BRIEFING OUTLINE

- CHOOSING YOUR PARTNER INSTITUTIONS
- PLANNING YOUR UNITS FOR EXCHANGE
- WHAT'S NEXT
- WHERE TO GET HELP
- SUBMITTING YOUR STUDY PLAN
- MONASH EXCHANGE PROGRAM
INTERNATIONAL EXCHANGE

• One to two semesters exchange to partner universities across the globe.
• Application for Sem 2, 2024 is now open until 17th October 2024.
• Refer to Monash Abroad website for eligibility and application information. This slide will only cover on this exchange.

GLOBAL INTERCAMPUS PROGRAM

• One semester exchange program to any of Monash Australia’s campus of student’s choice.
• This slide will NOT cover on this exchange.
ELIGIBILITY TO APPLY FOR INTERNATIONAL EXCHANGE

UNDERGRADUATE

• Minimum of 18 credit points at the time of application.
• Selected units that will ensure you are doing a full-time load of on-campus units (18 or 24 credit points)
• Undergraduate students, please choose units from UG level.
• We do not recommend/promote International Exchange for double-degree students (B2027 and B2048). This is due to the course structure and limited elective units you can take during the exchange.

POSTGRADUATE

• No credit points required at the time of application.
• Selected units that will ensure you are doing a full-time load of on-campus units (18 or 24 credit points)
• Postgraduate students, please choose units from PG level.

Important Note: For international students, if you want to take 18 credit points during the exchange program, we advise you to consult with ISP regarding your visa requirements.
CHOOSING YOUR PARTNER INSTITUTIONS

• Check whether you have fulfilled minimum requirements to apply for an exchange.
• View the list of university partners in Study Abroad Program Search.
• Read the information at the International Exchange official webpage, refer to the section “Ready to apply?”, under “Tips for choosing a university and maximising success for your application”.
• In general, it is recommended to choose institutions with a lower WAM requirement (especially if your WAM is not too high) and a lot of quotas to increase your chances of getting approved for exchange.
Study Abroad Program Search
Ready to apply?

Find out more about how to apply and the nomination and selection process.

We held a series of information sessions for international exchange, which you may access via the webinar recordings links below:

- MUA Information Sessions
- MUM Virtual Study Abroad Week Sem 2, 2023 (coming soon 28-30 Aug 2023)

1: Watch First Steps video
2: Start researching your options

Tips for choosing a university & maximising success for your application

3: Seek course planning advice from your School
4: Draft your Study Plan
5: Apply via the University Brochure on the Study Abroad Program Search
TIPS ON CHOOSING PARTNER INSTITUTIONS

1. Does the institution have a pre-approved list?
2. Does the institution offer similar majors?
3. Is the credit ratio a good balance for you?
4. Are there a lot of business units offered?
<table>
<thead>
<tr>
<th>Dates / Deadlines:</th>
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<tbody>
<tr>
<td>Term</td>
<td>App Deadline</td>
</tr>
<tr>
<td>Semester 2</td>
<td>17 Oct, 2023 4pm AEDT/1pm MYT</td>
</tr>
<tr>
<td>Sem 2, 2024 &amp; Sem 1, 2025</td>
<td>17 Oct, 2023 4pm AEDT/1pm MYT</td>
</tr>
</tbody>
</table>

- **Information sheet**
- **Language of instruction**: Dutch, English (limited in some areas)
- **Program Duration**: 1 semester, 2 semesters
- **Academic Level**: Undergraduate, Postgraduate
- **Anticipated Places in Semester 2, 2024**: 10+ places
- **Exchange Availability**: Green
- **Eligible Monash Campus**: Monash Australia, Monash Malaysia
- **Agreement Scope**: All Faculties
- **Recommended Minimum WAM (%) or GPA**: 60% and above
# Tilburg University

<table>
<thead>
<tr>
<th>ABOUT</th>
<th>OVERVIEW</th>
<th>ACADEMIC DETAILS</th>
<th>AREA(S) OF STUDY</th>
<th>USEFUL INFORMATION</th>
<th>HOW TO APPLY</th>
<th>STUDENT TESTIMONIAL</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>Banking and finance</td>
<td></td>
<td>Business law and taxation</td>
<td>Communications and media studies</td>
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<tr>
<td>Criminology</td>
<td>Econometrics and business statistics</td>
<td>Economics</td>
<td>History</td>
<td></td>
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<td>Management</td>
<td>Marketing</td>
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<td>Psychological sciences</td>
<td>Religious studies</td>
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<tr>
<td>Sociology</td>
<td>Theology</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Note:**
- The listed disciplines are not necessarily exhaustive and other fields of study might also be available at the institution.
- Approval to study particular subjects at any institution is always at the discretion of the departmental/discipline and faculty advisers in your managing faculty(ies) and subject to available places at the host.
### Checking Credit Ratio

#### Tilburg University

<table>
<thead>
<tr>
<th>Semester</th>
<th>Min. 18 Monash points</th>
<th>Max. 24 Monash points</th>
</tr>
</thead>
<tbody>
<tr>
<td>22.5 ECTS*</td>
<td>30 ECTS</td>
<td></td>
</tr>
</tbody>
</table>

**ECTS - European Credit Transfer System**

*If your study load cannot exactly equate to 22.5 ECTS, then you will need to complete a study load as close to 22.5 ECTS without going under in order to receive 18 Monash credit points.*

<table>
<thead>
<tr>
<th>Year</th>
<th>Min. 36 Monash points</th>
<th>Max. 48 Monash points</th>
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</thead>
<tbody>
<tr>
<td>45 ECTS</td>
<td>60 ECTS</td>
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</table>

- 1 unit = 6 ECTS
- Students will need to take 5 of 6 ECTS units at Tilburg University
- 6 ECTS x 5 = 30 ECTS
- 30 ECTS = 24 Monash credit points
PLANNING YOUR UNITS FOR EXCHANGE
TYPES OF APPROVED UNITS

FREE ELECTIVE
Units that could come from any area of study. These units do not necessarily have to be an equivalent unit to MUM units.

MINOR UNITS
The units you need to complete under your respective majors as listed in the Unit Schedule.

TECHNICAL/DISCIPLINE/DEGREE ELECTIVE
Units offered in the Business faculty that are approved as elective units.

MAJOR UNITS
The units you need to complete under your respective majors as listed in the Unit Schedule.

Note: Please choose elective units for International Exchange, if possible.
UNITS TO AVOID

**CORE UNIT**
All seven core business units listed in Part A of the Course Map Planning Guide must be completed in MUM.

**CAPSTONE UNIT**
Capstone unit is compulsory for all SOB students after completing 96 credit points and above and must be taken in MUM.

**ACCOUNTANCY UNIT**
Students intending to take the Professional Accounting accreditations such as ACCA are not recommended to take Accounting units while on exchange, even if there are matching units in the partner institution.

It is recommended that you avoid taking these units during international exchange.
STEP-BY-STEP PLANNING YOUR UNITS
STEP 1. **READ THE COURSE MAP PLANNING GUIDE**
**STEP 2. REFER TO THE UNIT SCHEDULE AND HANDBOOK FOR UNITS THAT YOU NEED TO COMPLETE IN YOUR DEGREE**

**UNIT SCHEDULE**

**HANDBOOK**

**Important Notes:** 2024 Unit Schedule will be published by end of September. Please refer to the latest Unit Schedule for unit offerings.
STEP 3. DRAFT YOUR EXCHANGE STUDY PLAN USING THE COURSE MAP TOOL

**IMPORTANT NOTES:**

- Please ensure you meet all the degree requirements when filling in the units in the course map.

- If you do not have elective units, prioritise your minor units for the exchange semester.

- If you only have major units to complete, then you may go ahead with major units.

- Please try arranging as many of your elective units as you can for the exchange semester (Sem 2, 2024)

- Please ensure you check all units’ prerequisites and semester offerings.

- **We do not accept nor review MonPlan.**

- We do not review Course Map prior to your application submission. Students are responsible for their respective study plans.

### Bachelor of Business and Commerce (2023 Intake Onwards)
Course Code: B2026

**FEBRUARY INTAKE (S1)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Student ID</th>
<th>Student Email</th>
<th>Intake Year</th>
<th>Total units</th>
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<tr>
<td></td>
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<td>2023</td>
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**Course Map Tool**

<table>
<thead>
<tr>
<th>Part B: Business Major</th>
<th>Select Major free</th>
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<tbody>
<tr>
<td>Part C: Free Elective Study</td>
<td>Select here</td>
</tr>
<tr>
<td>Minor 1 Subj.</td>
<td>Another Major Select Major free</td>
</tr>
<tr>
<td>Minor 2 Subj.</td>
<td></td>
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<tr>
<td>Minor 3 Subj.</td>
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</table>

<table>
<thead>
<tr>
<th>Year, Semester</th>
<th>Unit Code (e.g. CO12345) (make sure there are no spaces between the letters and numbers)</th>
<th>Part A</th>
<th>Part B</th>
<th>Part C</th>
<th>Part A v/C</th>
<th>Part C</th>
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<tr>
<td>2023 Semester 2</td>
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<td></td>
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</table>
STEP 3. DRAFT YOUR EXCHANGE STUDY PLAN USING THE COURSE MAP TOOL

IMPORTANT: Please ensure that you are enrolled according to the units that you have arranged in your course map that you have submitted for the exchange program.

Please put MUM units if you are doing major/minor units during your exchange semester.

However, if you are doing elective units, and the units do not have equivalent units at MUM, then you may put partner institution unit code.

Please indicate equivalent unit at the remarks section.

If you are doing all elective units, please indicate it in bracket (()), as shown in the sample.
OTHER DEGREE REQUIREMENTS TO NOTE

1) 144 credit - cannot exceed
2) 6 core units (for pre-2023 intake)/ 7 core units (for 2023 intake onwards)
3) 1 Capstone unit
4) Minimum 1 major (8 units are required for a major. For major-specific requirements, see unit schedule)
5) Maximum 10 first-year units
6) Minimum 6 third-year units, 4 of which must be from the Business degree units.
STEP 4. CHECK THE CREDIT LOAD REQUIREMENTS IN STUDY ABROAD PROGRAM SEARCH

Determining the number of units to enrol in the exchange institution:

Full-time credit load requirements:
30 ECTS
= 24 Monash Points

1 Tilburg University unit = 6 ECTS
(Information obtained from the institution’s handbook)

30 ECTS / 6 ECTS
= 5 Tilburg University units

If the answer you obtained is not a whole number, you would need to round up the answer (add an additional number).
E.g. if the answer was 4.26, round it up to 5 units.
Ensure that you select a few extra units that could work for you. This is because the Smartsheet would require you to fill in more than the number of units you need to enrol in the exchange institution. This is so that in the event that the first few units you submit for assessments are not approved for any reason, you will still have a few units to back-up your exchange application and you can still proceed with the exchange.
STEP 5. REVIEW THE UNIT OUTLINE

Important points to note:

- Please ensure that you are referring to the latest year handbook/module/catalogue/unit outline.

- Review the unit outlines for the respective units and see if it matches the unit outline in your Monash University Malaysia’s unit handbook.

- The requirement for an external unit to be considered an equivalent unit to Monash unit is that it must match at least 80% of the unit content and outline for the unit in Monash.

- For elective units, they do not need to be matching units to MUM.
STEP 6. OTHER IMPORTANT THINGS TO CHECK

• Check that you meet the host units’ prerequisites and the matching MUM’s units prerequisites.

• Check that the units you want to select are offered for exchange students. Some units may not be offered for exchange. You need to read carefully on Monash Abroad Portal and on the institution’s website for any units that are restricted for exchange students.

• Ensure that the units you want are offered in the semester that you want to go for exchange. For example, if you plan to go to University of Warwick in Semester 2, please ensure that the unit you select is offered in Warwick’s Spring semester. Most US, UK and European universities use the term Spring/Winter for the equivalent of Monash Semester 1 and Fall/Autumn for the equivalent of Monash Semester 2. Some institutions may use different terms with their semesters and may have a slightly different duration from Monash’s semesters. If you are unsure, please check on Study Abroad Program Search (under Academic calendar in Academic Details tab) or the institution’s website for the semester duration.
GUIDE TO SUBMIT YOUR STUDY PLAN

• Please refer to Step 4 - Draft your Study Plan under Ready to Apply? tab on the International Exchange website on the full guide on how to fill in Smartsheet.

• When filling in the Smartsheet, please ensure that you put the units in order of preference, from the most preferred to the least preferred.
SUBMITTING THE STUDY PLAN

COURSE MAP

UNIT CODE

- Enter your MUM unit code when using the Course Map Tool.

- In the remark section at the bottom of the form, please indicate the equivalent units you will be registering with the partner institutions.

- These units should be the same when submitting the smartsheet.

- If you are taking all free elective, and the units do not have matching units with MUM, you may put partner institution unit codes in the course map. However, please indicate in the remarks section that you are taking all free elective units and the units do not have matching units at MUM.

SUBMISSION

- Upload in Course Progression Advice section on the university brochure.

SMARTSHEET

UNIT CODE

- Enter partner institutions unit code.

- These units should be the same when submitting the course map.

- Please don’t forget to include unit outline in your Smartsheet. EMO will need it to assess the units.

SUBMISSION

- Submit via the Smartsheet link provided in your application form.
I have submitted my application and study plan. NOW WHAT?

Please wait for Monash Abroad update. We will contact you via email.
ENROLMENT FOR EXCHANGE

(If you are approved for exchange)

If your exchange application is approved, EMO will advise you for your unit enrolment for the exchange units prior to your scheduled exchange semester.

The unit code for the exchange units usually starts with BEH for SOB students.
(i.e. BEH1001 - For unit that is approved as first-year unit)

Please ensure that you are enrolled in the units that have been approved by the school.

Students are not allowed to change the approved units for enrolment unless there are extenuating circumstances.
## Sample of Unofficial Academic Record

**Course**: BACHELOR OF BUSINESS AND COMMERCE (B2026)

<table>
<thead>
<tr>
<th>Category</th>
<th>Title</th>
<th>Code</th>
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<tbody>
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<td>NOMINATED</td>
</tr>
<tr>
<td>MAJOR</td>
<td>Strategic Marketing</td>
<td>MSTRMARK00</td>
<td>NOMINATED</td>
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</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Teaching Period</th>
<th>Credit Points</th>
<th>Mark</th>
<th>Grade</th>
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<tr>
<td>2023</td>
<td>BEK2001</td>
<td>MAASTRICHT UNIVERSITY: EBC2001 MARKETING RESEARCH AND SUPPLY CHAIN MANAGEMENT (MUM ELECTIVE LEVEL 2)</td>
<td>1</td>
<td>4.5</td>
<td>INCOMPLETE</td>
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<tr>
<td>2023</td>
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<td>MAASTRICHT UNIVERSITY: EBC2002 COGNITION, LEARNING AND HUMAN PERFORMANCE (MUM ELECTIVE LEVEL 2)</td>
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<td>4.5</td>
<td>INCOMPLETE</td>
<td></td>
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<tr>
<td>2023</td>
<td>BEK2003</td>
<td>MAASTRICHT UNIVERSITY: EBC2003 MANAGEMENT OF OPERATIONS, PRODUCT DEVELOPMENT (MUM ELECTIVE LEVEL 2)</td>
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<td>4.5</td>
<td>INCOMPLETE</td>
<td></td>
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<tr>
<td>2023</td>
<td>BEK2004</td>
<td>MAASTRICHT UNIVERSITY: EBC2004 PRESENTATION SKILLS (MUM ELECTIVE LEVEL 2)</td>
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<td>2023</td>
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<td>BUSINESS STRATEGIES IN INTERNATIONAL MARKETS</td>
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<td>6</td>
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</table>
WHAT ABOUT MY RESULT?

**OBTAINING THE RESULT**

Different institution has different result release timeline and different way of releasing the official transcript. You are responsible to ensure that you get your official transcript from the host institution.

**EXCHANGE GRADE**

EMO will process your result after your result is verified by Monash Abroad. The school will not accept/ process any results forwarded by students. Regardless of your result, as long as you pass, EMO will process your grades as SFR. Please refer to this website for more information: [How do I obtain my official transcript and submit my result?](#)

**WHAT IF I FAIL?**

If you fail any unit, you will receive a failing grade and will not earn the credit point towards your exchange. You still need to submit your transcript but you will need to replace the failed credit point by enrolling in additional units in MUM.

*Note that it may take several weeks before your results are reflected in your WES.
Generally, we do not recommend final year students, especially final semester students, to go for exchange. This is because different institutions will have different result release timelines. In the event that the result release date is later than Monash's result release date, you may not be able to graduate on time and will have to delay your graduation. Additionally, in the event that you fail, you will need to continue another semester in Monash. If you are in your final year and you plan to proceed for exchange, please be ready for the possibility of delayed graduation.
I NEED HELP. WHERE DO I GO?

• Refer to our Exchange Briefing Video.

• Visit our FAQs Exchange Related on SOB Website.

• We will organize consultation sessions during the application periods. You may refer to the broadcast email we will send out after this sessions. It is advisable for you to go through all the links and guidance provided in these slides prior to attending the sessions.

• If your question is still not answered, you may refer to Monash Malaysia Connect, and submit a ticket via Ask Mira, choose Course Advice as topic, put International Exchange as your issue summary.

• Please be informed that we DO NOT check or verify any course map prior to submitting your application to MAP Portal. It is your responsibility to ensure that you are meeting the degree requirements when planning for your exchange by referring to the guidelines provided in these slides. If you need help, please follow the steps above in order.
Other enquiries

• Please be informed that we can only answer queries on your course advice and course planning for exchange.

• Other queries including logistics, visas, Student Travel Insurance, financial management for International Exchange, how to apply or fill in the form must be directed directly to Monash Abroad.

• You may read this website before lodging a ticket via Ask Mira.
THANK YOU
SCHOOL OF BUSINESS