The Student Exchange system relies on the currency of various data in order for it to be fully effective in facilitation of the application and administration process of outbound student applications. A number of easy-to-use interfaces have been created to aid in keeping exchange information up to date and are described in this document.

**Manually updating an institution’s availability**

There may be a situation where an institution is not available even though they have an active Student Exchange agreement in the International Partner System. In cases like these, the institution can be hidden from student selection as an institution preference during the application process. Likewise, any institutions with a previously active Student Exchange agreement in the International Partner System that no longer has an active agreement can be forced to be displayed as an available institution preference during the application process.

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### Institution availability

**Filter Institutions**

<table>
<thead>
<tr>
<th>Country:</th>
<th>Canada</th>
</tr>
</thead>
</table>

**Active Institutions**

<table>
<thead>
<tr>
<th>Force hide</th>
<th>Institution code</th>
<th>Name</th>
<th>Country</th>
<th>Display status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CA04</td>
<td>Bishop’s University, Canada</td>
<td>Canada</td>
<td>Forced unavailability</td>
</tr>
<tr>
<td></td>
<td>CA11</td>
<td>Dalhousie University, Canada</td>
<td>Canada</td>
<td>Forced unavailability</td>
</tr>
<tr>
<td></td>
<td>CA77</td>
<td>HEC Montreal - Canada</td>
<td>Canada</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CA01</td>
<td>University of Waterloo, Canada</td>
<td>Canada</td>
<td></td>
</tr>
</tbody>
</table>

**Inactive institutions**

<table>
<thead>
<tr>
<th>Force hide</th>
<th>Institution code</th>
<th>Name</th>
<th>Country</th>
<th>Display status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Institutions displayed are divided into active and inactive agreements.

Any forced availability/unavailability of the institution is shown.

Filter the institutions displayed on the page.
Pre-departure sessions

Pre-departure sessions should be scheduled for every application period of exchange as an information session to accepted applicants. Any number of sessions can be scheduled per application period, and these sessions will be displayed to students via the QUT Virtual Student Exchange portlet and Application Progress page.

RSVPs to pre-departure sessions are not supported by the system and will have to be managed manually if required.

Managing a pre-departure session

To add a new pre-departure session, a number of details are required including:

- Application period
- Session date
- Location
- Timing of the session

Viewing existing pre-departure sessions

All current pre-departure sessions are displayed on the “Pre-departure sessions” page by default, but there is the option to filter the sessions that are displayed.

Choose whether to display current or expired sessions. Current sessions refer to those that occur today or in the future.
Pre-approved units

If a study plan unit (made up of a Partner institution unit and a QUT equivalent unit) is identified as being an appropriate unit to study which should not have to go through an approval process if it selected as a unit of study by the student, it should be added to the pre-approved unit list. This can be done when Faculty Review personnel are reviewing a unit, and it can also be done on the pre-approved units page.

The “Pre-approved units” page accommodates the addition of a new unit, modification or deletion of an existing unit, and also provides functionality to search and view the units on the list.

Managing a pre-approved unit

To add a new pre-approved unit, a number of details are required including:

- Institution unit details
- Details of the QUT equivalent unit
- When the “pre-approving” of the unit should be effective from.

Once a unit has been pre-approved, any pending units that have not yet been reviewed (i.e. are not preapproved or have not been reviewed by a Faculty Review personnel) will be automatically marked as a pre-approved unit.
Viewing units on the pre-approved unit list
All current pre-approved units are displayed on the “Pre-approved units” page by default, but there is also the option to filter the units that are displayed.

View all units that belong to an institution
Available options include: All, current, and expired.
Institution credit systems

Different credit systems are adopted throughout the different institutions, and it can cause some confusion for students when picking out their study plan as to what unit they should specify their institution unit’s credit points in. To help prevent this confusion, the “Institution credit system” management option will allow the credit system to be set for each institution which once chosen, is displayed on the Study Plan page.

If known, the credit system of an institution can be set to one of the following values:

- Credit hours
- ECTS
- Local credit system

The credit system is displayed on the Study Plan page to aid students when they are selecting their units for study overseas.

Edit the credit system if it needs to be changed.