

#### WHO SHOULD COMPLETE THIS FORM?

- Students currently enrolled in an undergraduate or postgraduate program at Swinburne University of Technology wishing to undertake Cross Institutional Study at another institution should complete this form.
- Students enrolled at another university wishing to undertake single unit/s of study or Incoming Cross Institutional Study in any Swinburne University of Technology campus should NOT complete this form. These applicants should complete an Application for Incoming Cross Institutional Study/Single Unit of Study form which can be downloaded from [www.swinburne.edu.au/studentforms](http://www.swinburne.edu.au/studentforms).

#### WHAT IS OUTGOING CROSS INSTITUTIONAL STUDY?

Outgoing Cross Institutional Study occurs when students enrolled in Higher Education (undergraduate or postgraduate programs) complete Faculty approved units of study at another tertiary institution for credit towards their Swinburne program. Students wishing to undertake Outgoing Cross Institutional unit/s of study must firstly gain approval from their Faculty prior to enrolling at the host university.

#### GUIDELINES AND ELIGIBILITY CRITERIA FOR CROSS INSTITUTIONAL STUDY

Students intending to apply for cross institutional study - outgoing are advised to read the policy and procedure

<http://policies.swinburne.edu.au/ppdonline/showdoc.aspx?recnum=POL/2007/39>

##### Undergraduate Study

- The proposed unit/s of study must be deemed by the Faculty to be of an appropriate academic level and weighting.
- Students must ensure that all pre-requisite study for the proposed unit/s of study has been successfully completed.
- Students may complete a maximum of 4 units of study (50 credit points) via Cross Institutional Study. Language majors are an exception to this rule.
- The enrolled load for students undertaking Cross Institutional Study must not exceed the standard unit load, that is 2 units (25 credit points per semester) for part-time students and 4 units (50 credits points per semester) for full-time students.
- Students must meet the specific requirements and restrictions of their program in order for approval to be granted to undertake Cross Institutional Study.
- Students must ensure that the timetable for their proposed Cross Institutional units of study does not clash with their current Swinburne timetable.
- Undergraduate students may apply to undertake a language major or minor (not offered at Swinburne) normally commencing in their first year of study on the condition that their program structure allows the inclusion of a language major. Students undertaking a language major or minor via Cross Institutional Study must fulfil the credit point requirements of a Swinburne language major or minor. After fulfillment of the credit point requirements, students will have the major or minor recorded on their Swinburne academic record.
- Apart from a languages major sequence, students must have successfully completed 8 units of study (100 credit points) excluding exemptions and RPL at Swinburne in their current program prior to applying to undertake Cross Institutional Study.
- Where students have successfully completed 50% or more of their program at Swinburne (excluding exemptions and RPL) and need to relocate due to employment and/or personal reasons, they may apply to undertake Cross Institutional Study. 'Relocation' refers to regional Victoria, interstate or overseas.
- Where students have completed less than 50% of their program at Swinburne and need to relocate, they should seek admission to another institution and complete their program at that institution.
- Where the Progress Review Panel has deemed that students are required to undertake units of study on a Cross Institutional basis as a condition of their enrolment.
- Students may be granted permission to undertake Cross Institutional Study (including Summer Term) when they have failed unit/s of study, which are either a core unit, or form part of major or minor sequence and the unit/s of study is not available at Swinburne in the following semester and would inhibit normal course progression.
- Students may be granted permission to undertake Cross Institutional Study (including Summer Term) if they are in their final or penultimate semester of study and a core unit of study or unit required for a major or minor sequence is not available.

##### Postgraduate Study

- The proposed unit/s of study must be deemed by the Faculty to be of an appropriate academic level and weighting.
- Students must ensure that all pre-requisite study for the proposed unit/s of study has been successfully completed.
- Students may complete a maximum of 2 units of study (25 credit points) via Cross Institutional Study.
- The enrolled load for students undertaking Cross Institutional Study must not exceed the standard unit load; that is 2 units of study (25 credit points per semester).



#### GUIDELINES AND ELIGIBILITY CRITERIA FOR CROSS INSTITUTIONAL STUDY (CONTINUED)

- Students must meet the specific requirements and restrictions of their program in order for approval to be granted to undertake Cross Institutional Study.
- Students must ensure that the timetable for their proposed Cross Institutional units of study does not clash with their current Swinburne timetable.
- Where students enrolled within a nested program have completed 50% or more of their current stage of their nested program at Swinburne and need to relocate, students may be granted the option of completing their current stage within the nested program via Cross Institutional Study. Students who do not meet this criterion are required to seek admission to another institution to complete their program.
- Where students need to relocate and have completed 75% or more of an award program at Swinburne, which is not part of a nested program, they may be granted the option of completing the final stage of their program via Cross Institutional Study. Students who do not meet this criterion are required to seek admission to another institution to complete their program.
- Where postgraduate students have completed less than 50% of their program at Swinburne and need to relocate, they should seek admission to another institution and complete their program at that institution.
- Where the Progress Review Panel has deemed that students are required to undertake units of study on a Cross Institutional basis as a condition of their enrolment.
- Students may be granted permission to undertake Cross Institutional Study (including Summer Term) when they have failed core unit/s of study, which are not available at Swinburne in the following semester and would inhibit normal course progression.
- Students may be granted permission to undertake Cross Institutional Study (including Summer Term) if they are in their final or penultimate semester of study and a core unit of study is not available.

#### APPROVAL REQUIREMENTS

- Approval for Cross Institutional enrolment is not automatic and is normally granted on a yearly basis.
- Each program has specific requirements and restrictions which must be met prior to approval being granted to undertake Cross Institutional Study.
- Approval for Cross Institutional Study must be granted by Swinburne before the commencement of study at the “host” institution.
- All applications must be formally approved by Faculty Academic Committee.
- Approval at Swinburne University of Technology does not guarantee approval at the host institution. Students who are unable to enrol at the host institution must advise their Faculty Administration Office by the relevant Census Date.

#### REASONS FOR NON APPROVAL

- Undergraduate students who have been granted extensive credit/exemptions may not be eligible to undertake a major, minor or other units via Cross Institutional Study because they have not met the minimum requirements for a Swinburne award.
- Postgraduate students who have been granted extensive credit/exemptions may not be eligible to undertake units via Cross Institutional Study because they have not met the minimum requirements for a Swinburne award.
- The proposed unit/s of study for Cross Institutional Study is offered at Swinburne University in a future semester and it would not inhibit an undergraduate or postgraduate student’s course progression.
- Approval will not normally be granted for undergraduate or postgraduate students to undertake Cross Institutional units over summer term except for the circumstances outlined in the Outgoing Cross Institutional Policy/Procedure.

#### WITHDRAWAL FROM STUDIES

Students wishing to withdraw from approved Cross Institutional Study must notify both institutions and must complete the appropriate amendment to enrolment forms prior to the “host” institution’s census date.

#### RESULTS

On completion of study, students must provide the original or certified copy of the result certificate from the “host” institution for every unit of study undertaken no later than 10 weeks after the release of results to the home institution (Swinburne University of Technology). A grade of “Complete – (COMP)” will be placed against the holding code for successfully completed units of study. Where students fail a Cross Institutional unit of study or do not provide the results within the required timeline, they will incur a “Fail – Not Assessed (NA)” grade against the holding code.

Following submission of results, Faculties will record exemptions for all successfully completed Outgoing Cross Institutional units of study. Grades/marks will not be recorded.

#### FEES

Students may not necessarily be enrolled on the same fee basis as at Swinburne. Whether the units offered for Cross Institutional Study are offered on a Commonwealth supported or non-Commonwealth supported basis is determined by the “host” institution. International students will be required to pay the international student fee determined by the “host” institution.

## APPLICATION PROCEDURE

### Step 1:

Complete all questions and sign and date the application form

- Please use BLOCK LETTERS
- Please tick  the appropriate boxes

### Step 2:

Attach the following to your completed Application for Outgoing Cross Institutional Study form:

- A copy of the syllabus/subject outline (including pre-requisite and assessment details) of the unit/s of study you propose to undertake at the "host" institution.
- A copy of your program plan indicating how the proposed Cross Institutional units of study fit into your program.
- Where requested, supply Swinburne University with a copy of the host university's Incoming Cross Institutional form, including written evidence of approval from the "host" institution.

### Step 3:

Obtain a recommendation for Cross Institutional Study on the application form as follows:

- Where the unit of study is equivalent to a Swinburne unit of study, the student should have the proposed unit of study approved by the relevant Program Coordinator/Unit of Study Convenor/Discipline Leader prior to submission of the form to the Faculty Administration Office.
- Where there is no Swinburne equivalent unit of study but the proposed unit of study may be relevant to a specific Swinburne major or minor the student should seek the approval from the relevant Program Coordinator/Discipline Leader prior to submitting the form to the Faculty Administration Office.
- Where the unit of study has no equivalent, i.e. elective, language major or minor not offered at Swinburne, the student can seek approval from the Coordinator, Students and Programs or Administrator, Students and Programs in your Faculty Administration Office.

### Step 4:

Submit the completed Application for Outgoing Cross Institutional Study form, with syllabus attached, together with a program planner, to the Faculty Administration Office four weeks prior to the commencement of the semester in which the unit is being taught.

### Step 5:

Once your Application for Outgoing Cross Institutional form is approved and you have received written notification from your Faculty, you will need to complete an Amendment to Enrolment Form with your Faculty Administration Office to withdraw from any enrolled Swinburne units of study that will no longer be undertaken. All outstanding Swinburne University fees must be paid at the time of application.

### Step 6:

Finalise your enrolment at the host institution. If you withdraw from your unit of study at the host institution you must inform your Swinburne Faculty Administration Office prior to the relevant Census Date. You should also take note of the Census date for the unit of study at the host institution.

### Step 7

On completion of your Cross Institutional unit/s of study, you will need to provide your Swinburne Faculty with the original or certified copy of results from the "host" institution. Completed Cross Institutional units of study will be recorded as exemptions.

## PRIVACY STATEMENT

Swinburne University of Technology collects and uses your information in accordance with our Privacy Statement, which can be viewed at: [www.swinburne.edu.au/privacy](http://www.swinburne.edu.au/privacy) Enquiries relating to information included on this form should be directed to the administering Faculty

**DO NOT INCLUDE THE INSTRUCTION SHEETS WITH YOUR APPLICATION**



**SECTION A: PERSONAL DETAILS**

Complete, sign and return this form to your Faculty Administration Office.

1. Student ID No.

2. Title (eg Mr, Mrs, Ms)

3. Family Name/Surname

4. Given Names

5. Address

Suburb/City

6. Telephone (home)

7. Telephone (work)

8. Mobile

9. Current program enrolled at Swinburne University:

Undergraduate Program Title:.....

- Major.....
- Minor .....

Postgraduate Program Title:.....

**SECTION B: CROSS INSTITUTIONAL STUDY INFORMATION**

1. Have you previously applied for Outgoing Cross Institutional Study for your current program outcome?

Yes. To-date how many Cross Institutional Study units of study have you completed for your current program outcome? .....

No.

2. Reason for this application:

.....

.....

Proposed Study At Another University						Equivalent Swinburne Unit of Study				
Start Date	End Date	Year	Unit of Study Code	Unit of Study Title	External Institution	Unit of Study Code	Unit of Study Title	Recommendation Yes	Recommendation No	Program Coordinator or equivalent Signature

Note: A copy of the syllabus for each unit of study including assessment details, pre-requisites and credit point weighting as well as a copy of your program planner must be attached to this application form. Applications without the unit of study syllabus will not be processed.



**SECTION C: APPLICANT'S DECLARATION**

I have read, understood, and complied with the application procedure as detailed on this form and have attached a copy of the unit/s of study syllabus/syllabi and a copy of my program planner to this form.

Student's signature..... Date \_\_\_ / \_\_\_ / \_\_\_ (dd/mm/yy)

**CHECKLIST – please ensure that**

- a copy of the relevant syllabus including credit point values is attached
- a program planner is attached
- the program coordinator/unit of study convenor or discipline leader concerned has given provisional recommendation
- following approval from Swinburne you enrol at the host University
- on completion of study, you provide the original or certified copy of the results certificate from the host institution for study undertaken

**OFFICE USE ONLY**

Application received: \_\_\_ / \_\_\_ / \_\_\_ (dd/mm/yy)  
 Application Approved by: \_\_\_\_\_  
 Co-ordinator or Administrator, Students and Programs

Signature \_\_\_\_\_ Name \_\_\_\_\_

Date: \_\_\_\_\_ (dd/mm/yyyy)

**Enrolment Status**  
 Year first enrolled in program: \_\_\_\_\_

Commonwealth Supported Place  Pre 2008 HECS-HELP (Pre/Post Indicator 5)  
 Pre 2009 HECS-HELP (Pre/Post Indicator 6)  
 Post 2009 HECS-HELP (Pre/Post Indicator 7)

Full Fee Paying Place  Full Fee Domestic

Approved by FAC : Yes  No  Date: \_\_\_\_\_ (dd/mm/yyyy)  
 Approval Letter sent: \_\_\_ / \_\_\_ / \_\_\_ (dd/mm/yy)

Application entered \_\_\_ / \_\_\_ / \_\_\_ (dd/mm/yy)