

Murdoch University Study Abroad & Exchange Unit Selection Worksheet



In preparation for your study abroad semester here at Murdoch University we need to know what units (courses/classes) you would like to enrol in.

You may have completed a similar worksheet at your home university which ensures that credit taken abroad at Murdoch will be awarded at your home university for your course progression. The classes listed on that worksheet (if you have one) should match the units listed here.

Your unit selection below must be listed in PRIORITY ORDER as you will be enrolled from the selection number 1 onwards:

Order of Preference	Unit Code <i>(e.g. BUS169)</i>	Unit Title <i>(e.g. Principles of Marketing)</i>
1		
2		
3		
4		
5		
6		
7		

Your Name: _____

Email Address: _____

Home University: _____

Student Statement of Understanding

I, _____, understand that this form is a selection worksheet, not a confirmation of enrolment into units. I understand that Murdoch University cannot guarantee that all unit selections will be available when this form is submitted.

Student Signature: _____ **Date:** _____

Unit Selection FAQ's

How many units do I take?

Most students take three or four different subjects (called "Units" at Murdoch). Each unit is worth three or four credit points each.

Full-time study load is between 9 and 12 credit points per semester. The maximum full-time study load for an academic semester is 12 points. If you wish to be enrolled in more than 12 credit points, this is called "over-enrolment" for which special approval and additional charge of tuition fees apply.

100 level units = 3 credit points

200/300 level units = 4 credit points

It is recommended you speak to your home university about how this will be accredited back to your home university.

When do I select my units?

You should discuss what units you should take in your semester abroad with your home institution as soon as possible. Be sure to ask your Academic Chair or Faculty Advisor if there are any credit approval/transfer forms at your home university which must be completed.

You can check out our unit options at any time from the Unit section of our online Handbook.

At any time, our Study Abroad Advisors can liaise with you regarding unit available, simply email studyabroad@murdoch.edu.au.

How do I find units?

To assist you in choosing your units, please reference our Online Handbook of units - <http://print.handbook.murdoch.edu.au/units/>

There are a few important points to note in using this website:

1. Units are listed in unit code order and organised under the different Schools of Study.

- For example, all "Business" units are grouped under the prefix of "BUS"

2. Be sure to check the semester in which the units are offered. On the above weblink, in the "Enrollment Options" section you can filter by "Teaching Period"

- Use "S1" for Semester 1 which is February to June
- Use "S2" for Semester 2 which is July to November

3. Check the campus at which the unit is offered. The vast majority of units are offered at the main South Street campus at Murdoch. Also in the "Enrollment Options" section of the above weblink you can set the "Location" filter to "Murdoch".

4. Check how many points the units are worth and the level of the unit:

- Units which are 100 level, (for example *BUS169 Principles of Marketing*), are all worth 3 credit points
- Units which are 200 or 300 level, are all worth 4 credit points
- Generally you should plan to take units which are 100 or 200 level depending on your level of preparation.

5. Read the unit descriptions - do you meet the pre-requisites?

- If the unit has pre-requisites you will need to demonstrate how you meet these requirements. While your academic record usually gives a good indication of this, in some cases you may have to supply descriptions of the units you have completed at your home university.
- If you do not meet Murdoch's prerequisites, you should choose an alternative unit.

How do I submit my selections?

Study Abroad & Exchange students do not enrol online. Your enrolment is handled manually about our Study Abroad Team.

It is preferred that you simply write an email to studyabroad@murdoch.edu.au with the information on the front of this form in the body of the email.

However, you can download and complete this form. Then please scan and email to studyabroad@murdoch.edu.au.

When will I get confirmation of my selections?

Confirmation of unit selections can be requested at any time. However, most are completed just a few months before semester commencement. Our Study Abroad Advisors will confirm your enrolment via email.

Students cannot be officially enrolled in their selected units until they accept their Offer and pay tuition. This said, generally, Murdoch University units do not fill up and students can be officially enrolled at any time.

Can I change my selection?

Yes, you may change your selection at any time, even after you arrive and later during Orientation Week and Week 1 of classes. Simply email studyabroad@murdoch.edu.au to amend your selections.