



THE UNIVERSITY OF
MELBOURNE

GLOBAL LEARNING STUDY PLANNER

DISCIPLINE ADVISOR SUPPORT GUIDE

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Introduction

Background

The University of Melbourne strongly encourages students to undertake a portion of their UoM studies overseas through its global network of exchange partners and through the many study abroad, research and practical experience partners throughout the world. By 2020, the University aspires to enable 25% of undergraduate students to have a learning abroad experience on graduation as per the *Growing Esteem* strategy and it is expected that the University's 2030 strategy will continue to support increased student mobility. To support this, Global Learning seeks to increase opportunities and reduce the internal complexities and inefficiencies impacting the student journey.

Rationale

Study plan approval is integral to the overall process for students applying for exchange and other overseas studies (including short-term summer and winter programs) as the study plan documents the credit which a student will receive towards their UoM degree on successful completion of their overseas studies.

An estimated 8,000 subject approvals are processed each year through more than 120 discipline advisors. The number of requests for credit approvals is increasing rapidly as awareness of overseas study opportunities grows. The new Study planner will move the full process onto an online system to manage the workflow, reduce duplication and create a user-driven system for students.

Functionality

The Study Planner utilises APEX functionality to move this process onto a single platform for students, academic and professional staff. The full administration of the study plan approval process is managed by the Study Planner, including:

- Subject assessment requests by students
- Subject assessment by discipline advisors
- Credit transfer assessment by Stop 1
- Repository of credit approvals providing transparency and reducing re-assessment by discipline advisors

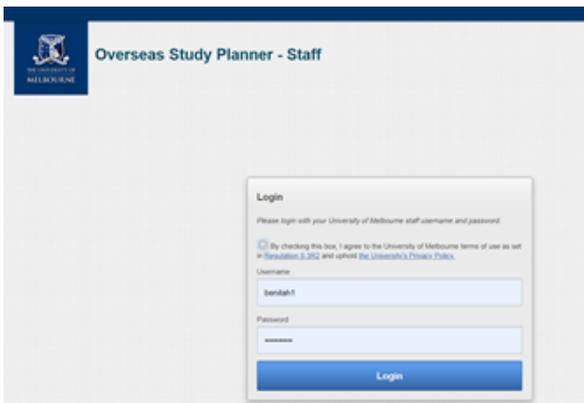
The resulting improvements to the existing business process include:

- Enhanced student self-management
- Processing efficiencies for discipline advisors and Stop 1 staff
- Credit precedence and transparency across the University
- Credit transfer standards that will align with work in the area of advanced standing.

Davina Potts (davina.potts@unimelb.edu.au)
Associate Director - Student Success

Getting Started

1. You can access the Study Planner system in two ways:
 - a. the emails sent by the system alerting you to waiting subjects for assessment will contain links that will take you to the login page; or
 - b. open a web browser and navigate to the **Overseas Study Planner** via the following URL:
<https://globalmobilitystudyplanner.app.unimelb.edu.au/apex/f?p=461>
2. Login using your UoM username and password.
3. Your **homepage** will be displayed.



Daily Digest

These are emails sent by the Study Planner system which will provide you with a summary list of all the subjects waiting for you to assess. Some things to note:

- Each of the subjects on the list will also indicate the number of days for which the students have been waiting for a response.
- If you have subjects awaiting assessment, these **will continue to be listed on the daily digest** email **until** you have submitted your assessment for each of the subjects, that is the count of waiting subjects become zero (0).
- Digest are sent once a day at approximately 8am, 7 days a week. This is an automated email notification.
- **At any time**, you can access the list of subjects for assessment by searching the 'Approver' column for your email, and for 'subject status' enter 'submitted for review'

 THE UNIVERSITY OF
MELBOURNE

Dear Discipline Advisor,

Subjects to be studied overseas on exchange or study abroad have been submitted for your review. The link below will take you to the view of all subjects awaiting your consideration. Subjects submitted for review today will be available immediately but you will be notified daily of any outstanding subjects requiring review until you make your assessment.

[View your outstanding subject approvals](#)

Subjects Requiring Approval	Staff Comments	Student Visible Comments	Days At Status	Status
11111	one one		9	
TRIF10201	Culture		2	
A42B13	Studio project, Advanced Level, Autumn, part B		2	
ddd	ddd		2	
wewqe	wewew		2	
abc123	abc123		2	
A42B13	Studio project, Advanced Level, Autumn, part B		2	
BB1005	infection and immunity		2	
T1888	Testing1		2	
XYZ	Subjective Subject		2	
STU	Objective Subject		2	
test	Advanced Baking Skills		2	
test	test		1	
ABC	ABC		2	

Please contact Melbourne Global Mobility (ext. 47452 or global-mobility@unimelb.edu.au) if you have any questions or concerns about this process.

Kind regards,

Melbourne Global Mobility

VIEW YOUR OUTSTANDING SUBJECT APPROVALS

This link will allow you to access the system once you have logged-in using your UoM username and password.

LIST OF SUBJECTS

Provides a summary list of the subjects you need to review and the number of days for which it has been awaiting a decision.



The 'Information required' status is considered a temporary status and, until the final decision has been made on the subject, it will be listed as an outstanding task meaning you will continue to have it appear on your daily digest, until the decision is completed.

STUDY PLANNER BANNER

Clicking on the banner will take you back to this homepage.

Discipline Advisor Homepage



Reports LOGOUT

All Subjects Report

Q- Go Actions ▾

LIST OF ALL THE SUBJECTS AWAITING YOUR

ID	Student ID	Host Institution	Subject Code	Subject Title	Credit Value	Decision	Appr At Status	Approver	Host Year Level	Host Period	Uom Credit Type	Uom Equivalent	Uom Year	Dept Approving	Student Name
684	588130	Royal Institute of Technology (KTH)	A42B13	Studio project, Advanced Level, Autumn, part B	12	Submitted for review	0	XBLUESPARE1@GMAIL.COM	2016	-	CORE	No UoM Subject provided	-	Arts - Asia Institute - Chinese	MR Aslanis Philippe
640	838905	George Washington University	test	test	15	Submitted for review	14	XBLUESPARE1@GMAIL.COM	2	-	CORE	-	-	Architecture, Building and Planning - Urban Design	MR Chalmers Sean
638	586040	University of Tartu	-	Advanced Baking Skills	45	Submitted for review	15	XBLUESPARE1@GMAIL.COM	3	-	ELECTIVE	-	9	Arts - Asia Institute - Indonesian	MS Evans Victoria
637	586040	Kalamazoo College	STU	Objective Subject	30	Submitted for review	15	XBLUESPARE1@GMAIL.COM	1	-	ELECTIVE	-	0	Science - Agriculture	MS Evans Victoria
636	586040	Kalamazoo College	XYZ	Subjective Subject	20	Submitted for review	15	XBLUESPARE1@GMAIL.COM	9	-	CORE	-	9	Architecture, Building and Planning - Urban Planning	MS Evans Victoria
635	588130	University of the Andes	T1BBB	Testing1	3	Submitted for review	15	XBLUESPARE1@GMAIL.COM	3	-	BREADTH	No UoM Subject provided	1	Arts - Asia Institute - Chinese	MR Aslanis Philippe
633	588130	Royal Institute of Technology (KTH)	BB1005	Infection and immunity	12	Submitted for review	15	XBLUESPARE1@GMAIL.COM	2	-	ELECTIVE	-	3	Medicine, Dentistry and Health Science - Medical School - Microbiology and Immunology	MR Aslanis Philippe
631	588130	Royal Institute of Technology (KTH)	A42B13	Studio project, Advanced Level, Autumn, part B	12	Submitted for review	15	XBLUESPARE1@GMAIL.COM	2016	-	BREADTH	No UoM Subject provided	-	Architecture, Building and Planning - Urban Design	MR Aslanis Philippe
627	838905	Royal Institute of Technology (KTH)	abc123	abc123	35	Submitted for review	15	XBLUESPARE1@GMAIL.COM	1	-	ELECTIVE	-	0	Science - Zoology	MR Chalmers Sean
626	838905	Royal Institute of Technology (KTH)	A42B13	Studio project, Advanced Level, Autumn, part B	12	Submitted for review	15	XBLUESPARE1@GMAIL.COM	2016	-	BREADTH	No UoM Subject provided	-	Architecture, Building and Planning - Urban Design	MR Chalmers Sean
625	588130	University of Vienna	wewqe	wewew	10	Submitted for review	15	XBLUESPARE1@GMAIL.COM	4	-	BREADTH	-	8	Architecture, Building and Planning - Construction Management	MR Aslanis Philippe
623	735343	University of Tartu	ddd	ddd	100	Submitted for review	15	XBLUESPARE1@GMAIL.COM	8	-	CORE	-	4	Architecture, Building and Planning - Urban Planning	MS Foltz Katherine
615	531878	The Kingdom University	TRIF10201	Culture	5	Submitted for review	15	XBLUESPARE1@GMAIL.COM	2	-	CORE	-	2	Arts - Asia Institute - Arabic	MS Yang Mengdan
577	588130	Bocconi University	DES253	English in action	25	Submitted for review	23	XBlueSpare1@gmail.com	1	-	CORE	-	1	Architecture, Building and Planning - Landscape Architecture	MR Aslanis Philippe
576	838905	Cornell University	testsub	need to submit a basic one	15	Submitted for review	24	XBlueSpare1@gmail.com	2	-	CORE	-	2	Architecture, Building and Planning - Urban Planning	MR Chalmers Sean

Set Screen Reader Mode On release 1.0 1 - 15

SUBJECT ID BUTTON

Clicking on these buttons will display the associated subject details page.

REPORTS

Clicking on this button will take you to the reports section.

PAGINATION

Clicking on this arrow will display the next page of subjects (if any).

Approved Subjects
View all subjects which have been through the approval decision process

All Subject Review Status
View the status of all subject reviews



If there are no subjects awaiting approval from you, then this page will be blank.

Reviewing a Subject

To review a particular subject from your list, click on the 'Subject Details' button to start the process:

Mr Philippe Aslanis, Study Plan for Royal Institute of Technology (KTH) - Studio project, Advanced Level, Autumn, part B

Student Details

Credit Load Summary

Royal Institute of Technology (KTH) Subject Details

Host institution subject details

Please ensure the following details of the host institution subject are provided in English:

- subject description/outline
- contact hours
- type of class (ie. lab, practical, lecture)
- assessment details
- prerequisites or antirequisites/exclusions
- a subject URL or supporting document must be added for subject to be approved

Note: For host institutions where the credit system is NOT credit based, enter the details as per the subject description.

For example, if the system is based on hours, enter the number of credit hours for the subject as per the subject description. If the system is based on number of subjects enter each subject as 1 credit value/point.

Subject Id: 084

Subject Code at Royal Institute of Technology (KTH): B42B13

Subject Name at Royal Institute of Technology (KTH): Studio project, Advanced Level, Autumn, part B

Subject Year Level at Royal Institute of Technology (KTH):

Credit Value / Points at Royal Institute of Technology (KTH): 12

Student Comments about Subject:

Subject URL from host institution handbook:

OR/AND

Upload Subject Description or Other Supporting Documentation: Choose file, No file chosen, Upload File

Subject Documents: no data found

STUDENT DETAILS

Click on to display

- Personal Details
- Course Details
- Enrolled Subject Details
- Other Subject Details (Refer to Next Page)

Credit Load summary

Click on

to display a summary of credit load applicable to the study plan that this subject is associated with

Credit Load Summary

PERIOD	DISCIPLINES	Min Credit	STUDY LEVEL	Max Credit
1 Semester	ALL SUBJECT DISCIPLINES	22.5 ECTS equates to 37.5 UoM points	ALL STUDY LEVELS	30 ECTS equates to 50 UoM points

Total Credit Value Summary

Credit Status	Subjects	Total Credit	Committed Credit
Not recommended for credit	1	20	0
Recommended for credit	1	5	0
Submitted for review	2	24	0

UoM Equivalency Fields

These fields are **editable** by you. If you do not approve of the student's request, please override the student entry with 'null' and enter an explanation in the **Comments for Students**.

University of Melbourne Credit Request

University of Melbourne credit request

This subject will be sent to a discipline advisor for review.

Type of credit requested for this subject?: Core Credit

Level of credit requested for this subject?:

Equivalent at the University of Melbourne?: No

UoM Subject Code: No UoM Code provided

UoM Subject Name: No UoM Subject provided

Additional comments:

SUBJECT REVIEW

This is the section to enter your review decision.

Subject Review

Discipline area: Arts - Asia Institute - Chinese

Allocate To UoM Email Address: Send to UoM email address

Staff Comment Log: NOT STUDENT VISIBLE

Guidance for subject reviewers:

Subject Review Status: Recommended for credit

Comments for students: VISIBLE TO STUDENTS

Buttons: Back To Plan, Save Subject, Submit Assessment

SEND TO DISCIPLINE AREA

Select the new discipline and press the button to submit.

SEND TO UoM Email

If you wish to delegate the task to a colleague, enter their email & submit.

BACK TO PLAN

This will display the plan with which this subject is associated.

SAVE SUBJECT

This will saves/updates any subject information.

SUBMIT ASSESSMENT

This will submit the assessment decision.

EVENT LOG

Click on this will display the log of events.

Subjects Details View

Mr Philippe Aslanis, Study Plan for Royal Institute of Technology (KTH) - Studio project, Advanced Level, Autumn, part B



All this information is extracted every night from **Student One**.

Student Details

Personal Details

Student ID: 588130
 Title: Mr
 Given Names: Philippe
 Family Name: Aslanis
 Email: XBlueScott@gmail.com

Course Details

Course Code	Course Title	Commencement Date	Org Unit	Research	Graduate	Phd	Course Status	Sep Number
B-SCI	Bachelor of Science	2012-02-27	Science	N	N	N	Passed	16026871
MC-DPHYSIO	Doctor of Physiotherapy	-	Medicine, Dentistry and Health Sciences	N	Y	N	Applied	20150188
BH-SCI	Bachelor of Science (Degree with Honours)	-	Science	N	N	N	Applied	20886292
244CW	Master of Public Health	2016-02-25	Medicine, Dentistry and Health Sciences	N	Y	N	Admitted	20726529
MC-SCIBIF	Master of Science (Bioinformatics)	-	Science	N	Y	N	Offered	20730206
MC-SCIEPI	Master of Science (Epidemiology)	-	Science	N	Y	N	Applied	20735674
MC-BMEDSC	Master of Biomedical Science	-	Medicine, Dentistry and Health Sciences	N	Y	N	Applied	20735686
441ME	Master of Environment	-	Science	N	Y	N	Applied	20735703

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Enrolled Subjects

Subject Code	Course Code	Subject Title	Subject Status	Location	Avail Year	Study Period	Credit Value	Load	Category Type	Study Type	Census Date	Start Date	End Date
POPH0242	244CW	Epidemiology 2	Enrolled	Parkville	2016	August	12.50	Full Time	Graduate Subject	Coursework	2016-09-16	2016-08-25	2016-10-13
POPH0231	244CW	Qualitative Research in Public Health	Enrolled	Parkville	2016	Semester 2	12.50	Full Time	Graduate Subject	Coursework	2016-08-31	2016-07-25	2016-10-23
POPH0218	244CW	Public Health Leadership and Management	Enrolled	Parkville	2016	July	12.50	Full Time	Graduate Subject	Coursework	2016-08-12	2016-07-29	2016-08-12
POPH0144	244CW	Linear & Logistic Regression	Enrolled	Parkville	2016	July	12.50	Full Time	Graduate Subject	Coursework	2016-08-12	2016-07-28	2016-09-01

1 - 4

Other Subjects

Subject Code	Course Code	Subject Title	Subject Status	Location	Avail Year	Study Period	Credit Value	Load	Category Type	Study Type	Census Date	Start Date	End Date
POPH0112	244CW	Infectious Disease Epidemiology	Passed	Parkville	2016	Semester 1	12.50	Full Time	Graduate Subject	Coursework	2016-03-31	2016-02-29	2016-05-29
POPH0013	244CW	Biostatistics	Passed	Parkville	2016	Semester 1	12.50	Full Time	Graduate Subject	Coursework	2016-03-31	2016-02-29	2016-05-29
POPH0014	244CW	Epidemiology 1	Passed	Parkville	2016	Semester 1	12.50	Full Time	Graduate Subject	Coursework	2016-03-31	2016-02-29	2016-05-29
POPH0217	244CW	Foundations of Public Health	Passed	Parkville	2016	February	12.50	Full Time	Graduate Subject	Coursework	2016-03-11	2016-02-25	2016-04-29
MIM30014	B-SCI	Medical Microbiology: Virology	Passed	Parkville	2015	Semester 2	12.50	Full Time	Undergraduate Subject	Coursework	2015-08-31	2015-07-27	2015-10-25
PSYC10004	B-SCI	Mind, Brain and Behaviour 2	Passed	Parkville	2014	Semester 2	12.50	Full Time	Undergraduate Subject	Coursework	2014-08-31	2014-07-28	2014-10-28
BIOL30001	B-SCI	Reproductive Physiology	Passed	Parkville	2014	Semester 2	12.50	Full Time	Undergraduate Subject	Coursework	2014-08-31	2014-07-28	2014-10-28
MIM30014	B-SCI	Medical Microbiology: Virology	Failed	Parkville	2014	Semester 2	12.50	Full Time	Undergraduate Subject	Coursework	2014-08-31	2014-07-28	2014-10-28
GENE30005	B-SCI	Human and Medical Genetics	Passed	Parkville	2014	Semester 2	12.50	Full Time	Undergraduate Subject	Coursework	2014-08-31	2014-07-28	2014-10-28
EVSC20003	B-SCI	Forests in a Global Context	Passed	Parkville	2014	September	12.50	Full Time	Undergraduate Subject	Coursework	2014-10-10	2014-09-29	2014-10-04
MIM30016	B-SCI	Techniques in Microbiology	Passed	Parkville	2014	Semester 1	12.50	Full Time	Undergraduate Subject	Coursework	2014-03-31	2014-03-03	2014-08-01
GENE30001	B-SCI	Evolutionary Genetics and Genomics	Passed	Parkville	2014	Semester 1	12.50	Full Time	Undergraduate Subject	Coursework	2014-03-31	2014-03-03	2014-08-01
MIM30002	B-SCI	Principles of Immunology	Failed	Parkville	2014	Semester 1	12.50	Full Time	Undergraduate Subject	Coursework	2014-03-31	2014-03-03	2014-08-01
MIM30011	B-SCI	Medical Microbiology: Bacteriology	Passed	Parkville	2014	Semester 1	12.50	Full Time	Undergraduate Subject	Coursework	2014-03-31	2014-03-03	2014-08-01
BOTA20004	B-SCI	Flora of Victoria	Passed	Parkville	2014	February	12.50	Full Time	Undergraduate Subject	Coursework	2014-02-14	2014-02-10	2014-02-20

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COURSE DETAILS

These are all the courses with which the student has been connected in Student One. In this case the student has only begun the B Sci and MPH as indicated by the commencement dates, and has completed the B Sci as its status is listed as "Passed".

ENROLLED SUBJECTS

These are the subjects in which the student is currently enrolled.

OTHER SUBJECTS

These are all the subjects, other than the currently enrolled ones, which the student has attempted at some point at Melbourne. The status indicates that most have been passed and some failed.

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Credit Load Summary View

This section will only appear for students applying for an exchange. The load equivalency is determined by Global Learning and programmed into this system. The students select the one that they think best fits them.

Credit Load Summary

Credit Load Selected

PERIOD	DISCIPLINES	Min Credit	STUDY LEVEL	Max Credit
1 Semester	ALL SUBJECT DISCIPLINES	22.5 ECTS equates to 37.5 UoM points	ALL STUDY LEVELS	30 ECTS equates to 50 UoM points

Total Credit Value Summary

Credit Status	Subjects	Total Credit	Committed Credit
Not recommended for credit	1	20	0
Recommended for credit	1	5	0
Submitted for review	2	24	0

CREDIT LOAD
The credit load applicable to the plan, with which the subject under is associated.

Host Institution Subject Details View

In this section you will be able to edit any of this information entered by the student to correct, for example, data input errors.

As the system will use the information input here in the future to approve subjects automatically (the so-called auto-approve facility, see page 16 for more information) where students are requesting the same subject for the same type of credit, incorrect data will cause that matching process to fail. If you notice a typographical error here, please correct it.

Royal Institute of Technology (KTH) Subject Details

Host institution subject details

Please ensure the following details of the host institution subject are provided in English:

- subject description/outline
- contact hours
- type of class (ie. lab, practical, lecture)
- assessment details
- prerequisites or antirequisites/exclusions
- a subject URL or supporting document must be added for subject to be approved**

Note: For host institutions where the credit system is NOT credit based, enter the details as per the subject description.
For example, if the system is based on *hours*, enter the number of credit hours for the subject as per the subject description. If the system is based on *number of subjects* enter each subject as 1 credit value/point.

Subject Id 684

Subject Code at Royal Institute of Technology (KTH) * Subject Name at Royal Institute of Technology (KTH)

Subject Year Level at Royal Institute of Technology (KTH) Credit Value / Points at Royal Institute of Technology (KTH)

Student Comments about Subject

Subject URL from host institution handbook

OR/AND

Upload Subject Description or Other Supporting Documentation No file chosen

Subject Documents
no data found

Event Log View

Event Log

EVENT_LOG_ID	TABLE_NAME	FOREIGN_KEY	EVENT	LOG_VALUE	APP_ID	CREATED_ON	CREATED_BY
87913	SP_SUBJECTS	684	Status Change	PLANNED	460	19-OCT-16 03.15.12.188114 PM	PASLANIS
87911	SP_SUBJECTS	684	New Subject Approval Application	Subject Approval Application 684 has been created	460	19-OCT-16 03.11.34.088744 PM	PASLANIS

[CSV Output](#) | [PDF Output](#)

1 - 2



This is not viewable by students.

University of Melbourne Credit Request Section

You will be able to edit the ‘**Type of credit requested for this subject?**’ by the student from any of the available choices – Core, Elective or Breadth. If the student has requested, for example, “Core Credit” and you do not think the subject appropriate for that but instead would only be suitable for “Elective Credit”, you can nominate that here.

The field ‘**Level of credit requested for this subject?**’ though not mandatory for the student to enter, it is a **compulsory field for the discipline advisor**.

University of Melbourne Credit Request

University of Melbourne credit request

This subject will be sent to a discipline advisor for review.

* Type of credit requested for this subject? Core Credit

* Level of credit requested for this subject?

Equivalent at the University of Melbourne? No Yes

UoM Subject Code No UoM Code provided UoM Credit Value

UoM Subject Name No UoM Subject provided

Additional comments:

EQUIVALENT SUBJECT INFORMATION

Students seeking equivalent subject are required to enter their request here. If you assess this differently to the student's request (ie. not equivalent, equivalent to another) please override the student's entries > change the Y/ N selection, enter 'null' and enter the reasoning in the **Comments for students** > select **add/update** subject. Most subjects done overseas will not need to have an equivalent here, the exception will mainly be when students are requesting core credit approval.

Subject Review Section

Subject Review

* Discipline area Arts - Asia Institute - Chinese

To get more information please visit the [Faculty Advisor Web Page](#)

1 Send to discipline area

Allocate To UoM Email Address

2 Send to UoM email address

Staff Comment Log NOT STUDENT VISIBLE

Guidance for subject reviewers:

Reviewers are able to add or update subjects on behalf of students, and can do so with the **add/update** subject button. The **Staff Comments** box is available for comments which are relevant to other reviewing staff but not to the students.

More information is available in the reviewers training guide.

Subject Review Status

- Recommended for credit
- Not recommended for credit
- Information required
- Recommended for credit, but not for this student
- Recommended for credit only for this student

Comments for students : VISIBLE TO STUDENTS

3 Save Subject

4 Submit Assessment

Back To Plan

You will be able to perform the following actions within this section:

1. Redirecting the Subject to the Another Discipline Area

If the student has submitted the approval request to your discipline area incorrectly, you can select the area to which it should go from the ‘**Discipline area**’ selection list and simply click on the ‘**Send to discipline area**’ button. Clicking on the button will:

- redirect the task to the discipline advisor you nominated where it will be included in the daily digest for that person; and
- take you back to your homepage where this subject will no longer be listed.

MELBOURNE

Reports

Department Allocation Success

All Subjects Report

Q- Go Actions

ID	Student Id	Host Institution	Subject Code	Subject Title	Credit Value	Decision	Days At Status	Approver	Host Year Level	Host Period	Uom Credit Type	Uom Equivalent	Uom Year	Dept Approving	Student Name
684	588130	Royal Institute of Technology (KTH)	A42B13	Studio project, Advanced Level, Autumn, part B	12	Submitted for review	0	XBLUESPARE1@GMAIL.COM	2018	-	CORE	No UoM Subject provided	-	Arts - Asia Institute - Chinese	MR Aslanis Philippe
640	839008	George Washington University	test	test	15	Submitted for review	14	XBLUESPARE1@GMAIL.COM	2	-	CORE	-	-	Architecture, Building and Planning - Urban Design	MR Chalmers Sean
638	588040	University of Tartu	-	Advanced Baking Skills	45	Submitted for review	15	XBLUESPARE1@GMAIL.COM	3	-	ELECTIVE	-	9	Arts - Asia Institute - Indonesian	MS Evans Victoria
637	588040	Kalamazoo College	STU	Objective Subject	30	Submitted for review	15	XBLUESPARE1@GMAIL.COM	1	-	ELECTIVE	-	0	Science - Agriculture	MS Evans Victoria
636	588040	Kalamazoo College	XYZ	Subjective Subject	20	Submitted for review	15	XBLUESPARE1@GMAIL.COM	9	-	CORE	-	9	Architecture, Building and Planning - Urban Planning	MS Evans Victoria
635	588130	University of the Andes	T1BBB	Testing1	3	Submitted for review	15	XBLUESPARE1@GMAIL.COM	3	-	BREADTH	No UoM Subject provided	1	Arts - Asia Institute - Chinese	MR Aslanis Philippe
633	588130	Royal Institute of Technology (KTH)	BB1005	infection and immunity	12	Submitted for review	15	XBLUESPARE1@GMAIL.COM	2	-	ELECTIVE	-	3	Medicine, Dentistry and Health Science - Medical School - Microbiology	MR Aslanis Philippe
631	588130	Royal Institute of Technology (KTH)	A42B13	Studio project, Advanced Level, Autumn, part B	12	Submitted for review	15	XBLUESPARE1@GMAIL.COM	2018	-	BREADTH	No UoM Subject provided	-	Architecture, Building and Planning - Urban Design	MR Aslanis Philippe
627	839008	Royal Institute of Technology (KTH)	abc123	abc123	35	Submitted for review	15	XBLUESPARE1@GMAIL.COM	1	-	ELECTIVE	-	0	Science - Zoology	MR Chalmers Sean
626	839008	Royal Institute of Technology (KTH)	A42B13	Studio project, Advanced Level, Autumn, part B	12	Submitted for review	15	XBLUESPARE1@GMAIL.COM	2018	-	BREADTH	No UoM Subject provided	-	Architecture, Building and Planning - Urban Design	MR Chalmers Sean

2. Reallocating the subject

You can choose to delegate a subject review task to another person perhaps for a second opinion or because roles have recently changed. To do this, enter a valid UoM email address and click on the **‘Send to UoM email address’** button. Clicking on the button will :

- Redirect the task to the person whose email address you entered where it will be included in the daily digest for that person; and
- take you back to your homepage where this subject will no longer be listed.

THE UNIVERSITY OF MELBOURNE

Reports

Subject Review Allocated to Email Provided

All Subjects Report

Q- Go Actions

ID	Student Id	Host Institution	Subject Code	Subject Title	Credit Value	Decision	Days At Status	Approver	Host Year Level	Host Period	Uom Credit Type	Uom Equivalent	Uom Year	Dept Approving	Student Name
684	588130	Royal Institute of Technology (KTH)	A42B13	Studio project, Advanced Level, Autumn, part B	12	Submitted for review	0	XBLUESPARE1@GMAIL.COM	2018	-	CORE	No UoM Subject provided	-	Arts - Asia Institute - Chinese	MR Aslanis Philippe
640	839008	George Washington University	test	test	15	Submitted for review	14	XBLUESPARE1@GMAIL.COM	2	-	CORE	-	-	Architecture, Building and Planning - Urban Design	MR Chalmers Sean
638	588040	University of Tartu	-	Advanced Baking Skills	45	Submitted for review	15	XBLUESPARE1@GMAIL.COM	3	-	ELECTIVE	-	9	Arts - Asia Institute - Indonesian	MS Evans Victoria
637	588040	Kalamazoo College	STU	Objective Subject	30	Submitted for review	15	XBLUESPARE1@GMAIL.COM	1	-	ELECTIVE	-	0	Science - Agriculture	MS Evans Victoria
636	588040	Kalamazoo College	XYZ	Subjective Subject	20	Submitted for review	15	XBLUESPARE1@GMAIL.COM	9	-	CORE	-	9	Architecture, Building and Planning - Urban Planning	MS Evans Victoria
635	588130	University of the Andes	T1BBB	Testing1	3	Submitted for review	15	XBLUESPARE1@GMAIL.COM	3	-	BREADTH	No UoM Subject provided	1	Arts - Asia Institute - Chinese	MR Aslanis Philippe
633	588130	Royal Institute of Technology (KTH)	BB1005	infection and immunity	12	Submitted for review	15	XBLUESPARE1@GMAIL.COM	2	-	ELECTIVE	-	3	Medicine, Dentistry and Health Science - Medical School - Microbiology	MR Aslanis Philippe
631	588130	Royal Institute of Technology (KTH)	A42B13	Studio project, Advanced Level, Autumn, part B	12	Submitted for review	15	XBLUESPARE1@GMAIL.COM	2018	-	BREADTH	No UoM Subject provided	-	Architecture, Building and Planning - Urban Design	MR Aslanis Philippe
627	839008	Royal Institute of Technology (KTH)	abc123	abc123	35	Submitted for review	15	XBLUESPARE1@GMAIL.COM	1	-	ELECTIVE	-	0	Science - Zoology	MR Chalmers Sean

3. Save Subject

You will have the ability to edit/update some subject details and save the changes, before you submit your assessment. Clicking on the button will:

- Save and Update the subject details; and
- Take you back to your homepage.

4. Submit Assessment

You will be able to provide one of the following assessment decisions to any of the subjects under review.

Subject Review Status	Review Impact		Impact on Auto Approval Database	
	Comments for Students Required?	Student can Enrol and Commit?	Will the subject be considered for future auto approvals?	Viewable under 'Known Subject Lists'
Recommended for credit	No	Yes	Yes	Yes
Not recommended for credit	Yes	No	No	Yes
Information required *	Yes	N/A	N/A	N/A
Recommended for credit, but not for this student	Yes	No	Yes	Yes
Recommended for credit but only for this student	Yes	Yes	No	Yes

* Note: The Information required status is considered to be a temporary status and until the final decision has been made on the subject, it is still treated as an outstanding task which means it will continue to be listed on the daily digest, until an assessment has been completed.

Clicking on the button will result in the following outcomes:

- the subject assessment will be submitted and the status of the subject will change;
- you will be returned to your homepage and
- a notification will be sent to the student telling her/him that a change has occurred.

Reports

Subject Review Decision Saved

All Subjects Report

Id	Student Id	Host Institution	Subject Code	Subject Title	Credit Value	Decision	Days At Status	Approver	Host Year Level	Host Period	Uom Credit Type	Uom Equivalent	Uom Year	Dept Approving	Student Name
648	839908	George Washington University	test	test	15	Submitted for review	14	XBLUESPARE1@GMAIL.COM	2	-	CORE	-	-	Architecture, Building and Planning - Urban Design	MR Chalmers Sean
638	588040	University of Tartu	-	Advanced Baking Skills	45	Submitted for review	15	XBLUESPARE1@GMAIL.COM	3	-	ELECTIVE	-	9	Arts - Asia Institute - Indonesian	MS Evans Victoria
637	588040	Kalamazoo College	STU	Objective Subject	30	Submitted for review	15	XBLUESPARE1@GMAIL.COM	1	-	ELECTIVE	-	0	Science - Agriculture	MS Evans Victoria
636	588040	Kalamazoo College	XYZ	Subjective Subject	20	Submitted for review	15	XBLUESPARE1@GMAIL.COM	9	-	CORE	-	9	Architecture, Building and Planning - Urban Planning	MS Evans Victoria

Comments

As a part of the review process you will be able to add in supporting comments:

Subject Review

↓ * Discipline area:
Send to discipline area

To get more information please visit the [Faculty Advisor Web Page](#)

Allocate To UoM Email Address:
Send to UoM email address

Staff Comment Log
NOT STUDENT VISIBLE

?

i **Guidance for subject reviewers:**
 Reviewers are able to add or update subjects on behalf of students, and can do so with the **add/update** subject button. The **Staff Comments** box is available for comments which are relevant to other reviewing staff but not to the students.
 More information is available in the reviewers training guide.

↓ **Subject Review Status**

Recommended for credit
 Not recommended for credit
 Information required
 Recommended for credit, but not for this student
 Recommended for credit only for this student

Comments for students :
VISIBLE TO STUDENTS

Save Subject
Submit Assessment

- Staff Comment Log – This must be used for internal communications only. Any content entered here is **viewable by staff only**.
- Comments for students – You must enter supporting comments for assessment decision except ‘Recommended for credit’. These comments are **viewable both by staff and students**.

Subject Auto-recommendation

As decisions are made about subjects the system collects that information for future use providing it to students with forthcoming applications, the so-called known subject list, and automatically subjects under the same conditions. In the latter case, if a subject request has the same criteria as one previously recommended for credit, the subject will skip the Discipline Advisor review step and be automatically recommended for credit.

Auto-approval Rules

A subject submitted for assessment will be automatically recommended for credit if the following fields **match** with a previously recommended subject:

- subject code at host institution
- credit value/points at host institution
- type of credit requested for this subject (core, elective or breadth)
- discipline area

Subject Id 640

Subject Code at George Washington University **a** * Subject Name at George Washington University

Subject Year Level at George Washington University **b** Credit Value / Points at George Washington University

Student Comments about Subject

www.test.com

Subject URL from host institution handbook

OR/AND

Upload Subject Description or Other Supporting Documentation No file chosen

Subject Documents
no data found

University of Melbourne Credit Request

University of Melbourne credit request

This subject will be sent to a discipline advisor for review

* Type of credit requested for this subject? **c** * Level of credit requested for this subject? **d**

Equivalent at the University of Melbourne? No Yes

UoM Subject Code UoM Credit Value

UoM Subject Name

Additional comments:

Subject Review

* Discipline area
To get more information please visit the [Faculty Advisor Web Page](#)

Allocate To UoM Email Address

In addition, the period for which a recommendation lasts currently has a default time of five years. This period can be varied at the request of the approving advisor. The auto-recommendation is independent of the type of program, i.e. once a subject is recommended for credit it will be considered for both Exchange and Overseas (study abroad) plans. All subjects recommended or not recommended will be used to build a list of subjects called the 'Known Subject List' for the host institutions, which students can add to their plans, if they wish.

Auto- recommendation Sample Scenarios

Kim is in the process of applying for an exchange to **Lund University**. She submitted her study plan for assessment on **12/7/2016**. One of the subjects submitted was **ARTS423 - 'Sustainability in the Built Environment'** worth **10 credits**. Kim requested '**Core**' credit for this subject. The subject was reviewed and **recommended for credit** on **14/7/2016** by Prof. Jacob Ferguson the advisor for '**Architecture, Building and Planning – Architecture**', with **10 credits** and **credit type, Core**. During the process, Prof. Ferguson, entered UoM equivalent subject code, subject name, the UoM credit points and other details. With the default period of five years, the subject will continue to be recommended for credit until 15/7/2021.

In the following years, several study plan applications were submitted with the same subject 'ARST423' but with a different combination of information:

Scenario	Discipline Area	Subject Code	Subject Title	Credit Value	Credit Type	System Audits			Comments
						Submitted on	Auto-approval?	Approved On	
Student submits ARST423 on 6/3/2018, but enters the subject title incorrectly	Architecture, Building and Planning – Architecture	ARST423	The Sustainability in the Built Environment	10	Core	6/3/2018	✓	6/3/2018	Although the subject title was incorrectly spelt, the subject code and credit value match. The auto-recommendation's 'valid until date' was set with the first recommendation for this subject, in this case 15/7/2021.
Student submits <i>Sustainability in the Built Environment</i> on 7/4/2019, but forgets to enter the subject code	Architecture, Building and Planning – Architecture	?	Sustainability in the Built Environment	10	Core	6/3/2018	X		Although every other field matched, with the subject code was missing, the Subject failed to match the criteria and was not auto-recommendation. This will have to go through a manual review process.
Student selects the ARST423 from the <i>Known Subject List</i> sending it to a different Discipline Area 5/4/2020	Architecture, Building and Planning – Construction Management	ARST423	Sustainability in the Built Environment	10	Core	5/4/2019	X		Though this subject has been recommended by ABP – Architecture, sending the subject to a different Discipline Area means it will not be auto-recommended. This will have to go through a manual review process.
Student selects ARST423 from the <i>Known Subject List</i> but updates the Credit Type and Credit Value	Architecture, Building and Planning – Architecture	ARST423	Sustainability in the Built Environment	15	Breadth	5/4/2019	X		It will not be auto-recommended as the credit type and credit value are different. This will have to go through a manual review process.
Student submits ARST423 on 6/8/2021	Architecture, Building and Planning – Architecture	ARST423	Sustainability in the Built Environment	10	Core	6/8/2021	X		It will not be auto-approved as it is past the validity date. This will have to go through a manual review process.

Discipline Advisors Reports

Subject Decision Report

This is the record of the subjects recommended for credit. The Discipline Advisors **can only view** the history. They will **not be able to edit the subjects**.

Reports

Subject Decision Report

Q- Go Actions

Institution Name	Subject Title	Subject Code	Credit	UoM Subject	UoM Year Level	Approver	Approval Outcome	Approved Until	Host Subject Year Level	UoM Credit Level	Department Approving	Host Subject Url	Last Approval Outcome Date
Technikum Wien	Star Wars	Star Wars 1	10	No UoM Subject provided	-	DGARMORY	APPROVED	16-AUG-21	1	BREADTH	-	-	05-OCT-2016 16:21
Technikum Wien	Food Bacteria 5	T2-BAC5	235	BIO-FB15 - FOOD BACTERIAS	5	MDUTTA	APPROVED	07-AUG-21	5	ELECTIVE	Arts - Asia Institute - Japanese	555	05-OCT-2016 16:34
Technikum Wien	BBB	BBB	10	No UoM Subject provided	-	CROWLEYS	APPROVED	16-AUG-21	2	ELECTIVE	-	-	16-AUG-2016 12:07
Technikum Wien	CCC	CCC	20	No UoM Subject provided	-	DGARMORY	REJECTED	16-AUG-21	3	BREADTH	-	-	16-AUG-2016 12:06
Technikum Wien	CCC	CCC	20	No UoM Subject provided	-	DGARMORY	APPROVED	16-AUG-21	3	BREADTH	-	-	16-AUG-2016 11:23
Tsinghua University	Spanish 8	SPANIA 562	15	SPAN30006 - Spanish 8	3	CROWLEYS	APPROVED	20-SEP-21	3	CORE	Arts - School of Languages and Linguistics - Spanish	https://programs.mobility.unimelb.edu.au/_customtags/dt_FileRetrieve.cfm?File_ID=0504707C4F07087A0071757C741F04010D0F1B017308756B70030201057674040405017576750672	20-SEP-2016 14:37
Tsinghua University	a	-	1	No UoM Subject provided	3	ATERRY1	REJECTED	20-SEP-21	-	CORE	Architecture, Building and Planning - Urban Planning	a	22-SEP-2016 11:35
Tsinghua University	a	-	1	No UoM Subject provided	3	DGARMORY	APPROVED	19-SEP-21	-	CORE	Arts - Asia Institute - Asian Studies	s	19-SEP-2016 15:53
Tsinghua University	a	a	1	No UoM Subject provided	3	MLANGDON	REJECTED	19-SEP-21	2016	CORE	Arts - Asia Institute - Chinese	a	21-SEP-2016 11:24
Tsinghua University	a	a	1	No UoM Subject provided	3	JURWIN	APPROVED	19-SEP-21	-	CORE	Arts - Asia Institute - Chinese	a	19-SEP-2016 15:42
Tsinghua University	Understanding post 90	3330	16	3880 - Research Thesis	3	JURWIN	APPROVED	19-SEP-21	3	CORE	Arts - Asia Institute - Chinese	-	19-SEP-2016 15:41

All Subjects Report Status

Reports

All Subjects Report

Q- Go Actions

Id	Student Id	Host Institution	Subject Code	Subject Title	Credit Value	Decision	Days At Status	Approver	Host Year Level	Host Period	UoM Credit Type	UoM Equivalent	UoM Year	Dept Approving	Student Name
649		George Washington University	test	test	15	Submitted for review	15	XBLUESPARE1@GMAIL.COM	2	-	CORE	-	-	Architecture, Building and Planning - Urban Design	MR Chalmers Sean
638	586040	University of Tartu	-	Advanced Baking Skills	45	Submitted for review	16	XBLUESPARE1@GMAIL.COM	3	-	ELECTIVE	-	9	Arts - Asia Institute - Indonesian	MS Evans Victoria
637	586040	Kalamazoo College	STU	Objective Subject	30	Submitted for review	16	XBLUESPARE1@GMAIL.COM	1	-	ELECTIVE	-	0	Science - Agriculture	MS Evans Victoria
636	586040	Kalamazoo College	XYZ	Subjective Subject	20	Submitted for review	16	XBLUESPARE1@GMAIL.COM	9	-	CORE	-	9	Architecture, Building and Planning - Urban Planning	MS Evans Victoria
635	588130	University of the Andes	T1BBB	Testing1	3	Submitted for review	16	XBLUESPARE1@GMAIL.COM	3	-	BREADTH	No UoM Subject provided	1	Arts - Asia Institute - Chinese	MR Aslanis Philippe
633	588130	Royal Institute of Technology (KTH)	BB1005	Infection and immunity	12	Submitted for review	16	XBLUESPARE1@GMAIL.COM	2	-	ELECTIVE	-	3	Medicine, Dentistry and Health Science - Medical School - Microbiology and Immunology	MR Aslanis Philippe
631	588130	Royal Institute of Technology (KTH)	A42B13	Studio project, Advanced Level, Autumn, part B	12	Submitted for review	16	XBLUESPARE1@GMAIL.COM	2016	-	BREADTH	No UoM Subject provided	-	Architecture, Building and Planning - Urban Design	MR Aslanis Philippe
627	639906	Royal Institute of Technology (KTH)	abc123	abc123	35	Submitted for review	16	XBLUESPARE1@GMAIL.COM	1	-	ELECTIVE	-	0	Science - Zoology	MR Chalmers Sean
626	639906	Royal Institute of Technology (KTH)	A42B13	Studio project, Advanced Level, Autumn, part B	12	Submitted for review	16	XBLUESPARE1@GMAIL.COM	2016	-	BREADTH	No UoM Subject provided	-	Architecture, Building and Planning - Urban Design	MR Chalmers Sean

SUBJECT ID BUTTON

Click on these buttons will display the associated subject details page

Further Information

If you have any questions, concerns or experience any problems with the system, please contact:

Global Learning team
#47452
global-mobility@unimelb.edu.au

Benita Ho - Manager, Global Learning
#59523
Benita.ho@unimelb.edu.au

When reporting an issue, please take a screen shot of the error and note both the student ID and plan ID the error occurred on.