

ADVICE FROM THE SCIENCE FACULTY: PROGRESSION CHECKS FOR EXCHANGE

Once you have applied for exchange and submitted your proposed study plan, the Faculty of Science will complete a progress check at that stage and it will be provided to you in your study plan approval letter. We generally do not complete progress checks prior to receiving your application, and it is not a requirement before you can apply.

However, there are several steps you can take to prepare yourself for exchange and ensure that you have an understanding of your remaining program requirements and how your exchange studies will be able to fit in, as follows:

- **Refer to your program's specific [program rules](#)**, to familiarise yourself with the various rules and requirements that must be followed. Once you have read through the program rules, you can then refer to your program's course list, in addition to the [Study Planner](#) for assistance in planning out your courses.
- Our **Academic Advisors** can also help you with understanding your program rules and planning out your courses for the remainder of your degree. The Academic Advisors are divided in to various areas of science which are based around the key disciplines/majors, for example, Biomedical Science, Chemistry, Mathematics etc. Academic Advisors can also help you with basic career advice and study load, however they cannot help you in finding courses to complete on exchange, as this is the student's responsibility.

If you wish to make an appointment with an Academic Advisor, please drop into the Faculty of Science office located on Level 2 of Building 69, or phone the Faculty directly on (07) 3365 1888. We cannot take booking requests by email.

- If you have an allowance for **electives** in your program, we strongly recommend that you save these if you are thinking of going on exchange in future. This will allow for much more flexibility with your host institution options and course selections when you go on exchange, as you won't have to worry about finding specific courses that match up to the compulsory courses for your program. If you need to make a last minute change to your enrolment, having room for electives will take the pressure off as you won't be restricted by needing to find an alternate specific course.
- It can be more difficult to find an exchange course that is equivalent to a specific UQ course. If you are in a program that does not have room for electives or you have used your elective allowance already, you will need to find equivalent exchange courses.
 - The [Credit Precedents Database \(CPD\)](#) may assist you in your search. The database lists courses and programs that have previously been assessed for credit at UQ. Please ensure that you check the "Review Date" for these assessments, as they must be reviewed every three years and some of the assessments may be outdated. The database is also only to be used as a guide, not a guarantee for credit. Please also be aware that some of the exchange courses listed in the CPD may no longer be available at the host university, or they might not be offered in your specific semester of exchange.

You should ensure on the host university website that the course is still available in your proposed semester.

- If a course is not listed in the CPD, it does not mean that you cannot receive credit for it, it simply means that the course has not been requested before and it will need to be assessed by the relevant UQ academic. You will need to provide detailed information about the host university course in order to have it assessed, including a detailed description, topics covered, assessment items, contact time (e.g. practicals, lectures) and so on.

If you have questions regarding your eligibility, financial aid and scholarships, suitable institutions or the application process, please contact the **Global Experiences team**. Their contact details are available here: <http://www.uq.edu.au/uqabroad/contact-us>.

We are also happy to answer any general questions here at the Faculty office about how exchange studies may affect your program. Please feel free to drop in to our office at Room 207, Building 69 or call us on (07) 3365 1888.