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## APPLICATION FOR CROSS-INSTITUTIONAL STUDY AT ANOTHER INSTITUTION

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### 1. PERSONAL DETAILS

Griffith Identification Number <table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>							Family name: <hr/> First name: <hr/>	Home telephone number: <hr/> Work/mobile telephone number: <hr/>
Date of Birth:     /     / <hr/> Gender: <input type="checkbox"/> M (male) <input type="checkbox"/> F (female) <input type="checkbox"/> X (Indeterminate/Intersex/Unspecified)	Griffith student email address: _____ @griffithuni.edu.au Mailing address: <hr/> Suburb/town: _____ State: _____ Country: _____ Postcode: _____							

Are you an international student?    Yes    No

**International students unable to continue their study through personal circumstances may only be given permission to undertake cross-institutional study in exceptional circumstances with the approval of the Vice President (Global).**

**IMPORTANT NOTES:**

- This form is to be used by students who are currently enrolled in a degree program at Griffith University and who wish to undertake study at another institution. **This form is not to be used by students who are completing languages at UQ or QUT.**
- This form should be completed and returned to Student Connect at Griffith **no later than THREE weeks prior to the closing date for applications at the other institution.**
- If you are applying for cross-institutional study because you are moving away, please provide evidence of your new address or if you have already moved away, please ensure that you update your address via myGriffith.
- The application must be accompanied by the cross-institutional admission form from the other institution and full details of the course/s for which approval is sought.

### 2. PROGRAM DETAILS

Program code:	Program title:
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### 3. ENROLMENT HISTORY

Have you ever undertaken cross-institutional study in your current Griffith program?    Yes    No

If YES, please state the number of credit points (CP) already undertaken:

### 4. PROPOSED STUDY

For details of eligibility and supporting documentation required, please read the Information Sheet.

**Please indicate your reasons for wishing to undertake cross-institutional study.**

Moving away       Arrangement between institutions       Degree completion/ Maintain full study load

Documentation attached to support your case?    Yes    No

Name of the Institution where you wish to undertake cross-institutional study: (in full)	CRICOS number:
	Visit <a href="http://cricos.education.gov.au">cricos.education.gov.au</a>
Please indicate which trimester and year you wish to undertake this study:      Trimester:      Year:	

**(RETURN TO GRIFFITH)**

**4. PROPOSED STUDY (continued)**

Please supply the course code and title of the other institution's course and the Griffith University course code and title for which specified credit is requested, or indicate if the course is to be for unspecified credit as an elective. The host provider's course will need to be of the same or higher level than the home provider's course.

Other Institution's course [Course code and title]	Griffith's course (if for specified credit) [Course Catalogue number and title]	Elective course (if for unspecified credit)
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

**5. STUDENT SIGNATURE**

Signature: \_\_\_\_\_ / /

**6. PROGRAM DIRECTOR SIGNATURE**

Approved / Denied (Please circle)

Signature: \_\_\_\_\_ / /

**OFFICE USE ONLY**

Date received at SC       	Equivalent course/s confirmed <input type="checkbox"/>
	CRICOS number checked <input type="checkbox"/>
	Approved <input type="checkbox"/>
	Not approved <input type="checkbox"/> Reason: Outside policy <input type="checkbox"/> Proposed study not equivalent <input type="checkbox"/> Program Director rejected application <input type="checkbox"/>
	Credit model completed <input type="checkbox"/> YES <input type="checkbox"/> NO
	Email sent <input type="checkbox"/>
	Date processed        /        /
	Staff initials

**(RETURN TO GRIFFITH)**

**APPLYING FOR CROSS-INSTITUTIONAL STUDY AT ANOTHER INSTITUTION**

The application must be accompanied by the cross-institutional admission form from the other institution and full details of the course/s for which approval is sought. Applications require the approval of the Program Director or nominee. Approval to undertake cross-institutional study applies only to the specific institution and course/s indicated in the approval notification. You may not substitute other courses without obtaining further approval.

**Eligibility**

Section 3.7 of the University's Credit and Recognition of Prior Learning Procedure prescribes the situations under which students may be granted approval to undertake cross-institutional study, which facilitates the student's admission to the other institution and guarantees the student the credit they will receive on successful completion of the approved cross-institutional study.

Approval may be given for out-going cross-institutional study in three situations only:

- a) Where a domestic student is required through employment or personal circumstances to move to a location which prevents the student from continuing study at Griffith University, and the student seeks to continue study towards their degree at another institution, the student may apply for permission to study at that institution as a cross-institutional student and to receive credit for that study towards completing the requirements of their Griffith degree. An international student unable to continue their study through personal circumstances may only be given permission to undertake cross-institutional study in exceptional circumstances with the approval of the Vice President (Global).

Where a student has completed less than 50% of their Griffith program and their relocation is likely to apply for the remainder of their study, the student is advised to seek admission to the other institution and to complete their degree at that institution.

- b) Where the student can demonstrate a need to undertake cross-institutional study in order to achieve appropriate progress in their program in the following situations:
- Where the student has failed a course which is a pre-requisite and is unable to progress at a satisfactory rate in the next trimester or teaching period, and there is no suitable course offered within the University to enable the student to repeat the failed course in the next trimester or teaching period, the student may apply for permission to study an equivalent course at another institution as a cross-institutional student in order to satisfy pre-requisite conditions in a timely manner;
  - Where a student requires 20CP or fewer in order to complete the program requirements, and where one or more courses which would enable the student to satisfy the program requirements is not offered in the next trimester or teaching period, the student may apply for permission to study one or more equivalent courses at another institution as a cross-institutional student in order to complete the requirements of their Griffith degree in a shorter time.

The maximum amount of cross-institutional study which may be approved for reasons (i) and (ii) combined over a student's program is 30CP.

- c) Where the University does not offer courses in a particular area, an arrangement may be agreed between the University and another institution to include courses of the other institution as permissible courses within the program requirements of the Griffith degree.
- d) Where a Griffith Commonwealth supported student seeks to undertake a Griffith course at Open Universities Australia, the student is not required to meet the above three situations to gain approval if the course is required to complete the requirements of their Griffith degree.

The amount of credit a student receives will be determined by the University's Credit and Recognition of Prior Learning Procedure, available from the Griffith University Policy Library ([policies.griffith.edu.au](http://policies.griffith.edu.au)) or the Credit Transfer webpage ([griffith.edu.au/credit](http://griffith.edu.au/credit)).

**Student Responsibilities**

You are responsible for ensuring that your program of study satisfies the requirements specified for your degree. You should also check to ensure you meet the requirements for accreditation with professional bodies where appropriate.

You are responsible to ensure that there is no significant content overlap between the cross-institutional courses/s and the other courses you have done or will do as part of your degree. You should consult the Course Learning Outcomes via the Course Profile.

Where you receive approval to undertake cross-institutional study, you are responsible for applying to the other institution for admission and for providing to the institution the evidence of Griffith's approval for the cross-institutional study. The other institution is not obligated to admit you.

If you are applying to undertake cross-institutional study under section (c) above, you are required to obtain a cross-institutional study application form belonging to the other institution and to present it to Student Connect (via email to [credit@griffith.edu.au](mailto:credit@griffith.edu.au)) for endorsement and recording of the student's study program.

International students seeking cross-institutional enrolment are required to consult with an International Student Advisor ([griffith.edu.au/student-support-international/student-advisory](http://griffith.edu.au/student-support-international/student-advisory)) to ensure that they comply with student visa regulations.

If you are completing a cross-institutional course in your final trimester of study, in order to graduate and attend a ceremony we must receive your official results before the final date for graduating students to have a status of "Approved". Refer to the Graduation webpage ([griffith.edu.au/graduation](http://griffith.edu.au/graduation)) or contact the Griffith Graduations team via Ask Us ([griffith.edu.au/ask-us](http://griffith.edu.au/ask-us)). Your graduation status must be showing as "Approved" by the above deadline and no extensions will be possible.

## SUPPORTING DOCUMENTATION



- If you are applying for cross-institutional study because you are moving away, please provide evidence of your new address. If you have already moved away, please ensure that you update your address via myGriffith.
- Please ensure you have attached **Course Profiles** for each course to be considered if a precedent does not exist for the course(s) on the University's Credit Precedent Database.

All applications for cross-institutional study must include detailed **course profiles** for each course to be considered if a precedent does not exist for the course(s) on the University's Credit Precedent Database ([griffith.edu.au/credit](http://griffith.edu.au/credit)). Published by the relevant institution, these outlines should include the topics covered, the duration of the course and the number of contact hours, the methods of assessment, and the textbooks used. Students must also submit a cross-institutional study application form from the host institution before an application can be considered.

## LODGING INSTRUCTIONS

This form should be completed and returned with supporting documentation to Student Connect at Griffith **no later than THREE weeks prior to the closing date for applications at the other institution** via email ([credit@griffith.edu.au](mailto:credit@griffith.edu.au)). Please use the subject line: "Outgoing Cross-institutional Study Application"

For enquiries about applying for cross-institutional study, please contact Student Connect ([griffith.edu.au/student-connect](http://griffith.edu.au/student-connect)).

## NOTIFICATION OF OUTCOME

Students will **ONLY** be notified of the outcome of their cross-institutional study application by email to their Griffith student email address.

## UPON COMPLETION OF THE APPROVED STUDY

Upon completion of the study at the other Institution, you will need to apply for your credit to be recorded on your Griffith record by lodging an Online Credit Application ([griffith.edu.au/credit](http://griffith.edu.au/credit)). You must provide an **official** transcript of results for any credit to be awarded.

## PROTECTING STUDENT PRIVACY

Griffith University collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Plan at [griffith.edu.au/privacy-plan](http://griffith.edu.au/privacy-plan) or contact Student Connect ([griffith.edu.au/student-connect](http://griffith.edu.au/student-connect)).