

HOW TO COMPLETE YOUR STUDY PLAN

You will complete your study plan via a Smartsheet form, which you must complete in one go (you cannot save and return to it later). Therefore it's important you have all the information you need prepared in advance, so we've prepared this guide to help you.

Your Details

Please ensure you carefully check that you have entered your details correctly as any incorrectly entered information may result in your application being delayed or rejected.

Monash ID number *

Must be an 8 digit number

First Name *

Last Name *

Email *

Please only use your official Monash email address. Study plans submitted using a personal email address will be rejected.

What is the course code of your degree? *

Enter your course code (letter followed by 4 digits - e.g. A2001 or S2006). Do NOT enter your course name. Check your WES if you are unsure.

What is your major/specialisation? *

If you have more than one major or specialisation, list them all.

What is your minor? *

If you have more than one, list them all. If you do not have a minor, put N/A.

Managing Faculty/School *

Select your Monash faculty/school from the drop-down menu. If you're a Monash Malaysia student, choose from the Malaysia options.

Second Faculty/School *

Select your Monash faculty/school from the drop-down menu. If you're a Monash Malaysia student, choose from the Malaysia options. If you are a single degree student, select 'No second faculty'.

Are you intending to take units towards a Diploma of Languages? *

If you are planning to take language units towards your Diploma on exchange, select 'Yes'. If you are doing a Diploma of Languages but NOT taking units towards your diploma on exchange, choose 'No'.

☐ Yes ☒ No

Applicant Type *

'Deferred applicants' are those students who were due to go on exchange in 2020 or 2021, were allocated a place at a host institution and whose applications have been confirmed as deferred by Monash Abroad.

☐ I am a deferred applicant from 2020/21 exchange ☒ I am a new applicant

Host Institution

Host Institution *

You must ensure you select the same first preference host institution that you've selected in the Monash Abroad Portal. You only need to submit a study plan for your FIRST preference host institution.

Institutions marked as 'Deferred students only' may not be selected by new applicants.

Independent Semester Abroad students should choose the 'ISA' option (last on the list).

I intend to study on exchange for *

☒ One semester ☐ Two semesters

This is the first part of the form that will be visible to you. The form works on completion logic, so you must complete each element in order to progress to the next element.

Make sure you carefully check your Monash ID and email address to ensure they're entered correctly!

Enter just the course code of your degree (letter followed by 4 digits). If you don't know it, check your WES.

Enter your major(s) or specialisation(s) as well as your minor (if applicable). If you have more than one, list them all. If you don't have a minor, put N/A.

Select your Monash faculty/school from the drop-down menu. If you're a Monash Malaysia student, choose from the MUM options.

If you're planning to take language units towards your diploma on exchange, select 'Yes'. If you're doing a Diploma of Languages but NOT taking units on exchange, choose 'No'.

You only need to submit a study plan for your FIRST preference host institution. This must match the institution you have created an application for in MAP.

Only the available institutions for the relevant semester are listed.

For more information, head to <https://www.monash.edu/study-abroad>

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Proposed units of study at host institution

Fields will appear as you complete each element.

You will only take the equivalent of 18-24 Monash credits per semester on your exchange, however you must provide EIGHT units for assessment, to ensure that you have flexibility in your choices. List the units in order of preference.

You will need to provide either a URL link to each unit's outline or syllabi, or upload a PDF of the relevant information. Please note that full syllabi is required in order to assess a core equivalent.

You will not be able to submit this form with less than eight units.

Unit 1

1. Host Unit Code and Name *

Enter the host institution's unit code and unit name for the first unit you would like assessed. **Example: 551NG2373 - Computer Engineering Systems for Dummies.**

1020436AER Introduction to Communication Studies

Host unit credit points *

Enter the host institution's credit point value for this unit, as well as type. **Examples: 15 CATS or 7.5 ECTS, or 2 credits.**

20 CATS

Link to unit outline *

Provide a link to the unit outline, OR, if no link is available, write 'PDF UPLOADED' and upload a PDF of the unit outline or syllabi at the bottom of this form.

If you have submitted a Monash Abroad Unit Outline Request Form, write 'MONASH ABROAD ASSISTANCE REQUESTED' and ensure you have completed the form at <https://bit.ly/3iwicBc>.

<https://caliweb.cumulus.vub.ac.be/?page=course-offer&id=009459&anchor=1&target=pr&y>

Credit this unit to *

Select the Monash school/faculty you wish this unit to be credited towards.

E.g. if you're a BSc/BA double degree student and you want this unit to be credited towards your Science degree, then choose 'Faculty of Science'. Alternatively, if you want it credited towards your Arts degree choose 'Faculty of Arts'

Australia-Faculty of Arts

Credit this unit as *

Select how you wish the unit to be credited to your degree (e.g towards your major sequence, or as an elective). Ensure this fits with your course progression.

- ☐ Core unit ☐ Major unit ☐ Minor unit ☐ Specialisation
☐ Technical/discipline/degree elective ☐ Free elective

Attach syllabi and/or unit outlines (if applicable)


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Upload individual PDFs of any of the listed unit outlines and/or syllabi that you have *NOT* been able to provide direct links for.

Create individual PDFs for each unit's outline/syllabi - do NOT merge multiple units into a single document.

Name each PDF using the following convention:
Host unit code - Host unit name - Host institution name
(e.g. 551NG2373 - Development Studies - Aarhus University)

If you have indicated 'PDF UPLOADED' at any of the 'Link to unit outline' questions above and do not upload all relevant attachments, your study plan will not be assessed.

If you have submitted a Monash Abroad Unit Outline Request Form, write 'MONASH ABROAD ASSISTANCE REQUESTED' at the relevant question above, and ensure you have completed the form at <https://bit.ly/3iwicBc>.

 L2015N - Contemporary International Theory - University of Sussex.pdf

 T5006 - British Sign Language and Deaf Culture 3A - University of Sussex.pdf

Drag and drop files here or [browse files](#)

☒ Send me a copy of my responses

Email address

yourmonashemail@student.monash.edu

Submit

You will only take the equivalent of 18-24 Monash credits on your exchange, however you must provide EIGHT units for assessment, to ensure that you have flexibility in your choices. List the units in order of preference.

You will not be able to submit this form with less than eight units.

Fields will appear as you complete each element.

Firstly, enter the host unit code and unit name.

Then, enter the host unit credit points. This may be called CATS, or ECTS, or Credits.

Either provide a direct link to specific unit outline, or if you are unable to provide a link, write 'PDF UPLOADED' in the box, then create a PDF of the information and upload it at the bottom of the form. If you've submitted a request for assistance from Monash Abroad, write 'MONASH ABROAD ASSISTANCE REQUESTED'.

Ensure you know your course progression requirements and choose where and how you want the host unit to be credited back (e.g. towards the Arts side of your degree as a core unit, major/specialisation, minor, technical/degree elective or free elective).

If you have indicated that you are uploading unit information, you'll need to create individual PDFs for each unit - do NOT merge them into a single document.

Name each PDF with the host unit code, unit name and institution (e.g. 551NG2373 - Development Studies - Aarhus University).

Upload them all at this section.

Remember to tick the 'Send me a copy of my responses' box and enter your Monash email address. If you don't you won't receive a copy of your submission.

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Use this sheet to collate all your information as you're doing your research, so you have it all ready to input into the Study Plan form.

Unit 1

Host Unit Code and Name: _____

Host unit credit points: _____

Link to unit outline: _____

Credit this unit to: _____

Credit this unit as: _____

Unit 2

Host Unit Code and Name: _____

Host unit credit points: _____

Link to unit outline: _____

Credit this unit to: _____

Credit this unit as: _____

Unit 3

Host Unit Code and Name: _____

Host unit credit points: _____

Link to unit outline: _____

Credit this unit to: _____

Credit this unit as: _____

Unit 4

Host Unit Code and Name: _____

Host unit credit points: _____

Link to unit outline: _____

Credit this unit to: _____

Credit this unit as: _____

Unit 5

Host Unit Code and Name: _____

Host unit credit points: _____

Link to unit outline: _____

Credit this unit to: _____

Credit this unit as: _____

Unit 6

Host Unit Code and Name: _____

Host unit credit points: _____

Link to unit outline: _____

Credit this unit to: _____

Credit this unit as: _____

Unit 7

Host Unit Code and Name: _____

Host unit credit points: _____

Link to unit outline: _____

Credit this unit to: _____

Credit this unit as: _____

Unit 8

Host Unit Code and Name: _____

Host unit credit points: _____

Link to unit outline: _____

Credit this unit to: _____

Credit this unit as: _____

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