

# FACULTY OF ARTS AND SOCIAL SCIENCES - CROSS-INSTITUTIONAL STUDY PROVISIONS 2015

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## 1. Eligibility and general conditions

- (1) This provision addresses out-bound cross-institutional study.
  - (a) Information on inbound cross-institutional studies can be found on the [Faculty website](#).
  - (b) These provisions do not apply to Exchange of In-Country Study units of study offered by the Faculty.
- (2) Approval for cross-institutional study may be granted for currently enrolled students who need to undertake a relevant unit of study offered at another host institution.

**Note:** See [University of Sydney \(Coursework\) Policy 2014, Part 12, Clause 54](#).
- (3) An application will only be approved if:
  - (a) the applicant has completed 48 credit points towards the award course in which they are enrolled;
  - (b) the award course cannot be completed without cross-institutional study
  - (c) the unit is in an approved subject area, and
  - (d) the unit is not available at the University.
- (4) 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.
- (5) 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 the results of the external unit will be assessed in accordance with the resolutions for the award course in which the student is enrolled.
- (6) While enrolled at a host institution, cross-institutional students are subject to the rules of the host institution. It is the student's responsible to be familiar with, and to comply with, all requirements of the host institution.
- (7) Undergraduate students with a Commonwealth-supported place at the University may be eligible to enrol in unit(s) of study under the same funding arrangements at the host institution. Students should contact the proposed host institution to confirm fee liability.
- (8) International students who wish to complete cross-institutional study must:
  - (a) ensure that enrolment complies with their visa conditions; and
  - (b) confirm that the host institution accepts international cross-institutional students prior to making an application.

## 2. Making an application

- (1) To make an application, students must submit:
  - (a) the [Outbound Cross-Institutional Study Application Form](#); and

- (b) an official and detailed unit of study outline for each unit of study for which approval is sought, which must specify:
    - (i) contact hours;
    - (ii) assessment methods;
    - (iii) topics covered;
    - (iv) learning outcomes;
    - (v) lecture and tutorial program;
    - (vi) recommended text and reference books and
    - (vii) credit point value.
- Note:** Digests from university websites are not acceptable.
- (2) Any outline in a language other than English must be accompanied by a certified translation.
  - (3) Applications can be lodged by:
    - (a) submitting the application form and all supporting documentation by email for both [Undergraduate](#) and [Postgraduate](#) students by the [advertised deadline; or](#)
    - (b) in person, at the Faculty Student Enquiry office well in advance of the application closing date of the host institution.

### 3 Outcome of application

- (1) The outcome of an application will be communicated by University email within two (2) weeks of receipt of the application.
- (2) Students granted approval for cross-institutional study will be granted credit for unit(s) of study undertaken at another institution.
- (3) Students undertaking approved cross-institutional study are responsible for forwarding their results to the Faculty in the form of an official academic transcript for the awarding of credit.

## NOTES

### Faculty of Arts and Social Sciences - Cross-Institutional Study Provisions 2015

Date adopted: 25 May 2015

Date commenced: 25 May 2015

Approved by: Professor Duncan Ivison, Dean, Faculty of Arts and Social Sciences

Signature:

Related documents:

[University of Sydney \(Coursework\) Rule 2014](#)

[Coursework Policy 2014](#)