law and 4722 Psychological Science / Law require a signature from the Faculty of Law as well.

Otherwise, you should visit your respective Program Authorities.

### **If You Are a Psychology Major**

If you are a Psychology major, you should first identify what courses you would need to complete at UNSW before being eligible to graduate or proceed to Honours. You should then try to select host university courses that closely match these UNSW courses.

- **You may not replace PSYC3001 Research Methods 3 while on exchange.** PSYC3001 is a compulsory course in the Psychology major sequence at UNSW and is one of the hardest to match up with courses offered elsewhere. It is not possible to approve transfer of credit for research methods courses offered elsewhere which are similar in difficulty but differ in content to PSYC3001.
- **You are required to complete at UNSW at least 50% of Level 3 PSYC courses required for your Psychology major sequence.**

To fulfil your Level 3 PSYC elective requirements, **you are required to complete at UNSW at least one Stream A course and one Stream B course from the list of Level 3 Psychology electives**

If you are thinking of undertaking Honours in Psychology:

- **You are strongly discouraged from going on exchange for a duration of more than one semester.** One of the criteria used in the Honours application process is the average mark across Psychology courses attempted at UNSW at Stages 1 to 3 for your degree program. For a student who has gone on exchange, the average mark will be calculated on a smaller number of courses. Depending on a student's level of performance at UNSW, this could have implications for a student's eligibility for Honours in Psychology at UNSW.
- **We recommend that exchange be undertaken in Semester 2 of Stage 2, not during Stage 3.** However, if exchange is undertaken in Semester 2 of Stage 3, you are strongly recommended to find a suitable substitute course for **PSYC3371 Multivariate Data Analysis for Psychology**, as this elective is highly recommended for Honours.

- **We recommend that PSYC2101 Assessment, Personality and Psychopathology be completed in Semester 2 of Stage 1 at UNSW.**

### **Course Approval while on Exchange**

If, when you arrive at your host university, you find that one or more of your pre-approved courses is not being offered, you should contact the School of Psychology in the first instance for advice regarding your exchange program. You may be given informal approval to enrol in one or more other psychology courses at your host university. You will then need to obtain formal approval via the Endeavour online application.

### **Once You Return to UNSW**

Once you return to UNSW, you will need to complete the final steps required for your transfer of credit. Refer to <http://www.international.unsw.edu.au/outbound-opportunities/student-exchange/degree-credits/> for further details.

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