



## Faculty of Arts and Social Sciences

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### Student Services Policy and Procedure for: Outbound Cross-Institutional Undergraduate Study

#### ***I. Introduction***

Approval for outbound cross-institutional study may be granted for students currently enrolled in the Faculty of Arts and Social Sciences who need to undertake a relevant unit of study offered at another host institution. Note that this policy does not relate to Exchange or In-Country Study.

The Faculty may permit a student to complete unit(s) of study at another institution for the purpose of obtaining credit to a maximum of 48 credit points and will be assessed in accordance with the resolutions for the award course in which the student is enrolled.

Students requesting approval for cross-institutional study must identify the unit(s) of study in which they intend to enrol and submit an official Unit of Study outline for each unit for Faculty consideration.

Students granted approval by the Faculty of Arts and Social Sciences to complete cross-institutional study will be granted credit for unit(s) of study undertaken at another institution towards their award course at the University of Sydney and are responsible for forwarding their results to the Faculty in the form of an official academic transcript for the awarding of credit.

Students must comply with all eligibility criteria of the host institution. While enrolled at a host institution, cross-institutional students are subject to the rules of the host institution and must be familiar with the regulations of the host institution.

Undergraduate students with a Commonwealth-supported place at the University of Sydney may be eligible to enrol in unit(s) of study under the same funding arrangements at the host institution. Students are advised to contact the host institution to confirm fee liability.

International students who wish to complete cross-institutional study must ensure that enrolment complies with their visa conditions and confirm that the host institution accepts international cross-institutional students prior to making an application.

#### ***II. Conditions for approval***

A cross-institutional application must be submitted to the Faculty before the commencement of cross-institutional study. The application will only be approved if:

1. The applicant has completed 48 credit points towards the award course in which they are enrolled
2. The award course cannot be completed without cross-institutional study
3. The unit is in an approved subject area, and

4. The unit is not available at the University of Sydney

An application for outbound cross-institutional study will also be considered if the student is unable *for exceptional reasons* to attend classes at the University of Sydney.

### **III. Supporting documentation**

Applications will only be considered if accompanied by a detailed outline for each unit of study proposed for cross-institutional completion. Digests from university websites are not acceptable. A unit of study outline must contain the following information:

- Contact hours
- Assessment methods
- Topics covered
- Learning outcomes
- Lecture and tutorial program
- Recommended text and reference books
- Credit point value

Any outline in a language other than English submitted for consideration under this policy must be accompanied by a certified translation, except where the approving academic is a speaker of that language. In this case, in lieu of a translation, the academic *may* note on the original that the original has been reviewed and certified and that no English translation will be submitted.

### **IV. Procedures for applying for Outbound Cross-Institutional Study**

1. Be familiar with this policy and understand the legitimate grounds for making an application
2. Obtain and submit a detailed outline for each unit of study proposed for cross-institutional completion and submit together with the Outbound Cross-Institutional Application Form
3. Lodge the form and supporting documentation in person at the Faculty of Arts and Social Sciences Student Services office well in advance of the application closing date of the host institution
4. The outcome will be communicated by university email within two (2) weeks of receipt of the application