**CITS3200 - Client Meeting 2 - 15:02-15:55**

**Ask** Julie - What can AskUWA do?

Clarified Current Exchange Application Process:

* Role of EO - nothing to do with unit approval, simply “here's the uni u r going to” and “here's the application form you send”
* Final sign-off - SO sends email back to student saying “OK, all is approved”.
* Ros thinking of database with transaction record of approved units for the past 2 years.\
* Conditions for unit approval:
  + how long since this unit was last approved? 2 year timeframe
  + Has this unit code/ unit name/ content changed? We can assume if the code and name is the same, then so is the content.
  + what's the student major/course situation? I.e. the student context.
* The balance of “automation” - A level of automation such that EO doesn’t need to retype emails, but EO is still responsible for unit approval
  + electives? FO decision based on student context.
  + Not elective? If there’s any unit changes? Then it needs to be reconsidered.
* when asking unit coordinator, we don't expect them to see student context, they just check equivalence.
* others things to approve via Callista - i.e. other students on exchange here. reminded by askUWA to check...
* working on it by each student (context) and their list of units, some listed as elective w link to unit outline to foreign uni which student provides.
  + student dropbox for credit points desired. which based on agreement will be allocated points.
    - agreement factors like will it be taken as elective or major related unit, did the student end up doing the unit due to availability or changes when they get to the foreign university.
* Emails sent to AskUWA as backup mechanism? Fallback to plain text file of all records of approval.
* 3 parts of communication to implement for now…

1. conformed student emails to student office, database or not
2. SO approve/disapprove, else forward to unit coordinator for them to approve/disapprove.
3. FO to unit coordinator, and back to FO.

* Global Studio - **ask** Giulia Fabbris.