

### Seeking Degree Planning Advice

We recommend that you begin by review which spaces are remaining in your degree by using the “**My Programme Requirements**” available in Student Services Online.

You may also visit [Student Hubs](#) with this worksheet for guided assistance in completing this form.

If you need more specific advice for your major or degree, please submit an **online query** request through the [AskAuckland form](#), selecting the following from the dropdown menus:

**Being a student /**

**Overseas experiences /**

**Where can I get degree planning advice for 360 International study?**

Attach this file with your query and be sure to indicate in the **Enquiry** text which Faculty/Department that you would like to direct your query to and ask for assistance in checking your academic planning form responses.

### Specified Credit vs. Unspecified Credit

#### **SPECIFIED CREDIT:**

Where you have a specific course requirement needed to complete your major or degree, generally specified credit will be required. *E.g. POPHLTH 101 and POPHLTH 102 are specific courses which all BHSc students must complete as part of their degree plan.*

Where you have a specific course requirement in your degree, you would need to be able to find a comparable host university course that matches the specific paper taught at the University of Auckland in order to receive specified credit from an exchange. It can be difficult to obtain approval for specified course matches on exchange due to variations in each partner university’s curriculum and changes in course schedules. Where possible, we advise that you look to complete any specific course requirements here in Auckland, before/after going on exchange, or at least be open to the possibility of completing these on return.

#### **UNSPECIFIED CREDIT:**

If you are interested in taking a host university course where there is no comparable course taught at the University of Auckland, you may be able to receive approval for ‘unspecified’ credit. Unspecified credit is more likely to be approved towards non-major requirements, and spaces in your degree plan that do not list a specific University of Auckland course to be completed. Unspecified credit is often used towards General Education Exemptions, ‘Any Stage’ courses, and some Elective courses. You are less likely to receive approval for unspecified credit towards Stage III Major requirements.

*E.g. 15 points of Arts Unspecified 100LVL may be used towards an **Any Arts Stage I** requirement in your degree planner.*

### Going on exchange in your final year or semester

Except for Law students, who can only go on exchange in Part 4 of the LLB degree, most undergraduate students are advised to go on exchange in year 2, or while completing Part II requirements. Going on exchange in Stage III may be possible, but it’s important to be aware of potential challenges. Unless you have carefully planned your course schedule in your earlier years, be aware that you may run into more challenges the later in your degree that you go on exchange, when you have less flexibility in your degree.

Be prepared for the possibility that your graduation may be delayed if going on exchange in your final year, and particularly in your final semester. We cannot guarantee that you will be able to enrol into all of the courses that you require for graduation while on exchange, and transcripts from the host university may also be delayed, which has the potential to affect the credit transfer process for those applying for graduation immediately upon return from exchange.

Student ID number	Student Name	Exchange Semester

**Please tell us which degree you will plan to credit courses towards from your proposed exchange.**  
Note, if you are a conjoint student, but only planning to take courses towards one side of your conjoint towards your degree, it is not necessary to list both degrees below.

Primary area of study during exchange	Major(s)
Secondary area of study (if applicable)	Major(s)
How many points do you intend to credit back from your exchange towards your current degree?	
First Semester	Second Semester

**This worksheet is used for indicative purposes only.**

You are not committed to nor guaranteed the ability to enrol in host university courses equivalent to those listed below during an exchange if given a nomination offer for exchange.

**Please list any specific courses or degree requirements that MUST be completed while on exchange, for the exchange to be viable for you.** Please list in order or priority

Enrolment into specific courses cannot be guaranteed on exchange, and you may not have access to enrolment at the host university before the exchange semester starts. Where possible, we advise that you complete your less flexible requirements in Auckland before/after the exchange. The more specified courses you have in this section of the worksheet, the more challenges you may encounter in getting courses approved for your exchange semester and you should proceed with caution.

1	4
2	5
3	6

**What is the potential impact on your personal plans for the future if you are unable to enrol into any of the courses listed above during your exchange semester?**

Would you still wish to proceed with the exchange, or would you prefer to withdraw?

*Going on exchange is all about embracing uncertainty! We do not want to discourage those eager for an exchange experience from applying to the programme, but this space is to prompt you to think about your plans carefully, should course approvals and/or enrolment at the host university not go to plan.*

Student ID number	Student Name	Exchange Semester

**Please list any course(s) you HOPE to take on exchange where a SPECIFIC Auckland course equivalent may be required for your degree/major. Please list in order or priority**

This space is to tell us if there are any specific courses or degree requirements which you need to complete your degree, which you will plan to take on exchange, if possible, but which could be taken on return to Auckland after your exchange if you were unable to enrol into an equivalent course at the host institution for any reason. Every institution has their own curriculum and will not always have specific course matches to those taught at the University of Auckland. The more flexibility you have the better.

1	5
2	6
3	7
4	8

**What is the potential impact on your personal plans for the future if you are unable to enrol into any of the courses listed above during your exchange semester?**

Would you still wish to proceed with the exchange, or would you prefer to withdraw?

*This space is to prompt self-reflection and to make sure you have considered your degree plan carefully to offer yourself as much flexibility for your proposed exchange semester as possible, in case your preferred courses are unavailable.*

**Please list any other spaces in your degree planner which you COULD fill during an exchange where UNSPECIFIED credit may be applicable. Please list in order or priority**

The more options you have in this section, the better! This means you will have more flexibility to select courses of interest from the host university catalogue in a relevant subject area, without necessarily needing to find courses that are equivalent to those taught at the University of Auckland. If you have a General Education space open in your degree, we highly recommend you save this to use on exchange!

1	6
2	7
3	8
4	9
5	10