

APPLICATION FOR CROSS-INSTITUTIONAL STUDY AT ANOTHER INSTITUTION

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: First name:	Home telephone number: Work/mobile telephone number:
Date of Birth: / / Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Griffith student email address: _____ @griffithuni.edu.au Mailing address: No and street: Suburb/town: _____ State: _____ Country: _____ Postcode: _____							

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 any Student Centre 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 (including course outline/s) of the course/s for which approval is sought.

2. PROGRAM DETAILS

Program code:	Program title:
---------------	----------------

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 COURSES

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. You must attach your supporting documentation to this application. The host provider's course will need to be of the same or higher level than the home provider's course. (For details of supporting documentation required, please read your information sheet.)

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"/>

(RETURN TO GRIFFITH)

4. PROPOSED COURSES (continued)

Name of the Institution you wish to undertake cross-institutional study: (in full)

Host University CRICOS number:

For further information visit: <http://cricos.education.gov.au/>

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

Please indicate which trimester and year you wish to undertake the courses listed at the other institution.

Trimester: Year:

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).

5. STUDENT SIGNATURE

Signature: _____ / /

6. PROGRAM DIRECTOR SIGNATURE

Approved / Denied (Please circle)

Signature: _____ / /

OFFICE USE ONLY

Date received at SC

Equivalent course/s confirmed CRICOS number checked Approved Not approved

Reason:

Outside policy Proposed study not equivalent Program Director rejected application Credit model completed YES NOEmail sent

Date processed / /

Staff initials

(RETURN TO GRIFFITH)

USING THIS FORM

This form is to be used by students who are currently enrolled in a degree course at Griffith University and who wish to undertake study at another institution.

THE STUDENT ADMINISTRATION POLICY

The University's Student Administration policy on Cross-Institutional Study 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.

The Student Administration policy states that approval may be given for out-going cross-institutional study in three situations only

- a) Where a non-international 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 University's Credit policy and standard credit precedents will determine the amount of credit which a student receives. The policy on cross-institutional study is available on the Griffith website at <http://www.griffith.edu.au/students/student-forms/student-policies>.

The application must be accompanied by the cross-institutional admission form from the other institution and full details (including course outline/s) of the course/s for which approval is sought. Applications require the approval of the Program Convenor or nominee. The student may not substitute other courses without obtaining approval.

International students seeking cross-institutional enrolment are required to consult with the Griffith University International Centre to ensure that they comply with student visa regulations.

APPLYING FOR CROSS-INSTITUTIONAL STUDY AT ANOTHER INSTITUTION

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 your course outline for course content.

SUPPORTING DOCUMENTATION

If you are completing a cross-institutional course in your final trimester of study, you should be aware that 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" (see *Graduation website* or contact the Griffith Graduations team *via Ask Us*).

Please be advised that 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 located at www.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.

ENQUIRIES ABOUT GRIFFITH STUDENTS UNDERTAKING CROSS-INSTITUTIONAL STUDY AT ANOTHER INSTITUTION

To enquire about applying for cross-institutional study, please contact a [Student Centre](#).

LODGING INSTRUCTIONS

This form should be completed and returned to any Student Centre at Griffith **no later than THREE weeks prior to the closing date for applications at the other institution**.

Application form and any documentary evidence must be lodged by mail or in person, to any campus [Student Centre](#).

NOTIFICATION OF OUTCOME

Students will **ONLY** be notified by email of the outcome of their cross-institutional application.

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 <http://www.griffith.edu.au/about-griffith/plans-publications/griffith-university-privacy-plan> or telephone (+61 7) 373 57700 or (+61 7) 555 28811.