

# Bond University International Exchange Subject Approval Form



Please consult with your Faculty, the SBC and the Exchange Office regarding your suitability to participate in the Exchange program and then follow the below instructions to submit your subject approval form.

Selecting subjects to study overseas is an important part of the application process. You must match your exchange subjects as best you can to your Bond study plan. We recommend, where possible, to save your electives to take on Exchange.

**IMPORTANT:** Faculty approval at Bond does not guarantee that you will be able to enrol in the approved subjects at your host institution (classes may fill up, clash with your timetable, get withdrawn, etc.), so make sure that your study plan is flexible enough to accommodate last minute changes.

Faculty requirements for Host University subject assessment:

- **General electives:** subject description and the credit weighting
- **Law electives:** subject description and the credit weighting (must be taught by a Law Faculty)
- **Study plan subjects (Core, Foundation or Major):** detailed subject outline from the host university that includes week-to-week breakdown of content, assessment tasks, literature used and learning outcomes.

1. Use the links on the Bond Exchange webpage and search the course catalogue of the host university

- You will need to identify 8 - 10 subjects that you could take (at least twice the number of subjects to make up a full-time study load)
- Look for detailed subject outlines / descriptions on the host university website (if not available, email the Exchange Office at [exchange@bond.edu.au](mailto:exchange@bond.edu.au) to help you source them from the institution)
- Make sure the subjects you select are:
  - Not restricted for Exchange students and that you meet any prerequisite requirements
  - Available in the semester you will be overseas
  - In English, or in a language in which you have suitable proficiency

2. Complete the subject approval form (on page 2).

3. Email the nominated Faculty member with your host university outlines, subject approval form and approved study plan. CC in [exchange@bond.edu.au](mailto:exchange@bond.edu.au). Please allow 1 - 4 weeks for your subjects to be assessed.

## Nominated Faculty members (Student Affairs and Service Quality Managers)

### Bond Business School

Angela Higgins

Tel: 07 5595 1372

Email: [SASQ\\_Business@bond.edu.au](mailto:SASQ_Business@bond.edu.au)

### Faculty of Law

Carolina Fierro

Tel: 07 5595 2005

Email: [lawSASQ@bond.edu.au](mailto:lawSASQ@bond.edu.au)

### Faculty of Society & Design

Babu Howlader

Tel: 07 5595 2664

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### Faculty of Health Science & Medicine

Audrey Chung

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[bond.edu.au](http://bond.edu.au)

CRICOS Provider Code 00017B

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Student name

SID

Overseas host institution

Semester

Bond degree enrolled in

Instructions:

1. Students - please refer to instructions on reverse and complete table below. In the 'Bond University' columns, enter the Bond subject code and name if requesting an approval for a subject match. Or write 'Faculty Elective' or 'General Elective' as appropriate.
2. Faculty Advisors - please sign your approval in the appropriate column below, and ensure the student has at least eight subjects approved to take on Exchange. Please ask professors to consider the overall benefit of Exchange to the student when assessing a subject match.

Exchange University			Bond University			
Subject Code	Subject Name	Credit Value / Hours	Subject Code	Subject Name	Credit Value	Advisor Initials

Faculty comments

Student signature

 Day  Month  Year

Faculty advisor print name

 Day  Month  Year

Faculty advisor signature

Faculty

