

# SOMSAS Student User Manual

## Semester Exchange

### Table of contents

|  |           |
|--|-----------|
| <b>WHAT IS SOMSAS?</b>                               | <b>2</b>  |
| <b>CREATE A NEW APPLICATION</b>                      | <b>2</b>  |
| Semester Exchange                                    | 3         |
| <b>ADD SUBJECTS TO YOUR APPLICATION</b>              | <b>3</b>  |
| Host Institution Details                             | 4         |
| ISEP   | 4         |
| ACICIS   | 5         |
| Subject Details                                      | 6         |
| Adding additional subjects and/ or host institutions | 7         |
| <b>SUBMIT YOUR APPLICATION</b>                       | <b>7</b>  |
| Full Time Credit Point Equivalence                   | 8         |
| Email Confirmation                                   | 8         |
| <b>APPLICATION RETURNED TO STUDENT</b>               | <b>9</b>  |
| More Information Required                            | 9         |
| Compulsory/ Recommended Subjects                     | 9         |
| <b>WITHDRAWING AN APPLICATION</b>                    | <b>10</b> |
| <b>STUDY PLAN APPLICATION OUTCOME</b>                | <b>10</b> |
| Application Reports                                  | 10        |
| <b>QUICK TIPS</b>                                    | <b>11</b> |
| <b>CONTACTS</b>                                      | <b>12</b> |
| <b>DEFINITIONS</b>                                   | <b>12</b> |
| Overall Application Statuses                         | 12        |

# What is SOMSAS?

SOMSAS (Student Outbound Mobility Subject Approval System) is an online system that allows study plan applications for outbound exchange and overseas short-term programs to be entered, submitted and approved for credit electronically. This system takes the place of the previous paper-based 'Outbound Exchange Study Plan' and 'Overseas Short Program Form' (Sections 1C and 1D).

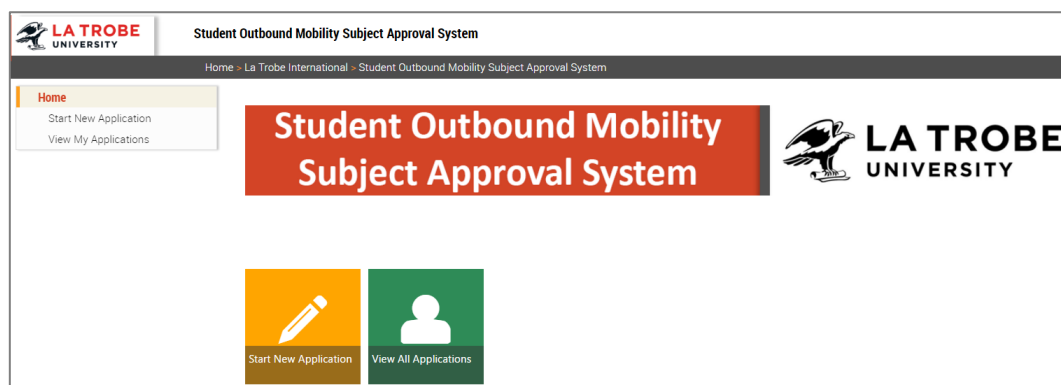
The system automatically allocates applications to the appropriate College Client Services team who can either update the application or reallocate to Course/ Discipline Coordinators for review and approval. The progress of the application can be monitored by the student and La Trobe Abroad, and processes have been built in to facilitate timely review and approval.

The system is accessible at <https://uniforms.latrobe.edu.au/sites/lti/somsas>. Students can access SOMSAS with their normal La Trobe login and password, and neither will be needed if you are already logged into the La Trobe network. Students can also access SOMSAS from any computer with an internet connection. Please note SOMSAS has not been designed to work on mobile devices.

## Create a New Application

Login to SOMSAS via the exchange program 'apply' website <http://latrobe.edu.au/students/exchange/apply>, or via <https://uniforms.latrobe.edu.au/sites/lti/somsas>

Click the Start New Application button

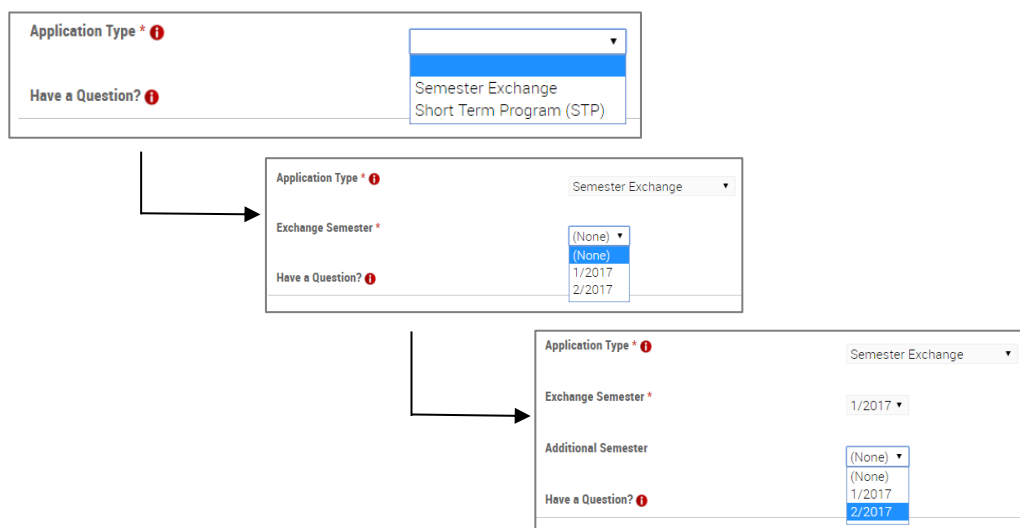


Your personal information and College will automatically populate. Select the **Application Type** "Semester Exchange".

## SEMESTER EXCHANGE

Refers to an overseas program equivalent to 1 or 2 La Trobe semesters. Only semesters applicable to the current **Application Period** will be available for selection.

- Select the **Exchange Semester** – the semester you intend to commence your exchange
- If you intend to go on exchange for 2 semesters also select the relevant **Additional Semester**. If you intend to go on exchange for only 1 semester, leave **Additional Semester** blank



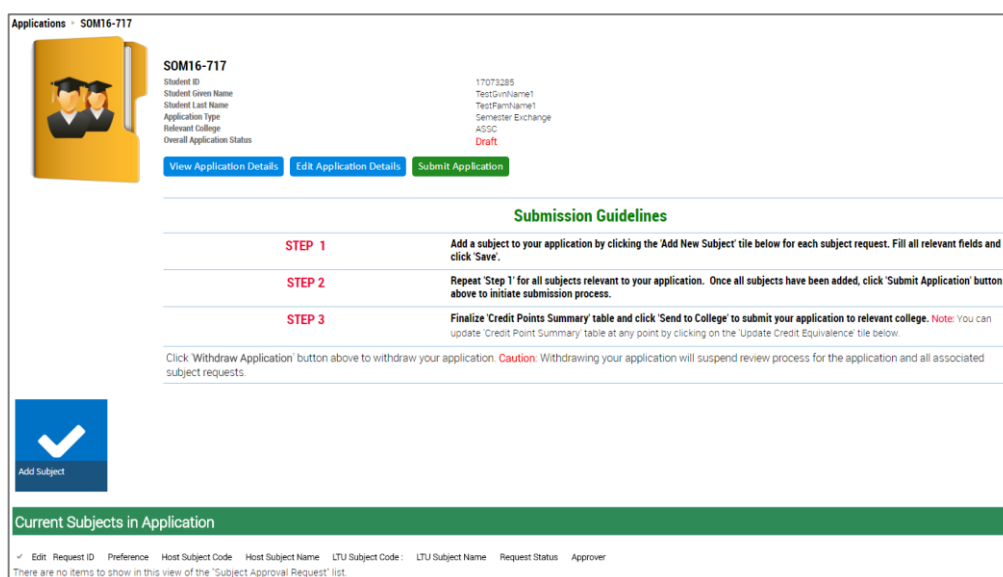
The diagram illustrates the steps to complete the Semester Exchange application form:

- Form 1:** Application Type \* (Semester Exchange), Have a Question? ⓘ
- Form 2:** Application Type \* (Semester Exchange), Exchange Semester \* (1/2017), Have a Question? ⓘ
- Form 3:** Application Type \* (Semester Exchange), Exchange Semester \* (1/2017), Additional Semester (2/2017), Have a Question? ⓘ

## Add Subjects to Your Application

The main SOMSAS page enables students to add subjects to host institutions/ program providers, monitor the progress of their application and once approved, print the required **Study Plan** and **Credit Equivalence Report**.

The **Submission Guidelines** are designed to assist students through the application process. As students add subjects to their application these appear in the **Current Subjects in Application** section.



**Applications - SOM16-717**

**SOM16-717**  
 Student ID: 17073285  
 Student Given Name: TestGivName1  
 Student Last Name: TestFamName1  
 Application Type: Semester Exchange  
 Relevant College: JCSC  
 Overall Application Status: Draft

[View Application Details](#) [Edit Application Details](#) [Submit Application](#)

**Submission Guidelines**

| STEP   | Guidelines  |
|--------|---|
| STEP 1 | Add a subject to your application by clicking the 'Add New Subject' tile below for each subject request. Fill all relevant fields and click 'Save'.   |
| STEP 2 | Repeat 'Step 1' for all subjects relevant to your application. Once all subjects have been added, click 'Submit Application' button above to initiate submission process.   |
| STEP 3 | Finalize 'Credit Points Summary' table and click 'Send to College' to submit your application to relevant college. <b>Note:</b> You can update 'Credit Point Summary' table at any point by clicking on the 'Update Credit Equivalence' tile below. |

Click 'Withdraw Application' button above to withdraw your application. **Caution:** Withdrawing your application will suspend review process for the application and all associated subject requests.

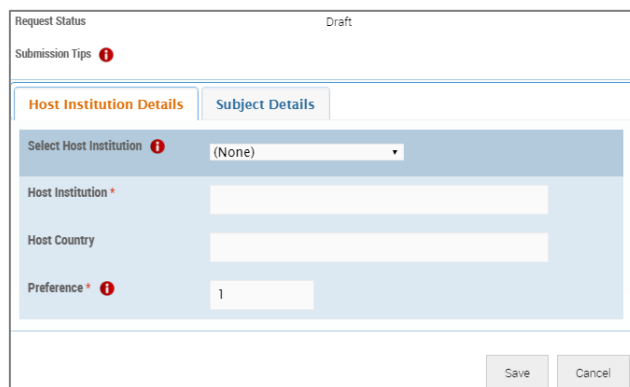
[Add Subject](#)

**Current Subjects in Application**

| ✓ Edit  | Request ID | Preference | Host Subject Code | Host Subject Name | LTU Subject Code | LTU Subject Name | Request Status | Approver |
|---|------------|------------|-------------------|-------------------|------------------|------------------|----------------|----------|
| There are no items to show in this view of the 'Subject Approval Request' list. |            |            |                   |                   |                  |                  |                |          |

To begin adding subjects to your application, click the blue **Add Subject** button. The **New Subject** screen will open, and this enables you to add the **Host Institution Details** and complete the **Subject Details**.

## HOST INSTITUTION DETAILS



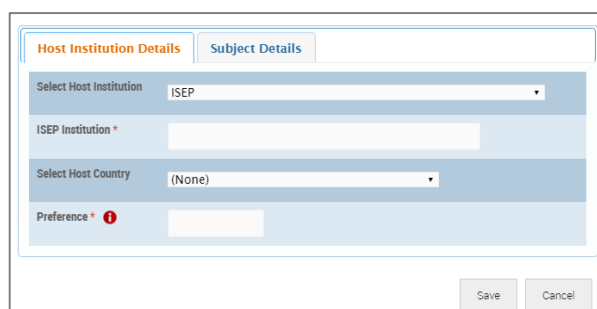
Select your **Host Institution** from the drop down list.

- Students will only be able to see **Host Institutions** relevant to the **Application Type** (Semester Exchange or Short Term Program).
- The **Host Country** will automatically populate for most **Host Institutions**. If this does not occur for your selected **Host Institution**, select the relevant **Host Country** from the drop down list.
- If you cannot find your **Host Institution** listed, please contact La Trobe Abroad ([studyabroad@latrobe.edu.au](mailto:studyabroad@latrobe.edu.au)).

Enter the **Preference** for your **Host Institution** (this applies even if you are only entering one **Host Institution**). Where students are entering multiple **Host Institutions** then a sequential preference needs to be entered for each subsequent **Host Institution** entered (i.e. 1 = first preference, 2 = second preference, 3 = third preference).

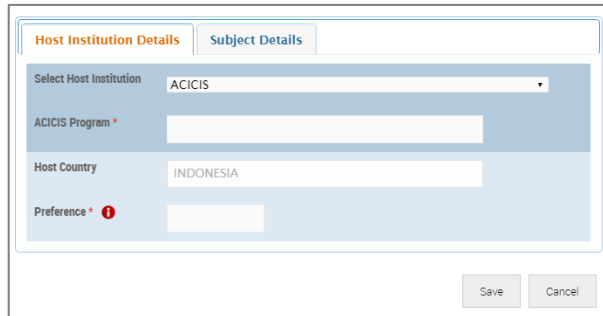
## ISEP

- Where students select 'ISEP' as the **Host Institution**, the **ISEP Institution** text box will appear. Enter the name of the 'ISEP Institution'
- Select the relevant 'ISEP Institution' country from the **Select Host Country** drop down box
- Enter the **Preference**. The preference will remain the same for all **ISEP Institutions** entered
- *Note:* Students must list at least 3 **ISEP Institutions** within their application



## ACICIS

- Where students select 'ACICIS' as the **Host Institution**, the **ACICIS Program** text box will appear. Enter the name of the 'ACICIS Program'
- The **Host Country** will default to Indonesia
- Enter the **Preference**. The **Preference** must be changed for any additional 'ACICIS Programs' entered




The screenshot shows a web form with two tabs: 'Host Institution Details' (active) and 'Subject Details'. The 'Host Institution Details' tab contains the following fields:

- Select Host Institution:** A dropdown menu with 'ACICIS' selected.
- ACICIS Program \*:** A text input field.
- Host Country:** A text input field with 'INDONESIA' entered.
- Preference \*:** A text input field with a red information icon to its right.


At the bottom right of the form are 'Save' and 'Cancel' buttons.

## SUBJECT DETAILS

Once you have completed your **Host Institution Details**, click the **Subject Details** tab.

| Host Institution Details   | Subject Details   |
|--|---|
| Host Subject Code *  | <input type="text"/>  |
| Host Subject Name *  | <input type="text"/>  |
| Host Credit Points *   | <input type="text"/>  |
| Equivalent LTU Credit Points   | <input type="text"/>  |
| Select LTU Course *  | Not Applicable ▼  |
| LTU Course Code *  | <input type="text"/>  |
| LTU Course Name *  | <input type="text"/>  |
| Choose subject type  | <input checked="" type="radio"/> Core<br><input type="radio"/> Elective   |
| LTU Subject Code :  | <input type="text"/>  |
|  | <a href="#">Verify Subject Code</a>   |
| LTU Subject Name   | <input type="text"/>  |
| Host Subject Information   | <input type="text"/>  |
| Host Subject Description (Attachment)  | Please upload attachments of relevant host subject descriptions and detail for the requested subject. Use the 'Attach Files' button from the ribbon (menu) to attach relevant document, or paste links to subject descriptions in the Host Subject Information field. As a minimum you must enter either Host Subject Information or Host Subject Description. You can provide information in both fields but you cannot submit the application without providing information in one of these fields. |

- Enter the **Host Subject Code**, **Host Subject Name**, and **Host Credit Points** for the first subject.
  - If the **Host Subject** you wish to take has only a **Code** or a **Name** enter this into both fields
- Enter the **Equivalent LTU Credit Points** for your **Host Subject**
  - This will usually be 15 or 30
- Select the **Subject Type** you want this **Host Subject** to be approved against
  - The **Subject Type** relates to your La Trobe degree structure. If you require assistance in understanding your degree structure, please arrange an appointment with the ASSC or SHE College Client Services representative via ASK La Trobe in the Library
  - For **Core** subjects click the button for **Core**, enter the **LTU Subject Code** in the text box and click **Verify Subject Code**. The **LTU Subject Name** will appear once verification is complete
  - For **Elective** subjects click the button for **Elective**. The **LTU Subject Name** will be entered by the College Client Services team after you have submitted your application
- Add the description of the **Host Subject**
  - Enter the **Host Subject** information, or a link to the information, in the **Host Subject Information** text box; **OR**

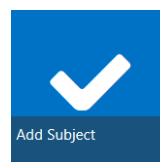
- Attach the **Host Subject Description** by using the **Attach File**  button from the 'Edit' ribbon at the top of the page. Students can either copy and paste the description from the **Host Institution** website into a Word Document, or if available download a PDF description from the **Host Institution** website
- *Note:* Students must enter a **Host Subject Description** via one of the above methods, otherwise the system will not allow you to save the **Subject**
- Click **Save**. You will now return to the main application screen, and will see the subject you added under the **Current Subjects in Application** section.

## ADDING ADDITIONAL SUBJECTS AND/ OR HOST INSTITUTIONS

Continue to enter additional subjects for your first **Host Institution** by repeating the process above. You will see that when you now select the **Add Subject** button the **Host Institution Details** automatically populate on the information you previously entered.

To add a new Host Institution:

- Click the blue **Add Subject** button
- Select your next **Host Institution** from the drop down list
- Enter the next **Preference** number for your **Host Institution**. Where students are entering multiple **Host Institutions** then a sequential preference needs to be entered for each subsequent **Host Institution** entered.
- *Note:* A minimum of 3 subjects must be added for each **Host Institution**, otherwise you will be prevented from submitting your application. It is however recommended that you enter at least 8-10 subjects to have back-ups already approved, and avoid having to add new subjects for approval at a later stage.




## Submit Your Application

Once you have added all of the **Host Institutions** and **Host Subjects** to your application, proceed to submit your application for assessment. Please ensure that all details are complete, as further changes cannot be made after submission.

Click the **Submit Application** button at the top of the application page.

Applications • SOM17-815



**SOM17-815**  
 Student ID  
 Student Given Name  
 Student Last Name  
 Application Type  
 Relevant College  
 Overall Application Status

17073322  
 TestGvnName5  
 TestFamName5  
 Short Term Program (STP)  
 ASSC, SHE  
**Draft**

[View Application Details](#)
[Edit Application Details](#)
[Submit Application](#)

## FULL TIME CREDIT POINT EQUIVALENCE

This will automatically open the **Credit Point Equivalence** page for you to complete. Each of the **Host Institutions** you have entered subjects for will appear in the first column, and you will need to complete the **Host University Credits** and **Equivalent LTU Credits** columns for each **Host Institution**.

**Credit Point Equivalence**

| ✓ Host Institution                             | Host University Credits | Equivalent LTU Credits | Parent AppID |
|--|-------------------------|------------------------|--------------|
| Universidad Nacional Autonoma de Mexico (UNAM) |                         |                        | 99           |
| Umea University                                |                         |                        | 99           |
| City University of Hong Kong                   |                         |                        | 99           |
|  |                         |                        |              |

- Students should complete the LTU credit points column, completion of Host Credit Points is optional
- Students applying for exchange must complete the equivalence to at least 45 LTU credit points for each exchange semester, this does not apply to Short Term Program applicants
- Semester Exchange applications should contain more than three host subjects

**Note:** Hit [ENTER] button after entering text into each field to save the update.

CANCEL SUBMISSION
SEND TO COLLEGE

Students are encouraged to complete the **Host University Credits** column where possible. Students should complete the **Equivalent LTU Credits** column as a minimum.

- The **Host University Credits** information is available on the Exchange Partner website for most **Host Institutions** under the '60 La Trobe credit point equivalency' column (<http://www.latrobe.edu.au/students/exchange/partners>).
- The **Equivalent LTU Credits** column indicates to the College Client Services team whether you intend to take the equivalent of a standard La Trobe semester (60 credit points) or a reduced full-time load (45 credit points). Enter '60' or '45' in the **Equivalent LTU Credits** column for each **Host Institution**.

Once you have completed the **Credit Point Equivalence** table click **Send to College**.

If you require assistance in completing this section please visit the Global Lounge or contact La Trobe Abroad at [studyabroad@latrobe.edu.au](mailto:studyabroad@latrobe.edu.au).

## EMAIL CONFIRMATION

Students will receive an email acknowledgement once their application has been submitted. You can access and track your application at any time via the link in this email, or by logging into SOMSAS from the exchange program website.



# Application Returned to Student

There are two instances where a students' application may be returned to them for further information. Students will be notified via email when either of these occur.

## MORE INFORMATION REQUIRED

A subject assessor may determine that insufficient information has been provided by the student for a particular subject. In this instance the assessor will apply a status of **More Information Required** to that specific subject, and the student will receive an automatic email requesting action.

The subject assessor will be required to enter a **Subject Comment** explaining what additional information is required. This can be accessed by opening the subject in SOMSAS.

You can provide the additional information requested by entering text into the **Subject Comment** text box or by using the **Attach File** button from the 'Edit' ribbon at the top of the page to upload a document. Ensure you click **Save** for the subject, as it is this action that will notify the assessor you have provided the additional information.

## COMPULSORY/ RECOMMENDED SUBJECTS

While reviewing an application, assessors may determine the student should add a compulsory and/ or recommended subject for one or more **Host Institutions**. In this instance the assessor will apply a status of **Compulsory Subjects Requested**, and the student will receive an automatic email requesting action.

Details of the **Compulsory/ Recommended Subjects** requested can be accessed by clicking the **Edit Application Details** button in SOMSAS.

|  |  |                                    |                                      |                                  |
|--|--|------------------------------------|--------------------------------------|----------------------------------|
| <b>SOM16-655</b>                         |  |                                    |                                      |                                  |
| Student ID                               | 17073307                                 |                                    |                                      |                                  |
| Student Given Name                       | TestGvnName3                             |                                    |                                      |                                  |
| Student Last Name                        | TestFamName3                             |                                    |                                      |                                  |
| Application Type                         | Semester Exchange                        |                                    |                                      |                                  |
| Relevant College                         | ASSC                                     |                                    |                                      |                                  |
| Overall Application Status               | Compulsory Subjects Requested            |                                    |                                      |                                  |
| <a href="#">View Application Details</a> | <a href="#">Edit Application Details</a> | <a href="#">Submit Application</a> | <a href="#">Withdraw Application</a> | <a href="#">Print Study Plan</a> |

Assessment of your application will not progress until you provide the **Compulsory/ Recommended Subjects** requested. To complete the request, follow the **Add Subject** instructions above. Once you have added the **Compulsory/ Recommended Subjects**, click the **Submit Application** button to resubmit your application. You will receive an automatic resubmission confirmation email.

# Withdrawing an Application

Students can withdraw their application in SOMSAS at any time after submission if required. To do this, login to SOMSAS and go to the main application page for your application, and click the **Withdraw Application** button. You will receive an automated email confirming your application has been withdrawn.

- *Note:* If you withdraw your application by error, or wish to reverse the withdrawal, you will need to contact La Trobe Abroad ([studyabroad@latrobe.edu.au](mailto:studyabroad@latrobe.edu.au)) to have your application reinstated. This can only be done prior to the deadline for the associated application period.

## Study Plan Application Outcome

Once all subjects within your application have been assessed, and an outcome recorded, you will receive an email notification with the outcome. Each subject will now have a status of **Approved** or **Declined**. Any subjects that have been **Declined** will have an **Approver Comment** explaining the reason. This can be accessed by opening the relevant subject and clicking the **Subject Details** tab.

If you are not satisfied with the outcome of your application, or the outcome of a subject within your application, please contact your College Client Services team via ASK La Trobe to discuss.

La Trobe Abroad is also notified of the final outcome of all study plan applications in SOMSAS.




### APPLICATION REPORTS

Students can generate two reports in SOMSAS, which are detailed below. The **Credit Equivalence Report** can be used as part of your OS-HELP application requirement, and as part of your notification to Centrelink of your overseas study.

- The Print Study Plan report
  - Accessible at the top of the application screen
  - This report shows all subjects within a students' application, and the outcome for each subject (approved or declined)
- The Credit Equivalence Report
  - Accessible at the bottom of the application screen
  - This report shows the overall credit equivalence for the students' application that must be completed during the overseas program, any **Compulsory/ Recommended Subjects** that were requested during the assessment process, and any **Overall Application Comments**
  - Any specific requirements for the students approved study plan will appear in this section, so ensure you read this carefully and meet these requirements on your program

La Trobe Abroad will require a copy of both reports for all students. La Trobe Abroad will download your approved **Study Plan** and **Credit Equivalence Report** to add to Part 2 of your Semester Exchange Application. Students are also encouraged to download these documents for their own records.

## Quick Tips

- SOMSAS is integrated with a number of other La Trobe systems, and will automatically populate some information
- SOMSAS will send automated emails to your La Trobe student email account only, and this cannot be changed
- Any fields marked with a \* are mandatory
- Helpful tips are incorporated throughout SOMSAS, and can be viewed by hovering  over any symbols
- Once you have created your application you can return at a later stage to complete and submit it
- To view a subject you have added to your application,  select the button
- To delete a subject you have added to your application, hover of the subject line and select  the symbol that appears on the left hand side, then press 'Delete' on your keyboard
- Once you have submitted your application, you cannot make any further changes to it. So please ensure that all the information you need to enter on your application is complete before submission.

# Contacts

Students are encouraged to contact La Trobe Abroad (specific La Trobe Abroad Coordinator whenever possible) with any questions they may have during Global Lounge hours, via email or phone. Students can also contact us through one of the following methods.

**Email** – [SOMSAS@latrobe.edu.au](mailto:SOMSAS@latrobe.edu.au)

**Phone** – +61 3 9479 8966

**Website** – <http://www.latrobe.edu.au/study/exchange-and-study-abroad>

**Global Lounge** – Open Monday to Thursday from 11.00am-3.00pm

**Facebook Group** – Search “La Trobe Abroad Overseas” and request to become a member of the group.

# Definitions

## OVERALL APPLICATION STATUSES

- Under Assessment – the application has been submitted and is undergoing assessment. This status is applicable when one or more subjects within the application have not been assigned an outcome, except in the instance of the ‘Compulsory Subjects Requested’ status
- Compulsory Subjects Requested – the assessor (Client Services or Academic) have requested the student to add compulsory and/ or recommended subjects to their application. When this status is assigned the application is returned to the student for editing, however Client Services (and Academics) can continue assessment
- Application Withdrawn – the student has withdrawn their application. Applications are viewable but not editable. If required La Trobe Abroad can reverse the withdrawal within the same application period
- Application Approved – the overall study plan application has been approved by Client Services. Applications are viewable but not editable
- Application Rejected – the overall study plan application has been rejected by Client Services. Applications are viewable but not editable