

# CROSS-INSTITUTIONAL ENROLMENT APPROVAL



Canberra

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Please read the information on the other side of this form before proceeding.  
This form MUST NOT be used to seek approval to undertake cross institutional language courses. LODGE WITH STUDENT ADMINISTRATIVE SERVICES

UNSW Student ID						

Program Code			

*Always ensure that your address and contact details are correct on myUNSW at [www.my.unsw.edu.au](http://www.my.unsw.edu.au)*

Surname	Other Names

Other University at which you wish to enrol

COURSES AT THE OTHER UNIVERSITY YOU WISH TO ENROL IN			
Course code	Course Title	Session / Year	Units of Credit

I have attached a detailed Course Outline/Guide for each course listed above.

I have attached a copy of my Academic Statement from myUNSW.

**Declaration:**

*I have completed all sections of this form truthfully and completely and have supplied all supporting documentation required*

Student's Signature	Date

**OFFICE USE ONLY:**

- |  |                              |  |
|--|------------------------------|--|
| CSO: Course Outline/Guide attached               | <input type="checkbox"/> yes | <input type="checkbox"/> no (requested from student) |
| Academic Statement from myUNSW attached          | <input type="checkbox"/> yes | <input type="checkbox"/> no (requested from student) |
| Standard Annual Workload assessed                | <input type="checkbox"/> yes |  |
| Credit Assessment Memo sent to relevant School/s | <input type="checkbox"/> yes |  |
| Copy of Credit Assessment attached               | <input type="checkbox"/> yes |  |

Client Service Officer's Signature	Date

# INFORMATION

## Cross-Institutional Enrolment Approval

Please read before proceeding with application

### 1. Policy

- Students undertaking cross-institutional enrolment are required to undertake the administrative requirements of the other University themselves. Further the student is responsible for the payment of their own tuition fees, or for arranging for a sponsor to pay their tuition fees.
- Students undertaking cross-institutional enrolment may not vary their enrolment (other than by withdrawing from an approved course) at the other University without prior written approval from Student Administrative Services.
- Results from courses undertaken at another University are not part of the calculation for the student's *Weighted Average Mark* (WAM) and an ungraded result (ie Satisfactory, Not Satisfactory, Fail etc.) will appear on the UNSW Academic Transcript.

### 2. How and When to Apply

- The student seeking approval should identify an appropriate Australian University and the relevant course that they wish to undertake. The School may be able to provide advice on appropriate options.
- The student is responsible for confirming the enrolment procedure and deadlines at the other University and for obtaining, completing and submitting (to the other University) a copy of their Cross-Institutional Application for Admission form (this is sometimes called Application for Non-Award Studies).
- The student should complete and lodge this form with Student Administrative Services at least three weeks prior to the published deadline at the other University. This form should be accompanied by a detailed course outline/guide that includes the aims and objectives, contact hours, texts and references, and assessment details.

### 3. Approval Process

- Please allow three weeks for processing and remember that incomplete applications, or applications not accompanied by the necessary documentation will not be processed.
- Student Administrative Services will undertake preliminary processing of the approval form and will then forward the form and associated documentation to the relevant School for consideration by the Program/Plan Authority (normally the Head of School, or nominee such as the Undergraduate Coursework Coordinator).
- Should the School advise that approval should be granted, and Student Administrative Services has ensured that the approval request is in accordance with the relevant UNSW and UNSW Canberra Policy, Student Administrative Services will advise the student of the outcome of the request in writing. Should the approval be granted, this advice will be in the form of an Approval Letter that the student should include with their application to the other University.

### 4. Once the Course has been Completed

- Once the course has been completed, the student is responsible for obtaining a Statement of Results or Academic Transcript from the other University and to submit this evidence of satisfactory completion of the course to Student Administrative Services at UNSW Canberra so that credit for the course may be awarded towards the UNSW Canberra program. Students are reminded that a 'print-out' from the other University's website or a letter from the Lecturer or Head of School is not sufficient evidence of satisfactory completion.