Application for Cross-Institutional Study: Outgoing

Instructions
Please complete this form, and attach:
- Current entries from the relevant University Handbook for each subject you have listed.
- A subject syllabus for each subject you wish to enrol in, including pre-requisite information, assessment, contact hours, duration etc.
- Written approval letter from the institution at which you will undertake the Cross-Institutional Study.

Submit this form and documentation no later than four weeks prior to the beginning of Semester to the MBS@The Spot Student Centre:
Melbourne Business School
Level 4, 198 Berkeley Street
The University of Melbourne
Victoria, Australia 3010
Telephone: (+61 3) 8344 1670
Facsimile: (+61 3) 9349 5021
E-mail: mbs-enquiries@unimelb.edu.au

Privacy Statement
The University of Melbourne’s Privacy Policy with regards to student information can be viewed at: http://www.unimelb.edu.au/unisec/privacy/studentinfo.html

1. Personal Details
Student number:

Family name:

Given names:

2. Contact Details
Mobile phone:

Email: @student.unimelb.edu.au

3. Program
Name of degree/program you are enrolled into:

4. Details of Cross-Institutional Study
Institution where Cross-Institutional Study will be undertaken:

Please provide details of the subject/s that you wish to enrol in:

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5. Reason for Cross-Institutional Study
Please provide your reasons for wanting to undertake Cross-Institutional Study:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Melbourne Business School Policy on Cross-Institutional Study

Cross-Institutional Study enables University of Melbourne students to study at another Australian institution (host institution) of a good standing and have these studies credited to their graduate degree. Students will be enrolled on the same fee basis as at the University of Melbourne. Melbourne Business School gives permission for such studies in a limited number of cases.

Students wishing to apply for Cross-Institutional Study should note:

- You must have a good academic record.
- The subjects chosen must be of equivalent standard and weighting to subjects available at The University of Melbourne.
- The subject must have equivalent number of contact hours.
- The subject must be taught at a graduate level.
- If the host institution is in regional Victoria or interstate, you must have been required to relocate due to professional commitments or for personal reasons.
- Subjects completed at the selected institution must have been pre-approved for credit towards your graduate degree at The University of Melbourne.
- Applications must be submitted at least four weeks prior to the beginning of semester. Late applications will not be considered.
- Applications will be considered for one semester at a time. If you wish to undertake Cross-Institutional Studies for more than one semester, you should lodge a further application at the completion of the first semester of Cross-Institutional Study.
- Fees for a subject undertaken at a host institution are payable to the host institution. You are required to pay the full subject fee set by the host institution, whether this is a greater or lesser amount than your fees at The University of Melbourne.

Approvals

Approval for Cross-Institutional Study must be given before the commencement of study. Credit will not be granted for subjects undertaken without prior approval of Melbourne Business School. All approvals are at the discretion of your Academic Program Director.

If you request to study a Cross-Institutional subject is approved you will be notified in writing as will the host institution. Once notified of the approval you should contact the host institution to arrange your enrolment in the approved subject/s. It is your responsibility to ensure that all enrolment procedures are completed at both institutions.

6. Checklist

Have you:

- Completed all sections of this application? [ ]
- Attached current entries from the relevant University Handbook for each of the subjects listed? [ ]
- Attached a subject syllabus for each subject you wish to enrol in, including pre-requisite information, assessment information, course duration, & contact hours? [ ]
- Attached a written approval letter from the institution at which you wish to undertake the Cross-Institutional Study, including evidence that you will be enrolled on the same fee basis as at The University of Melbourne? [ ]

Please note that this application will not be considered if all supporting documents are not attached.

7. Declaration

I declare that the information that I have supplied on this form and in any supporting documents submitted with the application is, to the best of my knowledge, complete and correct. I acknowledge that the University may terminate my enrolment if I have misrepresented my past and/or present circumstances and that this termination may take place at any stage during the tertiary studies I undertake. I authorise the University to obtain official records with respect to my application from the appropriate education institution/s and to seek other relevant information about me. I have read and understood Melbourne Business School’s policy and guidelines on Cross-Institutional Study. I intend to enrol in the subjects listed if my application is successful.

Applicants signature
Name (please print)
Date

Office Use Only

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Academic Program Director’s signature
Date

Deputy Dean’s signature
Date

Student notified of outcome:
Date

Host institution notified:
(if applicable)
Date

This form is also available on the internet: mbs.unimelb.edu.au/students/forms