

RULES OF COURSE MATCHING and FILLING OUT THE STUDY PLAN FOR EXCHANGE

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GENERAL

Please note there are different types of courses that require substantially different matching criteria for your study plan approval. These courses are and must be stated clearly under the UQ column in your study plan.

- Core course
- Compulsory course
- Structural/Environmental/Geotechnical/General Civil/Mining/Transport/Water and Marine Engineering (or Discipline elective)
- Civil Engineering advanced elective
- Civil Engineering breadth elective
- BE(Hons) program elective
- General elective

Failure to follow the exact wording above will inevitably lengthen the time of your study plan approval. You should reserve at least 2 weeks from the first submission of your study plan (to me by email: johnny.ho@uq.edu.au) to the final approval of all Civil Engineering courses in your study plan. All conversations can normally be done via electronic communication.

RULES FOR FILLING OUT THE STUDY PLAN FOR EXCHANGE

1. In the UQ column on the left-hand-side, you need to identify the type of course.
 - (a) Please use the terminology above
 - (b) For Compulsory or Core course only: Please write down the course code and full title.
 - (c) For Discipline elective: Please write down the name of the discipline, e.g. Structural/Environmental/Geotechnical/General Civil/Mining/Transport/Water and Marine Engineering. No course code or title is needed.
 - (d) Other electives (Civil Engineering advanced elective, Civil Engineering breadth elective, BE(Hons) elective or general elective): Just write down the type of elective. No course title or code is needed.
2. In the exchange university column, I must need the course code and full title.
3. Please attached syllabus / course description of all courses you selected in both UQ and the exchange university. You should put in a table with two columns in a WORD document showing the course description of all UQ courses in one column and the respective course in the exchange university you proposed to match in the next column.

These courses must be arranged so that the proposed matching courses are in the same row of the table. No course approval process will begin without presenting this information in table form.

CRITERIA FOR COURSE MATCHING

- (1) To match a compulsory course at UQ, I need the level, content and credit (i.e. duration/hours of study) matched. Under the UQ column in the study plan, you should mention it as “Compulsory course or Core course CIVLXXXX and title XXXX”;
- (2) To match a discipline elective, I need the level, credit and field of study matched. There is no need to match the content exactly. For example, you have an “Advanced concrete structures” course at UQ as a discipline elective. A course on “Advanced steel structure or timber structure” in the exchange university is acceptable because these courses are about structural engineering. Under the UQ column in the study plan, you should mention it as “Discipline elective - Structural/Environmental/Geotechnical/General Civil/Mining/Transport/Water and Marine Engineering”;
- (3) To match a Civil Engineering advanced elective at UQ, I need the level and credit matched. There is no need to match the content. Under the UQ column in the study plan, you should mention it as “Civil Engineering advanced elective”;
- (4) To match a Civil Engineering breadth elective at UQ, I need that course be related to Civil Engineering and match the credit. Under the UQ column in the study plan, you should mention it as “Civil Engineering breadth elective”;
- (5) To match a BE(Hons) program elective, I need that course be related to engineering and match the credit. Under the UQ column in the study plan, you should mention it as “BE(Hons) program elective”;
- (6) To match a general elective, I need the credit match only. Under the UQ column in the study plan, you should mention it as “General elective”;
- (7) Matching of CIVL4514 and/or CIVL4516 by exchange courses is usually not granted due to their unique course nature and syllabus.

OTHERS

- You need to ensure that the total credits you propose to take in the exchange university match with the full-time study load (i.e. credits per semester) per the policy of the exchange university. Otherwise, you will need to make it up by any course of your choice offered by the exchange university.
- I am authorized to do the approval matching of Civil Engineering course only. You will need to contact other advisors for your non-CE courses.
- Name your file in this format: Name_student number_exchange university_v1.pdf

END