CROSS-INSTITUTIONAL STUDY (Outgoing)
FOR STUDENTS WISHING TO UNDERTAKE SUBJECTS
OFFERED BY OTHER AUSTRALIAN INSTITUTIONS

IMPORTANT: This form is to be completed by students of The University of Melbourne who are seeking permission to include in their course one or more subjects taught by another Australian institution (50 points maximum over the course of your degree UNLESS special circumstances apply or the relevant subjects appear in the University of Melbourne Course & Subject Handbook). Applications for Cross-Institutional Study for Semester 1 should be lodged at the University of Melbourne Arts Student Centre by the Friday of the third week of December for re-enrolling students (students who have already commenced their degree or diploma) and the Friday of the second week of February for students who have not yet commenced their degree or diploma. Mid-year applications should be lodged by Friday of the last week of June. Applications will not be accepted after these dates. You must familiarise yourself with the Conditions of Application and the Conditions of Enrolment and Withdrawal (page 4) before you proceed.

University of Melbourne Student Number:  

Family name: ____________________________          Given name (s) ________________________

Address: __________________________________________________________________________

Suburb: ___________________________          Postcode: ______         Email: __________________

Telephone (home): _________________________          Mobile: _____________________________

Degree name: __________________________________          Year degree commenced: __________

Name of host (non-University of Melbourne) institution: ___________________________________

Have you previously studied at the host institution?  □ Yes       □ No

List the subjects you wish to take as Cross-Institutional Studies at another Australian Institution

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<th>Subject number</th>
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<th>Semester</th>
<th>Credit points</th>
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1.
Applicant’s fee status (please tick one option only)

- CSP
- Exchange
- Australian fee-paying
- International fee-paying

Citizenship:

- Australian citizen
- New Zealand citizen
- Australian Permanent Residency Visa
- Overseas resident with valid Student Visa

Permanent home:

- Victoria
- Interstate
- Overseas

Declaration

- I declare that the information provided by me is true and complete in every particular.
- I acknowledge that the University of Melbourne reserves the right to reverse or vary any decision regarding admission made on the basis of incomplete or false information.
- I understand that I may be required to supply originals of all documents used to support this application.
- I understand that I may be required to supply evidence that I meet the University’s English language proficiency requirements.
- I declare that I will be able to abide by the University's policy on admission, fees payment and fee refunds.
- I understand that the University of Melbourne reserves the right to inform other tertiary institutions if any of the material presented with this application is found to be false.
- I understand that the personal information that I have provided may be released to Australian Commonwealth and State agencies under the ESOS Act 2000.
- I understand that the University of Melbourne may disclose the personal information I have given in this application form to the Department of Education, Science and Training (DEST) and that DEST will collect and store my personal information in the Higher Education Information Management System.

Signature of Applicant: ____________________________ Date: ___________

IMPORTANT: Please attach the following before submitting your application.

1. University of Melbourne school/academic approval. This should be presented in the form of a letter confirming the following:
   a) that the subject/s applied for are deemed to be of an equivalent academic standard to subjects taught at the University of Melbourne (please note: the program coordinator should also indicate the credit points to be awarded upon successful completion of each approved subject);
   b) that similar subjects to those applied for are not available at the University of Melbourne (this may be waived if students are requesting to study interstate under exceptional circumstances);
   c) that the subject/s applied may be counted towards a major or minor (if applicable).

2. A personal statement from the applicant indicating the following:
   a) your reasons for applying for Cross-Institutional Studies at another institution;
   b) an explanation of how the Cross-Institutional Studies fits into your total degree structure;
   c) any plans for future applications to undertake Cross-Institutional Study subjects.

Please submit your application to:

Cross-Institutional Study Selection
Arts Student Centre
Old Arts Building
University of Melbourne Vic 3010

Phone enquiries: Tel: +61 3 13MELB  Fax: +61 3 9347 0424
TO BE COMPLETED BY THE HOST INSTITUTION (non-University of Melbourne)

NOTE:
If you are unable to have this form signed and approved, you may submit this form without it and provide an official enrolment record or acceptance letter at a later date instead.

I (approver’s name), _______________________________, approve (University of Melbourne student’s name) ______________________’s cross-institutional enrolment at (host Institution’s name) __________________________ in the following subjects:

1) _________________________________
2) _________________________________
3) _________________________________
4) _________________________________

Signature: ___________________________ Position: ______________________________
Email: ___________________________ Date: ____________ Telephone: _____________

HeCS and Enrolment Forms for other institution completed? □ Yes □ No

OFFICE USE ONLY
Application Approved? □ Yes □ No Offer letter sent? □ Yes □ No Faculty officer name: ___________________________
Date: ___________________________ Signature: ______________________________
Conditions of Application:

The Faculty of Arts at the University of Melbourne may grant permission to students to undertake Cross-Institutional Studies at other institutions of equivalent standing, subject to the following conditions:

- The subject/s requested or a similar subject is not available at the University of Melbourne.
- Applicants should have a sound academic record (roughly H2B average).
- Applicants should not have previously failed a subject taken on a Cross-Institutional Study basis.

Conditions of Enrolment and Withdrawal:

- Applicants are advised that once approval has been obtained it is their responsibility to ensure that they are properly enrolled at BOTH institutions.
- Where an applicant is enrolled on a Cross-Institutional Study basis and decides to withdraw, or to vary their enrolment, he/she must inform both institutions and complete the necessary procedures by the deadlines set by both institutions. Every subject offered at The University of Melbourne has its own census date. The census date is the last day you can withdraw from a subject without being financially liable (i.e. you are eligible for a refund of tuition fees paid or you will not incur a FEE-HELP or HECS-HELP debt for the subject). Many subjects have a “standard” census date. These are:
  
  Semester 1: 31 March
  Semester 2: 31 August
  Yearly subjects: 31 May
  
  Each Summer Semester subject has its own census date.

  Students must check these dates as they vary and may be subject to change. You can view the census date for each subject on your Enrolment Record.

- Approval to enrol will be valid for one year only. If a candidate wishes to undertake another Cross-Institutional Study subject in a subsequent year, approval must be sought again for that year with no guarantee of acceptance.
- International Full Fee-paying applicants are subject to the University of Melbourne fees.
- Australian Full Fee-paying applicants must pay the Full Fee charges for these subjects to the host institution at their current rates.