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Summary of Subject Approval Process

EXCHANGE (semester length)

Step 1  Login to Study Planner 4
Step 2  Create Exchange plan and select country and institution. 5-6
Step 3  Enter your period of exchange and level of your study. 7
Step 4  Select your credit load. 8
Step 5  Enter your Melbourne enrolment details and the credit you want from exchange. 9
Step 6  Add subjects to your plan. 13-18
Step 7  Submit your plan; you will now be notified of all changes. 20-23
Step 8  Adding subjects to your plan after it has been submitted. 25
Step 9  Subjects are assessed and as soon as enough are approved goes to Stop 1. 31
Step 10 Stop 1 review whole plan and assess. 31
Step 11 When overseas as you enrol at the host institution you commit to subjects. 32
Step 12 When you have enrolled in all your subjects overseas you finalise your plan. 33

STUDY ABROAD & SHORT TERM

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Step 6  Add subjects to your plan. 13-18
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Step 11 When overseas as you enrol at the host institution you commit to subjects. 32
Step 12 When you have enrolled in all your subjects overseas you finalise your plan. 33
Getting Started

1. Open a web browser and navigate to the Global Mobility Study Planner via the following URL https://globalmobilitystudyplanner.app.unimelb.edu.au/apex/f?p=460
2. Login using your UoM username and password
3. The Student homepage will be displayed

GLOBAL MOBILITY STUDY PLANNER – SUPPORT GUIDE

INSTRUCTIONS
These icons indicate that the is explanatory text to assist with the particular point.

CLICK TO EXPAND BUTTON
Clicking on these buttons will display your ‘course details’ and your ‘enrolled subject details’.

LOGOUT

STUDY PLANNER BANNER
Clicking on the banner will bring the user back to this homepage.
Student Homepage

Welcome to Study Planner

About your plans

A plan is a list of subjects from an overseas institution for which you would like to receive credit towards your University of Melbourne degree. Your proposed plan will be reviewed on submission of this application.

When to create an exchange plan?

Students applying for a place on the University's exchange program are required to complete a plan for their first preference institution. We recommend that students draft plans for second and third preference institutions in the system in case they are required at a later stage. Please only submit the plan for your first preference institution in the system as many students apply for alternate programs in the same plan.

You will not be able to submit your plan until you have at least the minimum full-time course load. We strongly recommend, however, that you have more subjects assessed than are required to study at your host institution.

Refer to the credit load table available on the brochure page of the preferred host institution.

When to create an overseas plan?

Study abroad

Students wishing to study abroad at an overseas institution which is NOT an exchange partner of the University of Melbourne, should submit all the subjects from the host institution for credit approval towards their University of Melbourne degree. To create your study abroad plan, select create overseas study plan.

Short term programs

Students wishing to undertake a short-term program as an alternative to a full semester or year overseas, should submit the subjects from the host institution for credit approval towards their University of Melbourne degree. Short term programs are all programs which are shorter than one semester in duration and may be:

- winter or summer school programs
- intensive language programs
- study tours or internship programs

Short term programs may be offered through a University of Melbourne exchange partnership or may be undertaken as an independent study abroad. To create your short term program plan, select create overseas plan.

If your selected host tertiary institution or overseas program provider is not available for selection on the following page, please contact Melbourne Global Mobility (globalmobility@unimelb.aau).

Please read the instructions carefully before you start creating your plan.

Applying for a place on the University's exchange program requires a plan for the first preference institution.

We recommend that students draft plans for second and third preference institutions in the system in case they are required at a later stage.

Tip

Please read the instructions carefully before you start creating your plan.

Applying for a place on the University's exchange program requires a plan for the first preference institution.

We recommend that students draft plans for second and third preference institutions in the system in case they are required at a later stage.
Creating a Draft Exchange Plan

1. Click on the 'Create Exchange Plan' button to start the process.
2. Select a Country - either from clicking on map or selecting from the drop down menu.
3. Select an Institution - the drop down will provide a list of institutions within your chosen host country.
4. Click 'Next' to proceed.
Exchange Plan Form

To begin, you must enter some basic information (●) about when you want to go on exchange and the course you are doing here.

Global Mobility Study Planner - Student

Create your plan
Detailed information on how to create your plan and the credit approval process is available here:
Exchange students only are required to select the appropriate credit load from the options available. If none are available please contact MGM at global.mobility@unimelb.edu.au
Note: You may save and come back to your application at any time by selecting Save & Close.

Program Details

Overseas program details
Please provide details of your overseas program.
Students are advised to choose and have assessed, more subjects than they will actually take at your overseas institution. This will help you later if a subject is cancelled or there is a timetable clash and you need to change your subjects, which is very common. You can add up to double the maximum amount of required credits for your host institution.

Plan Number:
Plan Status: Draft

Host Institution / Program Details

* Plan Type: Exchange

* Institution Name: Royal Institute of Technology (KTH)

* Overseas Study Duration: 1 Semester  2 Semesters/Full Year

* Level of Study:  Graduate  Undergraduate

TIP

Please read the instructions carefully before you start providing all the required information

If you are unsure of any question click on the adjacent ‘Help’ icon to get more information

All the fields marked * mandatory.
Credit Load Selection

Based on your answer provided for ‘Overseas Study Duration’ and ‘Level of Study’, the system will display the corresponding credit load.

Credit Load Options

Based on the selections you have made for the above questions, the corresponding credit load guide for the host institution is listed in the table. Please select the credit load which is applicable to your plan, only one selection is allowed.

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>DISCIPLINES</th>
<th>STUDY LEVEL</th>
<th>Min Credit</th>
<th>Max Credit</th>
<th>SELECTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
<td>ALL SUBJECT</td>
<td>ALL STUDY</td>
<td>22.5 ECTS to 37.5</td>
<td>30 ECTS to 50</td>
<td>✔️</td>
</tr>
</tbody>
</table>

CREDIT LOAD SELECTED
The green tick indicates that you have selected the credit load.

CREDIT LOAD SELECTION
Although there is only one available credit load, you must click on the ‘Select’ button to have it applied to your plan.
University of Melbourne Enrolment

You must answer the following mandatory questions:

- For which course/s will you be seeking credit? – You can choose one or both options.
- In which year will you study overseas? – Selection List.
- Commencing academic period for overseas study? – Selection List.

**YEAR SELECTION LIST**
Clicking on the arrow brings up the ‘Year Selection List’.

**ACADEMIC PERIOD**
Clicking on the arrow brings up the ‘Academic Period Selection List’.

**CREDIT SELECTION LIST**
Clicking on the arrow brings up the ‘Credit Selection List’.

Selection of the ‘Year’ will trigger a page refresh.

**TIP**
For example: the minimum, which is full-time, of 37.5 points, or the maximum, which is a full-load, of 50 UoM points for one semester overseas.
Saving your Plan

Once you have added all the required information, click on the ‘Save’ button to retain the information in your plan.

Although you are required to put only the mandatory information for saving the draft plan, we recommend you provide as much information as you can now to help later when you come to submit and with assessment.

TIP
Clicking on this button will save the plan as a draft.

DELETE
Clicking on this button will remove the plan from the system.

Back to all plans
Clicking on this button will take you back to your homepage.

Study Plan Saved
Confirmation that the plan has been saved is displayed on the screen.

PLAN ID
The system generates a unique Plan ID#.

Plan Number: 502
Plan Status: Draft

Host Institution / Program Details

Credit Load Options

Based on the selections you have made for the above questions, the corresponding credit load guide for the host institution is listed in the table. Please select the credit load which is applicable to your plan, only one selection is allowed.
Your Draft Plan Created

**Plan Summary**
This new section will appear which allow you to add the subjects to this plan.

**Save & Close**
This new button will allow you to save your plan at any given point before you decide to submit it for assessment.
Deleting a Draft Plan

If you decide to 'Delete' your draft plan you could do so by clicking on the 'Delete' button. **You can only delete a Draft plan.**

![Delete button](image)

**DELETE**

Clicking on this button will trigger the Plan Deletion process. This **alert message box**

![Alert message box](image)

**PLAN DELETED**

Plan Deletion Confirmation message will be displayed and you will be taken back

![Confirmation message](image)

**NOTE**

Deleting your plan means that it will no longer be available in the system. Any subject details or documents loaded will be lost.
Adding Subjects to a Draft Plan

You can add subjects to your plan in the following ways.

**NOTE**
If there have been no subjects submitted and assessed in the past for a particular host institution, ‘View Known Subjects’ will not appear on the screen.

**ADD SUBJECT**
This will allow you to add a new subject from your Host Institution that is not available under the ‘View Known Subjects’ list. Clicking on this button will display a list of subjects from your chosen host institution which have been previously submitted for assessment.
Adding a Subject from the Known Subjects List

This page displays all the subjects Recommended and Not Recommended in the past, with the recommended subjects being displayed on the top of the list.

The system will allow you to select any subjects from this list.

**NOTE**

**PAGINATION**
Clicking on the arrow will display the remaining list of subjects, if any.

**ADD TO MY PLAN**
Clicking on this button will display the associated ‘Subject Details’ page which will appear pre-populated with details from the last exam.
Known Subject Details Page

CREDIT LOAD SELECTED
This will be displayed on your plan page and every subject details page, to guide you with your subject list and keep you within the Min/Max Credit Load.

TOTAL: CREDIT VALUE SUMMARY
This will be displayed on your plan page and every subject details page, as a credit summary for your information.

NOTE
The Known Subjects will have the following * mandatory fields pre-populated. You will, however, be able to edit/update any information that may have changed since the subject was last listed.

Host Institution Fields
1. Subject Code
2. Subject Name
3. Subject Credit Points
4. Subject URL (if previously entered)

UoM Fields
1. Discipline Area
2. Type of Credit and/

NOTE
A subject URL and/or supporting document(s) must be added, if not already there, for subject to be considered.

Back to all plans
Clicking on this button will take you back to the plan page. If you click this button any changes you have made to the subject will be lost and the subject will not be added to your plan.

ADD/UPDATE SUBJECT
Clicking on this button will Add/Update subject details to your plan and take you back to the plan page on which you are currently working.
Adding a New Subject to Your Plan
Choose the “Add Subject” button on the “Plan Summary” section of the draft plan.

The New Subject Details page layout and functionality is exactly the same as a Known Subject details page.

**HOST SUBJECT YEAR LEVEL**
Select the appropriate Host Subject Year Level.

**DISCIPLINE AREA SELECTION LIST**
Select the appropriate discipline area to which your subject should be sent for assessment. This will depend on what type of credit you want.

**LEVEL OF UoM CREDIT REQUESTED**
Select the appropriate UoM level of credit you would like for the subject.
The Host Institution Credit Value/Points field is not mandatory for adding a subject to a plan. It is, however, mandatory for Plan Submission as it is used to determine whether your plan meets the Credit Load Mix/Max criterion.

This does not apply to Study Abroad or Short Term study plans.

You can attach multiple supporting documents for the subject, if you wish. Descriptions will ideally include: subject outline, assessment details, contact hours and type of class.
Subject Added to the Plan

NOTE
When the subject has been successfully added, it will appear under the ‘Plan Summary’ Section
The Total Credit Value Summary table will be loaded progressively.
Withdrawing a Subject

If you decide to ‘Withdraw’ a subject from your plan you could do so by clicking on the ‘Withdraw’ button.

Clicking on this button will trigger the Subject Withdrawal process. An alert message box will be displayed.

Withdrawing a subject will permanently remove it from your plan. If you change your mind and want to include it later, you will need to re-enter the details again.

The subject status will appear as ‘Withdrawn’ and the Total Credit Value Summary table will also be adjusted accordingly.
Submitting the Plan

You may have multiple draft study plans but only one can be submitted per study period, this is known as your active plan.

All the subjects must have the credit value/points listed before the plan can be submitted.

STUDENT DECLARATION
This must be checked before you submit the plan.

CLICKING THIS BUTTON WILL SUBMIT THE PLAN FOR APPROVAL AND TAKE YOU BACK TO YOUR HOMEPAGE.
Plan Submission Rules

**Rule 1:** Only one study plan may be submitted per study period.
If you have previously submitted a Plan for assessment with the details:

<table>
<thead>
<tr>
<th>Overseas Study Plan Type</th>
<th>In which year will you study overseas</th>
<th>Commencing 2017 academic period for overseas study</th>
<th>Submission Allowed</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exchange</td>
<td>2017</td>
<td>Semester 1</td>
<td></td>
<td>As this is the first plan submitted it will be allowed as it has met all the criteria necessary.</td>
</tr>
</tbody>
</table>

If you try to submit another plan, the response will depend on the scenario, for example:

<table>
<thead>
<tr>
<th>Overseas Study Plan Type</th>
<th>In which year will you study overseas</th>
<th>Commencing 2017 academic period for overseas study</th>
<th>Submission Allowed</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exchange</td>
<td>2017</td>
<td>Semester 1</td>
<td>x</td>
<td>Submission not allowed as it is the same Study Period.</td>
</tr>
<tr>
<td>Exchange</td>
<td>2017</td>
<td>Semester 2</td>
<td></td>
<td>Submission allowed as it is a different Study Period.</td>
</tr>
<tr>
<td>Exchange</td>
<td>2018</td>
<td>Semester 1</td>
<td></td>
<td>Submission allowed due as it is a different Study Period.</td>
</tr>
<tr>
<td>Overseas Study</td>
<td>2017</td>
<td>Semester 1</td>
<td></td>
<td>Submission allowed as it is a different Study Plan type, although the study period is same.</td>
</tr>
</tbody>
</table>

**Rule 2:** the Total Credit Load must be between the allowed minimum/maximum credit load range.
With the following credit load applied to the study plan, the range is 22.5 to 60 ECTS.

The system will stop you from submitting your plan, if the above criterion is not met, and display relevant error message.
Plan Submitted for Approval
Successful submission of the plan will take you back to your homepage

**Plan Submitted for Approval**

Successful submission of the plan will take you back to your homepage.

**Study Plan submitted**

This confirms your plan was successfully submitted.

**STATUS UPDATED**
The Status of the plan is automatically updated.
Student Notifications
On submission of the plan you will receive an email notification, which will include a brief summary of your submission. From this point on, you will receive a notification with the latest status of your plan and subjects when any changes are made.

VIEW THE PROGRESS
This link will allow you to access your plan. You will still need to login using your UoM username and password.

PLAN STATUS UPDATES
The notifications will reflect the most current status.

SUBJECT STATUS UPDATES
Depending on the review outcome of your subjects, the notifications will reflect the most current status of each subject with corresponding ‘Staff Comments’, if there are any.

TIP
Although you will receive ongoing notifications based on the changes being made to your plan, we recommend you to login to the system from time-to-time and monitor what’s happening with your plan.
Withdrawing a Plan

Once you have submitted your plan, until the plan has been finalised, you are able to ‘Withdraw’ it. Simply click on the ‘Withdraw’ button on the plan page.

Withdrawing a Plan

Once you have submitted your plan, until the plan has been finalised, you are able to ‘Withdraw’ it. Simply click on the ‘Withdraw’ button on the plan page.

CREATE YOUR PLAN

Detailed information on how to create your plan and the credit approval process is available here:


Exchange students only are required to select the appropriate credit load from the options available. If none are available please contact MSM at globaladvising@unimelb.edu.au

Note: You may save and come back to your application at any time by selecting ‘Save & Close’.

WITHDRAW

Clicking on this button will trigger the Plan withdrawal process. An alert message box will be displayed.

CANCEL

Clicking on the ‘Cancel’ button will close the alert message box and stop the plan withdrawal.

OK

You need click ‘OK’, to confirm withdrawal of your plan.

Once clicked, the plan will be withdrawn and you will be returned to your homepage.

NOTE

Withdrawal of a plan will end the application process and all the attached documents will be lost. You will be able to view the withdrawn plan, however no further updates will be possible to this plan.
Adding Subjects to Your Plan After it Has Been Submitted

The process of adding subjects to the plan after you have submitted it is the same as described in the previous sections. As your plan has been submitted already, however, you will need to re-submit the plan for the newly added subject to be sent for assessment. This also applies when you are updating a subject under review, you will need to re-submit the plan so that the update is recorded.

If the status for a subject shows ‘More information required’, you will need to further information for that subject. Check the Staff Comments section as to what the advisor has specifically requested.

**TIP**

ADD/UPDATE SUBJECT
Clicking on this button will display a message box indicating that you are adding the subject to a submitted plan.

This is to notify you that on the plan page you need to click on the ‘Submit’ button to re-submit the plan.

OK
Once clicked, the subject is added and you will be taken back to the plan page, on which you are working.

**NOTE**

You need to check the declaration and click ‘Submit’ as you did for the plan submission previously.
Overseas Plan for Study Abroad and Short Term Mobility
The so-called "Overseas Plan" is intended for students wanting to spend time overseas studying for credit towards their
University of Melbourne degree as a study abroad student (usually for a semester or longer not through the exchange
program) or for short term study (less than one semester) as either exchange or study abroad.

Creating a Draft Overseas Study Plan

1. Click on the ‘Create Overseas Plan’ button to start the process.
2. Select a Country - either from clicking on the map or selecting from the dropdown list.
3. Did you arrange this through an agent or provider? - Answering ‘Yes’ to this Question will refresh the screen
   and display an additional question.
   a. Please select agent or provider – selection list. If you select ‘OTHER PROVIDER’ from the list, the
      screen will refresh and display the additional comment field:
   b. Other Provider Details
4. **Are you planning to go to a specific institution?** – Answering ‘Yes’ to the question will display an additional question.

   **Select Study Abroad Institution** – selection list.

   ![Select Study Abroad Institution](image)

   **NOTE**
   If you have not arranged your study through a provider or agent, you may only attend an institution listed in the Study Abroad catalogue on the Melbourne Global Mobility website.

5. **Are you planning to go to a specific institution?** Answering ‘No’ to the question will display an additional question:

   **Program Name** – Free Text Field.

   ![Select Overseas Study Country](image)

   **NEXT**
   This button appears once the question ‘Are you planning to go to a specific institution?’ is answered.

6. Click ‘Next’ to proceed.
Overseas Plan Form

The process for completing and submitting an overseas plan for approval is similar to that for an exchange plan. Students will be able to submit all the subjects from the host institution for assessment online. As the host institutions do not usually have an exchange agreement with the University of Melbourne, there are no credit load criteria specified in the study plan.

To begin, you must answer the basic questions about when you want to study overseas and the course you are doing here.

(Note: 'Short-Term' option is used for periods of study of less than 12 weeks, usually 2-6 weeks.)
Short Term Mobility

Short term programs may be offered through a University of Melbourne exchange partnership or may be undertaken as independent study abroad. In the section Overseas Plan follow these steps:

1. **For Overseas Study Duration** – select the ‘Short Term’ Option.
2. On Selection of ‘Short Term’ – ‘Short Term Duration’ selection field will be displayed.

![DURATION SELECTION LIST](image)

Clicking on the arrow brings up the ‘Short Term Duration’ list.
What Next with Your Overseas Plan?
To complete the next parts of the form turn to the sections above as you need them. Where the section instructions are slightly different for exchange plans to those for a study abroad or short term study plan, a note has been added to highlight this.

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Melbourne Enrolment Details</td>
<td>10</td>
</tr>
<tr>
<td>Saving your Plan</td>
<td>11</td>
</tr>
<tr>
<td>Your Draft Plan Created</td>
<td>12</td>
</tr>
<tr>
<td>Deleting a Draft Plan</td>
<td>13</td>
</tr>
<tr>
<td>Adding Subjects to a Draft Plan</td>
<td>14</td>
</tr>
<tr>
<td>Adding a Subject from the Known Subjects List</td>
<td>15</td>
</tr>
<tr>
<td>Known Subject Details Page</td>
<td>16</td>
</tr>
<tr>
<td>Adding a New Subject to Your Plan</td>
<td>17</td>
</tr>
<tr>
<td>Completed Subject Details Page</td>
<td>18</td>
</tr>
<tr>
<td>Subject Added to the Plan</td>
<td>19</td>
</tr>
<tr>
<td>Withdrawing a Subject</td>
<td>20</td>
</tr>
<tr>
<td>Submitting the Plan</td>
<td>21</td>
</tr>
<tr>
<td>Plan submission Rules</td>
<td>22</td>
</tr>
<tr>
<td>Plan Submitted for Approval</td>
<td>23</td>
</tr>
<tr>
<td>Student Notifications</td>
<td>24</td>
</tr>
<tr>
<td>Withdrawing a Plan</td>
<td>25</td>
</tr>
<tr>
<td>Adding Subjects to Your Plan After it Has Been Submitted</td>
<td>26</td>
</tr>
</tbody>
</table>
Stop 1 Review of Plan

Once subjects have been reviewed and assessments have been entered into the system, when the total credit value of those subjects assessed and recommended for credit reaches the minimum credit load required for your plan, the plan will be automatically passed to Stop 1 for review.

The review of any outstanding subjects will continue to occur, and you will receive the notifications as the assessments are made for the remaining subjects.

Plan Approval

The staff at Stop 1 will review the plan considering things such as the stage you are at in your degree, the requirements for the degree, what you have done previously at the University of Melbourne and any other information they deem relevant to make an assessment of the whole plan. They may ask for additional information and you will be able to log back in to the Study Planner and provide that.

The review outcome may be Approved or Conditionally Approved. For Conditionally Approved plans, the conditions for your plan will be included under the Student Feedback Comments section on the Plan Page.
Committing to Subjects

Once you are overseas at the host institution and enrolled in the subjects recommended for credit, you must update your plan by 'Committing' to the subjects recommended for credit in which you are actually enrolled at the host institution. You should have had the subjects to which you commit approved by the University of Melbourne before you began your studies or as soon as possible after deciding you would like to include the subject(s) on your study plan.

### Plan Summary

Below is the summary of your current plan with all the subjects added at this time. Students are required to add subjects to at least the value of the minimum credits listed for the host institution. Exchange students must successfully complete the corresponding credit load at the host institution.

<table>
<thead>
<tr>
<th>Royal Institute of Technology (KTH) Subject Code</th>
<th>Royal Institute of Technology (KTH) Subject Name</th>
<th>Royal Institute of Technology (KTH) Credit Value Points</th>
<th>Royal Institute of Technology (KTH) Academic Period</th>
<th>University Of Melbourne Credit Level</th>
<th>University Of Melbourne Equivalent</th>
<th>Notes</th>
<th>Review Status</th>
<th>Committed</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-LIT A2E13</td>
<td>Studio project, Advanced Level, Autumn part A</td>
<td>12</td>
<td>ELECTIVE</td>
<td>ABPL90109 ARCHITECTURE STUDIO B B</td>
<td>Recommended for credit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-LIT A2E14</td>
<td>Studio project, Advanced Level, Autumn part A</td>
<td>12</td>
<td>CORE</td>
<td>No UoM Code provided</td>
<td>No UoM Subject provided</td>
<td>Recommended for credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-LIT A2E15</td>
<td>Studio project, Advanced Level, Autumn part A</td>
<td>12</td>
<td>CORE</td>
<td>No UoM Code provided</td>
<td>No UoM Subject provided</td>
<td>Withdrawn</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COMMIT**
Clicking in this button will populate the 'Committed' column with a '✓' for this subject,

**UN COMMIT**
Clicking this button will clear the 'Committed' column and the button will revert to 'Commit'.

Subject Enrolment Changed as requested
Finalising Your Plan

Once you have enrolled in all of your subjects at the host institution and the overall plan is complete, you must finalise your plan. Before you can do this, the Total Credit Load must be between the minimum or maximum credit load range, if it is not, the system will warn you that it is not with error messages and not allow you to proceed. This does NOT apply to study abroad or short term study plans.

**MINIMUM CREDIT LOAD**
In this instance, you will **not be able** to finalise your plan until you have committed to at least the minimum full time credit load of **22.5 ECTS**.

**MAX CREDIT LOAD**
In this instance, you will not be able to finalise your plan if you **commit to more than** the maximum credit load of **30 ECTS**.

Once you have committed to enough subjects so that you **meet at least the minimum credit load specified (you can have more if you wish)** for your plan, the plan status will **automatically change** and the "Finalise" button will become active. If you are enrolled in the maximum credit specified for your plan, keep committing to the relevant subjects until you have included all your subjects up to the maximum credit load, then click the "Finalise" button.

**FINALISE**
This button will appear once the plan reaches to ‘Plan Finalising’ stage.

**FINALISE**
Clicking on this button will trigger the Finalising process. An **alert message box** will get displayed.

**STUDENT DECLARATION**
You must check the Student Declaration again before you will be able to finalise your plan.

**PLAN FINALISED**
Plan Finalised message will appear and you will be taken back to your homepage.
Changing Your Finalised Plan

Once you have clicked on the “Finalise” button, your plan will be locked and you cannot make any further changes to it yourself. Your final enrolment at the host institution should be reflected as closely as possible in this study plan so that when your transcript arrives at the University of Melbourne, the transfer of the credit you have earned from your study overseas should be as simple as comparing the transcript with the study plan.

If you do need to change anything on your finalised study plan, you will need to contact Melbourne Global Mobility (global-mobility@unimelb.edu.au) for assistance.