



## Policy and Procedure when applying for Cross Institutional Studies

Students in the Higher Education Division's Academic Units may apply to complete subjects outside Swinburne University of Technology concurrent with their enrolment at Swinburne. For this purpose, Swinburne University of Technology is deemed the *home* institution and the institution where cross-institutional study will be undertaken is deemed the *host* institution. Please note that *semester* refers to any period in which study will be undertaken which includes the assessment period.

### Background to Applying

Students should only apply for cross-institutional study in the following circumstances:

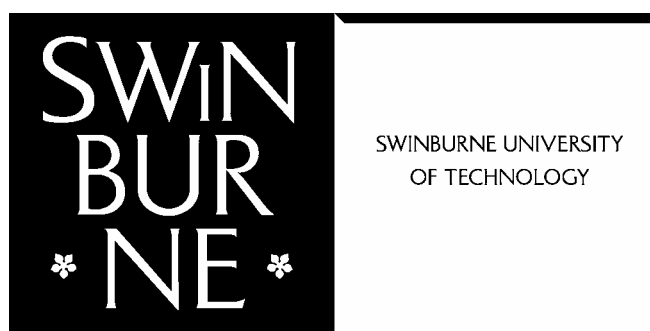
- Where students are relocated due to employment and/or personal reasons;
- Where a subject is not available in the semester of proposed cross-institutional enrolment and it is a mandatory degree requirement and it is the student's final semester prior to completion of the course;
- Where the subject(s) is not offered as part of the Swinburne University curriculum and will enhance the student's academic program of study.
- Where students wish to undertake a major in a language not offered at Swinburne.

### Circumstances for Approval

For approval to be granted, the following conditions must apply:

- Prior to undertaking cross-institutional study, students must have completed a minimum of 8 subjects (100 credit points) of the degree course at Swinburne, except in the case of students who have approval to complete a language major at another institution;
- The proposed subject(s) for cross-institutional study must be deemed to be of an appropriate undergraduate standard and students should ensure that pre-requisite study for the proposed subject(s) have been completed;

- Students must have successfully completed all subjects in their most recent semester of enrolment, except in the case of students who are required to complete studies at another institution as a requirement of Swinburne or it is the final subject to complete degree requirements and the subject will not be offered in the next available semester;
- The proposed subject(s) for cross-institutional study is not offered at Swinburne University, except where students have relocated.
- The proposed subject(s) is not available at Swinburne University in the current semester and it is a mandatory degree requirement and it is the student's final semester prior to completion of the course.
- Subjects studied for credit towards a specific major or minor, for which there is no Swinburne University equivalent, must be deemed relevant to the Swinburne major or minor by the Discipline leader/ Course Co-ordinator, or nominee.
- Students may complete up to 8 subjects on a cross-institutional basis. However, in the case of programs with major and minor sequences, half the subjects to complete each major(s) and minor(s) including at least one Stage 3 subject for each major and minor must be completed at Swinburne. Language majors are an exception.
- The enrolled load for a student studying cross-institutionally must not exceed the standard subject load. That is, two subjects (25 credit points) per semester for part time students and four subjects (50 credit points) per semester for full time students.



## Cross Institutional Application Form- Outgoing Students

*Complete Sections A and B and return this form to your Faculty Student and Course Administration Office.*

### Application Procedure

Students wishing to study subjects cross-institutionally for credit towards their Swinburne degree should complete the following steps to obtain approval **BEFORE** enrolling in the cross-institutional subject(s).

- a) Obtain a **photocopy of the relevant subject syllabus** and attach it to the Cross-Institutional Application form. Applications will not be processed without the subject syllabus.
- b) Obtain a recommendation for cross-institutional study on the application form as follows:
  - Where the subject is equivalent to a Swinburne subject the student should, prior to submission of the form, have the proposed subject approved by the relevant subject convener;
  - Where there is no Swinburne equivalent subject but the proposed subject may be relevant to a specific Swinburne major or minor, the student should seek the approval of the relevant discipline/ major leader where applicable.

- Where the subject has no equivalent nor is it related to any Swinburne discipline, the student should submit the form to the Student and Course Administrator for the Academic Unit in which the student is enrolled.
- c) Submit the completed Cross-Institutional Study Application form, with syllabus attached, together with a degree planner, to the Academic Unit's Student and Course Administration Office by the following dates:

Semester One – 30 January  
Semester Two – 30 June  
Summer Semester – 30 October

