

# EXCHANGE CHECKLIST

Please complete the following checklist by ticking the boxes provided and submit along with your BEL Faculty Study Plan:

- I am currently enrolled and taking classes at UQ in the semester of application.
- I have successfully completed a minimum of 16 units (Undergraduate students) at UQ in my current program by the end of the semester in which I am applying for exchange, and have a **minimum cumulative Grade Point Average (GPA) and a semester of application GPA of 4.5/7.0**
- I am a **Law Student** (single or dual) and will have completed a minimum of 30 units of Law courses prior to undertaking Law on exchange (tick if applicable)
- I have enough units remaining in my current program at UQ to complete a full time study load (8 units) while on exchange
- I wish to advise that I have previously changed program at UQ or transferred from another institution (if applicable)
- I have completed a Progression Check (<http://www.bel.uq.edu.au/grad-checks>) (Undergraduate Students only). My completed Progression Check includes the following information:
  - The courses I intend to study in the semester before my Exchange
  - The courses I wish to gain credit from my Exchange
  - The courses I intend to study upon my return to UQ
- I have decided where I would like to go on exchange and what courses I would like to take (courses towards a Major/s or general electives) to fulfil the full-time study load, and have selected those courses I believe will meet my program requirements. I have made sure these courses are available, are offered in a language I am proficient in, are the correct level (e.g. Undergraduate) and are not on a list of restricted disciplines. I have filled out the details of these courses on my Study Plan (<http://www.uq.edu.au/uqabroad/forms/StudentExchangeStudyPlanAtHostInst-April%202016.pdf>).
- I have checked the Credit Precedents Database (<http://creditprecedents.app.uq.edu.au/>) to see whether the courses I intend to study on Exchange have been previously assessed as equivalent to UQ courses and approved for credit.
- If my courses are not on the Credit Precedents Database, I have attached detailed course profiles (obtained directly from the host university's website) for the courses I am submitting for approval.
- I have included at least a full time load of back-up courses (e.g. if the full-time study load is 30 ECTS I have provided 60 ECTS worth of courses).
- I have submitted a copy of my unapproved study plan and Progression Check, along with my application form (<http://www.uq.edu.au/uqabroad/docs/UQAbroadFormComplete2014Mar.pdf>) to UQ Abroad.
- I have kept a copy of all documents for my own records.
- External Dual Degree student. - I have submitted a study plan to another faculty.  
Which Faculty? \_\_\_\_\_  
For How many UQ units? (e.g.: 4 units) \_\_\_\_\_
- I have attended a Drop in Session prior to submitting my study plan to the Faculty of Business, Economics & Law.

Student Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Date: \_\_\_\_\_