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1 **Objective**

The objective of this procedure is to detail the procedures relating to cross-institutional study in the Faculty of Law.

2 **Scope**

These procedures apply to all students enrolled in courses taught by the Faculty of Law.

3 **Procedure**

Cross-institutional study is where the Faculty permits a student to study pre-approved units at another university. Upon successful completion, credit is granted towards the University of Tasmania degree. The Faculty of Law has no obligation to allow a student to undertake cross-institutional study.

3.1 **Application Lodgement**

Applications must be lodged with the Faculty of Law office using the Faculty of Law Cross-Institutional Application Form, by the relevant closing date as specified on the form. Applications lodged after the closing date will not be considered.

3.2 **Evidence in Support**

Applications must include the required evidence in support. Supporting evidence must include, but is not limited to:

a) unit description. Descriptions should comprise:-

   (1) a description of the unit content, including topics covered;
   (2) weighting/credit point value;
   (3) assessment tasks i.e. exam (70%), practical work (30%);
   (4) teaching pattern i.e. Semester 1 with 3 hour lectures and 1 hour tutorial per week; and,
   (5) contact hours if studying on campus.

   Descriptions must come from the relevant year handbook or unit outline, i.e. if you are applying to take cross-inst study in 2012, the descriptions must come from HOST institution’s 2012 handbook or unit outline.

b) a copy of the HOST institutions rules for the same degree (e.g. LLB or the equivalent combined degree). The rules (or course structure) will provide information about the HOST institution's credit point/weight system. As an example, at UTas, to complete a BA-LLB degree at University of Tasmania, students will enrol in units totalling 100% weight in each year of the five-year course (total of 500%). The equivalent information at the HOST institution would need to be supplied.
3.3 Approval not routinely granted

Approval for cross-institutional study is not routinely granted. The Faculty has no obligation to allow a student to undertake cross-institutional study. However, consideration will be given, on a case-by-case basis, to applications to undertake cross-institutional study.

3.4 Academic Rigour and Unit Equivalence

The student will persuasively need to support their case for cross-institutional enrolment by highlighting the academic rigour of the proposed unit of study (demonstrated through the learning outcomes that will be achieved and the assessment methods undertaken) as well as providing evidence of the method of teaching and the topics studied in the unit.

For students seeking equivalent credit for an existing unit at the University of Tasmania (e.g. undertaking Competition Law at University X, and seeking to claim this unit as equivalent to Competition Law at the University of Tasmania), the topics covered in the cross-institutional unit must be substantially similar to what is covered at the University of Tasmania.

For students seeking credit for a unit within an existing category (e.g. Group A elective or a cross-listed elective), then the proposed unit must be thematically similar to what is presently offered in those categories.

3.5 Reasons for approval

Examples where approval for cross institutional study may be given include:

- academic reasons (e.g. unit is not available for study at the University of Tasmania and the student can demonstrate a particular interest in the area, or the need to complete that unit within a particular semester when it is not offered at the University of Tasmania);
- compassionate reasons (e.g. student unable to attend on campus due to commitments as a carer); and/or
- where the student has had to relocate for work, making it impracticable for them to complete the unit requirements at the University of Tasmania.

3.6 Results and graduation deadlines

Students should be aware that, due to the release dates of results from other universities, students undertaking cross-institutional study cannot normally graduate at the University of Tasmania graduation ceremony held in the semester in which the cross institutional study is undertaken (i.e. a student undertaking cross institutional study in the final semester of her or his degree will not normally be able to graduate at the graduation ceremony held in that semester).

3.7 Fee

The University may impose a fee for the evaluation of a cross-institutional application.
4 Definitions and Acronyms

Organisational Unit
Faculty of Law.

Cross-institutional Study
Cross-institutional study is where a Faculty permits a student to study pre-approved units at another university. Upon successful completion, credit is granted towards the University of Tasmania degree.

5 Supporting Documentation

- Faculty of Law Cross-Institutional Application form

6 Versioning

<table>
<thead>
<tr>
<th>Current Version</th>
<th>Version 1 – Procedures Relating to Cross-institutional Study: Faculty of Law; approved by the Dean (Professor Otlowski), October, 2011.</th>
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