

# Faculty of Business Cross-Institutional Application Form



## CLOSING DATES for submission:

For semester 1: 20 January ----- For semester 2: 20 May ----- Spring/Summer: 1 October.  
Late applications will not be considered. Please allow 15 working days for processing of application.

To be used by University of Tasmania students wanting to study at another institution.

**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. Enter in Section 4 the unit(s) or subject(s) you wish to study at the "HOST Institution".
3. Attach to this form requested SUPPORTING DOCUMENTATION.
4. Obtain endorsement in Section 4 from the relevant Co-ordinator, then **submit this application to BUSINESS Faculty Office for final approval**. You will be advised of approval or non-approval in writing.
5. Evidence of "Home Institution" approval should be submitted with your HOST Institution enrolment form.

### SECTION 1 - Personal Details

Name .....

Postal Address .....

Telephone (BH and Mobile) .....

EMAIL address: .....

### CITIZENSHIP DETAILS – please tick relevant boxes

Are you an international fee paying or sponsored student? Yes No  
*Note: International students can take a maximum of 25% of their total course 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.*

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 ..... Student Number .....

STATE REASONS WHY you want to take the units listed in SECTION 4 by cross-institutional study: .....

.....

.....

.....

.....

### 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: .....

**SECTION 4 – List the units you wish to study at the HOST Institution**

**Note:** To complete Section 4, refer to the Supporting Documentation section below for definition.

| Please specify cross-institutional unit/s to be studied |           |          | The relevant Co-ordinator should endorse this section<br>(The Co-ordinator should specify the UTas equivalent weight, level and discipline which will be credited on successful completion of unit/s) |                                  |
|---|-----------|----------|---|----------------------------------|
| Unit Code   | Unit Name | Semester | UTas equivalence<br>ie. equiv to BEA110<br>Economics for Business,<br>100-level, 12.5%  | UTas Co-ordinator's<br>Signature |
|   |           |          |   |                                  |
|   |           |          |   |                                  |
|   |           |          |   |                                  |
|   |           |          |   |                                  |
|   |           |          |   |                                  |
|   |           |          |   |                                  |
|   |           |          |   |                                  |
|   |           |          |   |                                  |
|   |           |          |   |                                  |

**Once the above section has been completed by the relevant Co-ordinator, this application should be submitted to the Business Faculty Office for final approval.**

I understand the terms set out below and that it is my responsibility to provide evidence of successful completion, by way of an official academic transcript or the original results statement, to the HOME institution.

Signature of Applicant ..... Date ...../...../.....

**Information**

**ENROLMENT**

This is not an enrolment form for the HOST INSTITUTION. You must contact the HOST INSTITUTION to organise your cross-institutional enrolment.

**HOME INSTITUTION**

The institution at which the award is to be conferred is referred to as the "home institution". For advice on submitting your application for enrolment as a Cross-Institutional student, consult your Faculty Office at the home institution.

**HOST INSTITUTION**

The institution at which cross enrolment in units is sought.

**SUPPORTING DOCUMENTATION**

- a) unit description. Descriptions should comprise of:- **(1)** a description of the unit **(2)** weighting/credit point value **(3)** assessment ie. exam (70%), practical work (30%) and **(4)** teaching pattern ie Semester 1 with 3 hour lectures and 1 hour tutorial per week, **(5)** contact hours if studying on campus. Descriptions must come from the relevant year handbook, ie if you're wanting to take cross-inst study in 2006, the descriptions must come from HOST institution's 2006 handbook.
- b) a copy of the HOST institutions rules for the same degree eg. BCom/BBus  
The rules (or course structure) will provide information about the HOST institution's credit point/weight system. eg. to complete a BCom/BBus degree at University of Tasmania, students will enrol in units totalling 100% weight in each year of the three year course (total of 300%).

**CONDITIONS OF ADMISSION**

Cross-institutional students are subject to the same statutes, regulations and rules as apply to students enrolled in an award course at the other 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 other institution. If a cross-institutional student is subsequently admitted to a course leading to an award at the other institution at which they have been allowed cross-institutional enrolment, units passed while enrolled on a cross-institutional basis may only be counted towards an award of the other institution if specific approval is granted by the other institution.

**HECS**

Cross-institutional students are required to pay HECS for those units taken at the other institution. This will be calculated by the other institution independently from the HECS calculated at the student's home institution.

## FACULTY OF BUSINESS 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.

### **CLOSING DATE for submission of a cross-institutional application is:**

For semester 1: 20 January

For semester 2: 20 May

Spring/Summer school units: 1 October.

Applications received after the above dates, and incomplete applications will not be considered. No exceptions. Please allow 15 working days for processing of application – longer if the Host institution requires their form to be signed by the Fees Office.

### **STEPS**

1. YOU must contact the HOST institution offering the units in the discipline you require. Ask them to send out a **CROSS-INSTITUTIONAL ENROLMENT PACKAGE**. (Note that some institutions call this a complementary enrolment package.)
2. YOU must fill out the UTas Faculty of Business Cross-Institutional Application form and attach to it a copy of the unit description for each cross-institutional unit you wish to take (usually available from the HOST institutions handbook online).
3. TAKE the completed cross-institutional application and unit descriptions to the appropriate major co-ordinator for initial unit approval and notation of equivalent UTas unit.
4. ON receipt of Co-ordinator approval, **you must take the approved cross-institutional application to the Faculty of Business Office. Final approval lies with the Faculty Office.** If approved, you will be notified in writing and your academic record will be annotated accordingly.
5. YOU must complete any relevant HOST institutions forms (which may or may not require a signature from the relevant Faculty Office and the Fees office at UTas). This should then be forwarded to the chosen institution for enrolment purposes. Note you will enrol with the HOST institution, pay HECS with the HOST institution

#### ***Please note the following:***

- 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 the Business Faculty Office for inclusion on your academic record. Send either your original result statement or an official academic transcript from the HOST institution. Results downloaded from the institution's website or other electronic sources, including but not limited to the Internet, will not be accepted.
- If you are expecting to graduate this year, **results must be received by no later than 30 June (for end of semester 1 graduation) or 22 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 CROSS-INSTITUTIONAL STUDY CANNOT GRADUATE AT THE SAME SEMESTER UTAS GRADUATION CEREMONY**
- 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.
- Unless in exceptional circumstances and at the discretion of the appropriate Co-ordinator, students will not be permitted to undertake equivalent UTas units that are offered on campus or by distance education
- 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 BUSINESS contact details:

|   |           |  |
|---|-----------|--|
| Kathleen Roche<br>Faculty of Business<br>University of Tasmania<br>Locked Bag 1317<br>LAUNCESTON TAS 7250<br>Fax; (03) 6324 3369<br>Email: Kathleen.Roche@utas.edu.au | <b>OR</b> | Alison Nowak<br>Faculty of Business<br>University of Tasmania<br>Private Bag 84<br>HOBART TAS 7001<br>Fax; (03) 6226 2170<br>Email: Alison.Nowak@utas.edu.au |
|---|-----------|--|