

**SECTION 1 – General Information**

A Cross-Institutional enrolment allows a University of Tasmania (UTAS) student to undertake study in single units at another institution and have those studies credited to their degree at UTAS.

Timeframes for Submission of Cross-Institutional Applications: It is your responsibility to ensure this application is submitted for processing **at least 15 working days** prior to the closing date for Cross-Institutional enrolments at the Host institution – longer if the Host institution requires their form to be signed by the UTAS Fees Office.

Incomplete applications or those received outside this timeframe will not be considered.

**FOR STUDENTS STUDYING DEGREES IN THE DISCIPLINE OF LAW:**

**Closing Date** for submission of a cross-institutional application is:

- For Semester 1: 20 January
- For Semester 2: 20 May
- For Spring/Summer School: 01 October

Applications received after the above dates will **not** be considered.

**SECTION 2 – Steps**

1. Fill out the UTAS Outbound Cross-Institutional Application Form and (if necessary) attach to it the unit outline for each cross-institutional unit you wish to take. The Host Institution's unit outline needs to contain:
  - a. A good description of the unit content
  - b. Unit weighting or credit point value
  - c. Assessment schedule e.g. 2000 word essay (40%) tutorial participation (10%) 2hr exam (50%),
  - d. Teaching pattern e.g. Semester 1 with a 3 hour lecture and 1 hour tutorial per week,
  - e. Contact hours if studying on campus.

Descriptions must come from the relevant year of the Host Institution's Handbook or Course Guide, i.e. if you want to take cross-institutional study in 2018, the descriptions must come from Host Institution's 2018 Handbook.

2. You must complete any relevant Host Institutions forms, which may or may not require a signature from the relevant College Academic Administration and/or the Fees Office at UTAS.
3. Take the completed Cross-Institutional Application form and unit descriptions to the appropriate staff (see below), who will assess the cross-institutional unit and note approval or non-approval in Section 4 of the application form. Alternatively, students can email the unit outline to the appropriate staff and if approved, attach a copy of the approval to the application.

Appropriate Staff to approve units listed in Section 4

- Arts in the College of Arts, Law and Education: Program Director
- Tasmanian School of Business and Economics: Faculty Officers
- Law in the College of Arts, Law and Education: Manager, Academic Administration

- Education in the College of Arts, Law and Education: Faculty Officers
  - Science Engineering and Technology in the College of Science and Engineering: the relevant School
  - College of Health and Medicine: Course Coordinators
  - Australian Maritime College in the College of Science and Engineering: Faculty Officers
4. On receipt of approval from the appropriate staff, please submit the application and documentation to your College Academic Administration for **final approval**. College Academic Administration contact details can be found at the end of this form. **Final approval lies with the College Academic Administration**. If the Host Institution requires their enrolment forms to be signed by the Home Institution, they will need to be attached to the Outbound Cross-Institutional Application Form.
  5. If your application is approved, please ensure that you withdraw from any UTAS units, as appropriate.

### SECTION 3 – Important Information and conditions

- You will only be permitted to undertake equivalent units that are not offered by distance education in the same semester at UTAS.
- Restrictions apply to the number of units that can be taken by cross-institutional study and is inclusive of any credit granted for previous study.
- Your College Academic Administration must authorise any change to the approved cross-institutional units above, before commencement. Credit for cross-institutional study will not be granted if prior approval has not been obtained.
- Cross-institutional approval is for the semester stated on your approval letter only and cannot be transferred to other semesters. You need to notify the College Administration in writing if you decide not to proceed with your cross-institutional study. If you wish to take the same unit by cross-institutional study in a different semester, you will need to submit a new application. The same applies if you do not pass the cross-institutional unit and wish to reattempt it.
- Cross-institutional students are subject to the same statutes, regulations and rules as apply to students enrolled in an award course at the Host Institution at which they are allowed to enrol. These statutes, regulations and rules relate to attendance at classes, performance or work, discipline, conduct and progress, and are to be found in the publications of the Host Institution.
- You will be notified of the outcome of your application in writing. If your application is approved, your academic record will be annotated accordingly. You may forward a copy of the approved UTAS application to the Host Institution as evidence of Home Institution approval. You may also wish to keep a copy for your records.
- If you have submitted the Host Institution's enrolment forms for Home Institution signing, these will be returned to you with the approval letter or you will be notified of the outcome via your UTAS email (if the outcome of the application is approved). This should then be forwarded to the Host Institution for enrolment purposes. You will enrol with the Host Institution and pay HECS or Tuition Fees with the Host Institution.
- International students may take a maximum of 33% of their total course enrolment at UTAS by distance or online, and may not study entirely online or by distance in either semester 1 or 2, but may study entirely online in spring, summer or winter semesters. International

students should also attend at least one consultation session with an International Student Adviser to ensure you have appropriate advice regarding visa requirements.

- This is not an enrolment form for the Host Institution. You must contact the Host Institution to confirm closing dates for cross-institutional enrolments and to request a cross-institutional enrolment package. Some institutions call this a complementary enrolment package or professional development enrolment.
- The University of Tasmania does not process enrolments with the Host Institution on your behalf. It is your responsibility to forward all appropriate material and confirm enrolment.
- The University of Tasmania does not request result statements from the Host Institution on your behalf. It is your responsibility to provide your results to your College Academic Administration for inclusion on your academic record. In order for official credit to be granted towards your degree, you must provide the College Academic Administration with the official academic transcript or a certified copy of your official academic transcript or [My eQuals](#) digital copy from the Host Institution. Results faxed by the Host Institution, downloaded from the Host Institution's website, other electronic sources (including email), or uncertified photocopies will not be accepted.
- **HECS/FEES**  
Cross-institutional students are required to pay HECS or tuition fees for those units taken at the Host institution. This will be calculated by the Host institution independently from the HECS or tuition fees calculated at the student's Home institution. Tuition fees will be paid directly to the Host institution. Domestic students studying in a Commonwealth Supported Place will need to complete a Government Assistance Form with the Host Institution and supply their Tax File Number. Contact the Host Institution for assistance with this step.
- **GRADUATION**
  - Due to the differing results release dates at the Host Institutions, it may not be possible for you to graduate in the same semester UTAS graduation ceremony, unless the results are received within the specified timeline.
  - If you are expecting to graduate this year, **results must be received by no later than the last week of June (for end of semester 1 graduation) or the end of the second week of November (for end of semester 2 graduation)**. Failure to meet this deadline will mean that your graduation will be deferred by one semester. **No exceptions can be made.**

## SECTION 4 – College Academic Administration Contact Details

### College of Arts, Law and Education

#### Arts

Private Bag 132, HOBART TAS 7001

Tel: 61 3 6226 7814 | Fax: 61 3 6226 6291 | Email: [arts.faculty@utas.edu.au](mailto:arts.faculty@utas.edu.au)

#### Law

Private Bag 89, Hobart TAS 7001

Tel: 61 3 6226 7510 | Fax: 61 3 6226 7623 | Email: [Law.Enquiries@utas.edu.au](mailto:Law.Enquiries@utas.edu.au)

#### Education

Locked Bag 1345, Launceston TAS 7250

Tel: 61 3 6226 2569 (Hobart), 6324 3265 (Launceston) | Email: [education.enquiries@utas.edu.au](mailto:education.enquiries@utas.edu.au)

## Tasmanian School of Business and Economics

Phone: 1800 030 955 | Email: [enquiries@business.utas.edu.au](mailto:enquiries@business.utas.edu.au)

## College of Sciences and Engineering

### Science, Engineering & Technology

Private Bag 9 , Hobart TAS 7001

Tel: 61 3 6226 2125 | Email: [set.enquiries@utas.edu.au](mailto:set.enquiries@utas.edu.au)

### Australian Maritime College

Locked Bag 1345, Launceston TAS 7250

Tel: 1800 030 277 | Email: [amc.courseinfo@utas.edu.au](mailto:amc.courseinfo@utas.edu.au)

## College of Health and Medicine

Private Bag 9, HOBART TAS 7001

Tel: 61 3 6226 4757 | Email: [Health.Central@utas.edu.au](mailto:Health.Central@utas.edu.au)

## University College

Private Bag 132, HOBART TAS 7001

Tel: 61 3 6226 1045 (Hobart) or 61 3 6324 3391 (Launceston) | Email: [UC.enquiries@utas.edu.au](mailto:UC.enquiries@utas.edu.au)

**UTAS students wishing to study units from another University to be credited towards their UTAS degree must apply in writing using this form. You will only be permitted to undertake equivalent units that are not offered by distance education in the same semester at UTAS. Incomplete applications will not be considered.**

**If you wish to undertake units from two or more Host Institutions, please complete a separate application for each Host Institution.**

**TO LODGE THIS FORM**

1. Complete all sections below, including endorsement in Section 4 from the relevant academic staff member (unless the unit has been pre-approved by your College).
2. Sign and date the form and submit it and any supporting documents to your College Academic Administration for **final** approval.

Please allow 15 working days for processing of applications – longer if the Host institution requires their form to be signed by the Fees Office. It is your responsibility to ensure this application is submitted at least **15 working days** prior to the closing date for cross-institutional enrolments at the Host institution.

**SECTION 1 – Personal Details**

Name .....

Student ID No .....

Telephone (Mobile and Business Hours) .....

UTAS Email  
address .....

**Citizenship Details – please select the relevant box**

Are you an International student? Yes  No

**Note:** International students on a student visa may take a maximum of 33% of their total course enrolment at UTAS by distance or online, and may not study entirely online or by distance in either semester 1 or 2, but may study entirely online in spring, summer or winter semesters. International students should also attend at least one consultation session with an International Student Adviser to ensure you have received appropriate advice regarding visa requirements.

Do you have Australian Citizenship  or New Zealand Citizenship  ?

Do you have an Australian Permanent Resident Visa  or Australian Permanent Humanitarian Visa  ?



**SECTION 5 – Student Declaration**

I declare that:

- a. the information I have supplied is accurate and correct.
- b. I understand that it is my responsibility to ensure this application is submitted at least 15 working days prior to the deadline for cross-institutional enrolments at the Host institution. I understand that if I submit my application after this date that the College cannot guarantee that my application will be processed in time.
- c. I understand that I also need to submit an application to the Host Institution to enrol as a cross-institutional student.
- d. I understand that I am responsible for providing all necessary documentation to UTAS for assessment of my request to take cross-institutional study, and to my Host institution as evidence of my qualification, studies and relevant experience.
- e. I understand it is my responsibility to provide evidence of completion of cross-institutional studies to my UTAS Faculty in a timely manner.
- f. I give permission for UTAS, the Host Institution and any government authority, to exchange information relating to my admission, enrolment, results and study plan.
- g. I have read the Guidelines for Outbound Cross-Institutional Study and understand my responsibilities outlined therein.

Student Signature: ..... Date: ...../...../.....

**SECTION 6 – Important Information**

**SUPPORTING DOCUMENTATION** – Unless the unit(s) you intend to study have been pre-approved by your College, with this application you need to include detailed unit outlines containing:

- 1. A good description of the unit content;
- 2. Weighting or credit point value;
- 3. Assessment schedule e.g. 2000 word essay (40%) tutorial participation (10%) 2hr exam (50%);
- 4. Teaching pattern e.g. Semester 1 with a 3 hour lecture and 1 hour tutorial per week;
- 5. Contact hours if studying on campus.

Descriptions must come from the relevant year of the Host Institution’s Handbook or Course Guide, i.e. if you want to take cross-institutional study in 2018, the descriptions must come from Host Institution’s 2018 Handbook.

**OFFICE USE ONLY**

Approval is given for this student to undertake the unit(s) nominated above. Any changes that the student wishes to make to the semester/year of study or the unit(s) taken must be authorised by UTAS.

Approving Officer Name: ..... Approving Officer Signature: .....

Date: ...../...../.....