

Faculty of Arts - Cross-Institutional Request Form



CLOSING DATES for submission:

For semester 1: 25 January ----- For semester 2: 10 June ----- Spring/Summer: 30 November.

IF YOU WISH TO UNDERTAKE UNITS FROM TWO OR MORE DISCIPLINES, PLEASE COMPLETE A SEPARATE APPLICATION FOR EACH DISCIPLINE.

TO LODGE THIS FORM

1. Complete all sections below. Sign and date the application.
2. Attach unit description for the HOST institution units (see Step 2 in attached guidelines).
3. Obtain endorsement in Section 4 from the relevant Head of School,
4. Submit application and supporting documents to the ARTS Faculty Office for *final* approval.

SECTION 1 - Personal Details

Name

Postal Address

Telephone (BH and Mobile)

EMAIL address:

CITIZENSHIP DETAILS – please 3

Do you have Australian citizenship ___ or New Zealand citizenship ___

Do you have an Australian Permanent Visa ___ or Australian Permanent Humanitarian Visa ___

SECTION 2 - Home Institution (University of Tasmania)

Degree in which you are currently enrolled in at UTas Student Number

STATE REASONS WHY you want to take cross-institutional study:

Will you be taking the cross-institutional units by distance education or be studying on campus at the other institution?

SECTION 3 - Host Institution

Name of the HOST INSTITUTION ?

Have you ever been enrolled in this Institution before? Yes ___ No ___ If 'Yes' Student ID No:

**FACULTY OF ARTS
GUIDELINES FOR CROSS INSTITUTIONAL STUDY
AT A HOST INSTITUTION**

Cross-Institutional enrolments allow UTAS students to undertake study in single units at another institution and have those studies credited to their degree at the University of Tasmania.

IMPORTANT: Where the University of Tasmania offers units by distance/flexible education, preference will be given to the UTas units over all cross-institutional units.

CLOSING DATE for submission of a cross-institutional request is:

For semester 1: 25 January
For semester 2: 10 June
Spring/Summer school units: 30 November.

Applications received after the above dates, will not be considered. No exceptions.

STEPS

1. 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 relevant (cross-institutional) enrolment forms. You will enrol with and pay HECS with the HOST university.
2. YOU must fill out the University of Tasmania's Cross-Institutional Request form, attach to it the unit description for each cross-institutional unit you wish to take (usually available from the HOST institutions handbook online) and submit it before the relevant UTas closing date. The HOST university's unit description must contain (1) a good description of the unit content, (2) the unit weight or credit point value, (3) assessment ie 2000 word essay (40%) tutorial participation (10%) 2hr exam (50%), (4) on campus contact hours ie 2x lectures weekly, 1 tutorial weekly.

AT THIS POINT LAUNCESTON OR CRADLE COAST STUDENTS SHOULD SUBMIT THE CROSS-INSTITUTIONAL REQUEST DIRECT TO THEIR CAMPUS FACULTY OFFICER. HOBART STUDENTS WILL PROGRESS TO STEP 3.

3. TAKE the completed cross-institutional request and unit descriptions to the appropriate Head of School for unit assessment and approval or non-approval.
4. Having received Head of School approval, submit the cross-institutional request (and unit descriptions) to the Faculty of Arts Office for final approval. Faculty Office locations are as follows: Launceston – ARTS 206; Hobart – Office of the Dean, top floor Humanities building. Final approval lies with the Faculty Office.
5. Once final approval has been issued a copy of this request will be placed on file and the original returned to the student. The original can be forwarded to the HOST institution as evidence of HOME institution approval. (You may also wish to keep a copy for your file.)

IMPORTANT NOTES

- The University of Tasmania does not request results on your behalf. This is your responsibility. In order for official credit to be granted towards your degree, you must provide the Faculty Office-Arts with evidence of successful completion by way of result statement or official academic transcript from the HOST institution. The quickest way to provide this information is for the Faculty to access your x-inst results online. Either the day before or on the day results are released, please email the Faculty Officer, include your full name, UTas student id no, other institution's web address, navigation details and your login and password.
- Faculty must **approve** any change to the authorised units above, **before commencement**.
- Please notify this office if you decide not to proceed with your cross-institutional study.
- You are not permitted to take more than 100% maximum of units by cross-institutional study.
- *If you are a potential graduate, results must be received by no later than 7 July (for end of semester 1 graduation) or 24 November (for end of year graduation). Failure to comply with this deadline will mean that your graduation will be deferred by one semester. No exceptions will be made.*
- **DUE TO THE RELEASE DATES OF RESULTS FROM OTHER UNIVERSITIES STUDENTS UNDERTAKING SEMESTER 2 CROSS-INSTITUTIONAL STUDY CANNOT GRADUATE AT THE DECEMBER UTAS GRADUATION CEREMONIES.**
- Unless in exceptional circumstances, students will not be permitted to undertake equivalent UTas units that are offered on campus or by distance/flexible education
- The University of Tasmania does not process enrolments with the other institution on your behalf. It is your responsibility to forward all appropriate material and confirm enrolment.
- Restrictions apply in the number of units that can be taken by cross-institutional study and is inclusive of any credit granted for previous study.

FACULTY OF ARTS contact details:

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