

Study in Portugal Network (SiPN)

Study Abroad Pre-Approval Course Plan Form

This form is used to obtain academic approval for any credit-bearing courses the student wishes to bring back to their home college/university. If your school prefers that you use their form, please do so. This form is produced as an illustration for how students might guarantee study abroad credit transfer from their home school prior to any program payment.

Name:

ID:

e-mail:

Major 1:

Major 2:

Minor:

Education Abroad Program Provider: Study in Portugal Network (SiPN)

Location Country: Portugal

Study Abroad Term (check all that apply):

Summer _____

June

July

August

Internship A (*June & July*)

Internship B (*July & August*)

Other/Comments

Fall _____ Full Year _____ Spring _____

Other/Comments

Name of Academic Advisor:

E-mail of Academic Advisor:

COURSE APPROVAL:

Students should consult with their academic advisor in order to follow your campus' correct procedures. Academic Advisor can initial in "AA" column to indicate review and approval.

1. DEPARTMENT CHAIR/PROGRAM DIRECTORS SIGNATURES:

Your school may require this for approval of credit toward your Major(s) and Minor(s). Chairs typically assign course equivalents including course numbers and titles. Students should present descriptions of the proposed courses to the signatory, using the SiPN website where syllabi can be downloaded.

2. OTHER SIGNATURES:

Students often must also obtain signatures from the Foreign Language Department Chair for all foreign language credits abroad. Classes that may serve general education or other sorts of distribution requirements for graduation must typically be approved by the student's Department Chair. It is the student's responsibility to obtain credit transfer pre-approvals before travel abroad.

3. STUDENTS WHO ARE NOT IN NEED OF TRANSFER CREDITS FOR ONE OR MORE OF THEIR COURSE CHOICES SHOULD MAKE NOTE OF THIS ON THE FORM.

**Students are expected to undertake a minimum course load equivalent to 12 US semester credits (*full-time status*), as determined by their host university or program.

** Faculty Advisors are encouraged to pay close attention to the number of CONTACT HOURS in the classroom, as the number of ECTS can vary widely across different universities despite the same number of classroom hours and similar syllabi workloads. For example, it is possible to have a class with 80 contact hours have the same ECTS as another class with only 42 contact hours. All course syllabi are available in English on the SiPN website.

Study in Portugal Network Title of Course to be Taken Abroad	ECTS Credits	Course Equivalent at your school	ECTS Credits	ECTS Credits	Signature of Department Chair or S.A Advisor	Printed Last Name
<i>Ex: LIT 200 Shakespearean Literature</i>	6	<i>ENL 319 Shakespeare</i>	3	ZZ	<i>Signature of English Dept. Chair or S.A Advisor</i>	<i>Printed Last Name</i>

Please make sure that your appropriate signatory authorities check and sign below

FOR DEPARTMENT CHAIR:

Does your institution choose to override the standard Pass/No Credit policy for study abroad credits and issue letter grades instead?

YES NO

SiPN will provide all academic advisors a template for how the Portuguese 0-20 scale typically translates back into the US 0 - 4.0 grade format.

Required Signatures	Signatures	Printed Name	Date
1. Dept. Chair of the Major			
2. International Education Liaison (in other than Dept. Chair)			
3. International Programs officer (or equivalent)			

Instructions for Student:

- Please refer to your school's catalog requirements regarding credit transfer policies and approvals required for study away.
- Students should prepare for their meeting with their advisor by printing the course descriptions and any other relevant information (syllabi, number of contact hours, etc.) and ranking which courses they would like to take abroad. You might also take the initiative and make some suggested requests for credit transfer equivalencies, but ultimately these decisions are made by officials at your home school.
- Semester students should choose at least 2-3 substitute options for pre-approval in case any of their first 4-5 choices are unavailable. List your course pre-approval requests in order of preference.
- Academic advisors will be able to assess the quality of the course, whether your home school credit may be granted, and whether the course will be applicable for graduation requirements.
- Once the course equivalencies have been established, students must obtain the signatures of their relevant school officials for final approval. Follow the requirements dictated by your home school during this step.

Suggestions for Department Chair:

The Study in Portugal Network works to make the credit pre-approval process as easy and transparent as possible, but we recognize that approving foreign credits for transfer is an inexact science. Our website provides detailed information on the courses available to students through our consortium arrangements, including course syllabi, ECTS credits, classroom contact hours, and where possible links to the respective faculty member's CV.

Our suggestion is that academic advisors in the US **pay special attention to the number of classroom contact hours** required by each course, since the number of ECTS can vary widely across and even within the same university in Portugal. Although a 6 ECTS class with 42 contact hours might typically come back to the US as a 3 semester credit hour transfer, some classes here may have 80 contact hours and yet still be worth only 6 ECTS. We are available for consultation or questions if needed at info@studyinportugalnwork.com

(Fill out and submit this document by printing, signing, and scanning to your computer. Then upload it to your SiPN protected account in the designated area of your application. If you have any trouble with scanning and/or uploading, please email your signed and completed documents to applications@studyinportugalnwork.com or fax to +351 21-392-8772)