Queensland University of Technology  
Preliminary Course Instructions  

The Course Selection Process  
In order to proceed with your application at the Queensland University of Technology, you will need to propose a preliminary course selection for your semester. Your course selections should be made in consultation with your academic advisor, so if you have not previously done so, please meet with your academic advisor to ensure that the courses that you plan to take overseas will transfer back to your degree program.

Once you and your academic advisor have determined a list of preliminary courses, download and complete the Arcadia University Preliminary Course Form. Once you have completed the course form, please return it to the Arcadia University Center for Education Abroad.

In addition to your proposed course selections, we recommend that you choose a series of alternate courses. Your first choices may not be available due to scheduling changes, time conflicts, prerequisites or cancellations. Your flexibility is very important to the process.

If your enrollment is conditional upon entry into a specific course or courses, it is very important that you indicate these requirements at the bottom of the course selection form. While every effort will be made to accommodate your selections, Arcadia University cannot guarantee placement in any specific course.

Course Registration:  
You are required to maintain a full-time course load throughout your period of study in Australia. A full-time course load is defined by Arcadia University as 14-16 US semester hours of credit; this is the equivalent of 48 units at the Queensland University of Technology. Please note that you should also be aware of any credit requirements at your home institution. Refer to the credit translation scale below when selecting your courses:

<table>
<thead>
<tr>
<th>Australian University</th>
<th>US University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Point Units</td>
<td>Semester Hours of Credit</td>
</tr>
<tr>
<td>12</td>
<td>4</td>
</tr>
</tbody>
</table>

Official course registration will take place in Australia. You will be able to make changes to your course selections up until the point of registration in Australia. Once you have registered, you will need to be aware of the add/drop policy at the Queensland University of Technology before making further alterations to your schedule. You should also inform your home institution of any alternations you make to your schedule once you’ve arrived.

Navigating the Overseas University’s Course Website:  
When selecting your courses from the overseas university’s website, you should be aware of some differences in terminology. In Australia, the largest academic unit, which is typically called a school or college at a US university, is the faculty. Academic members of staff are not referred to collectively as faculty as they are in the US. Additionally, the word course normally refers to a degree program or major sequence. In most cases, Australian universities refer to an individual course as either a subject or a unit of study. Finally, please be mindful of the reversed academic year when searching for your courses. Courses listed for Semester I will run from February to June. Courses listed for Semester II will run from July to November.

http://www.qut.edu.au/study/courseinfo/  
The course link will open the QUT courses page. Scroll down to ‘Course List’ and click on the area in which you are looking for courses. On the left side of the following page, use the drop down menu to select the correct semester and unit code of interest. Please reference the chart below for more information on unit codes. Be sure to note on which campuses courses are offered as the Carseldine campus is approximately 25 minutes from the Garden’s Point and Kelvin Grove campuses.
Unit Codes for Queensland University of Technology:

- AD  Design and Built Environment
- AM  Advertising, Marketing and Public Relations
- AR  Design and Built Environment
- AY  Accountancy
- BN  Built Environment and Engineering
- BS  Business
- CE  Civil Engineering
- CL  Cultural and Language Studies in Education
- CN  Construction Management
- CT  Caboolture
- DB  Design and Built Environment
- DE  Design
- EA  Early Childhood
- ED  Education
- EE  Electrical and Electronic Systems Engineering
- EF  Economics and Finance
- EN  Engineering Systems
- GS  Brisbane Graduate School of Business
- HH  Humanities and Human Services
- HL  Health
- HM  Human Movement Studies
- IB  International Business
- IF  Interfaculty Courses
- IT  Information Technology
- JS  Justice Studies
- KC  Media Communication
- KD  Dance
- KF  Fashion
- KI  Communication Design
- KJ  Journalism
- KK  Creative Industries Faculty
- KM  Music
- KP  Film and Television
- KS  Acting and Technical Production
- KT  Theatre Studies
- KV  Visual Arts
- KW  Creative Writing and Cultural Studies
- LP  Legal Practice
- LS  Life Science
- LW  Law
- MA  Mathematical Sciences
- MD  Mathematics, Science and Technology Education
- ME  Mechanical, Manufacturing and Medical Engineering
- MG  Management and Human Resource Management
- MM  Mechanical, Manufacturing and Medical Engineering
- NR  Natural Resource Sciences
- NS  Nursing
- OP  Optometry
- PC  Physical Sciences
- PS  Design and Built Environment
- PU  Public Health
- PY  Psychology and Counselling
- QC  QUT International College
- SC  Science
- SP  Learning and Professional Studies
- UD  Urban Development
Other Important Points:

- Additional course fees may be associated with some of your overseas course work. Courses that include laboratory work, field excursions or theatre trips will often require a supplementary fee. Additionally, many fine art or production courses will include a supplemental fee for the materials used in the class. Please refer to the online course description to determine whether the courses you have selected have additional fees associated with them.

- In some cases, the overseas university will request that you submit syllabi and course descriptions from your previous work. Please have this information available should we need to contact you for this material.

- If you intend on enrolling in studio art, graphics, art media production, drama, dancing or music courses, you will need to submit a portfolio or audition tape. Arcadia University will accept slides or a CD of your work. It is recommended that you submit between 8-12 examples of your work. Because your work is sent to the overseas university, we are unable to return the art portfolio to you.

- Arcadia University does not issue pass/fail grades for work completed overseas. If you intend to enroll in a unit that is assessed pass/fail, please contact Arcadia University to discuss the procedures associated with the grade translation.
Queensland University of Technology
Course Selection Form

IMPORTANT: This form must be completed and returned before we can submit your application for consideration. You can mail the form to: Arcadia University Center for Education Abroad, 450 S. Easton Rd., Glenside, PA, 19038-3295. You can also return the form via fax to 215-572-2174.

Name ____________________________ Date of Birth ____________________________
E-mail ____________________________ Major/minor ____________________________
Home college __________________________

Signature ____________________________ Date ____________________________

I would like to enroll for (check one):
☐ Semester II ☐ Semester I ☐ Australian Academic Year ☐ US Academic Year

List the courses you would like to take and give alternate choices in case of scheduling conflicts, cancellations, or limitations.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Term</th>
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Alternate

Alternate

Alternate

Please check one of the following:
☐ My permission to attend QUT is not based on a requirement to take any specific course(s).
☐ I can only attend QUT if I can be enrolled in the following course(s):

Course: Alternate:
Course: Alternate: