

## Cross Institutional Study Application: Outgoing

**E10**

This form is to be completed by students currently enrolled within the Faculty of Veterinary and Agricultural Sciences at the University of Melbourne, who are requesting permission to enrol in subjects offered by another institution for the purpose of credit toward their degree. Students must be enrolled at the institution at which study is to be completed on the same fee basis as that at the University of Melbourne.

**DUE DATES:**

Semester 1: 1<sup>st</sup> February      Semester 2: 1<sup>st</sup> July      Summer: 1<sup>st</sup> December  
Late Applications will not be accepted

**PERSONAL DETAILS:**

Student Number:

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Degree Enrolled in: \_\_\_\_\_

Current Enrolment Fee Type: \_\_\_\_\_ (eg CSP, Aust Full Fee, International)

**CROSS INSTITUTIONAL INFORMATION:**

Institution where cross institutional study will be undertaken: \_\_\_\_\_

Subject Number	Subject Title	Semester

Equivalent subject offered by the University of Melbourne: \_\_\_\_\_

**REASONS FOR CROSS INSTITUTIONAL STUDY:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**DOCUMENTATION:**

Students wishing to study at another institution must provide the Faculty of Veterinary and Agricultural Sciences with:

- A completed 'Cross Institutional Study – Outgoing' application form.
- Subject description/s from the relevant University Handbook which must include prerequisite information, assessment criteria, subject duration, contact hours for each subject wishing to be undertaken.
- Written approval from the institution you wish to enrol at, including evidence that you will be enrolled on the same fee basis as at The University of Melbourne.
- Appropriate host institution form has been completed and a copy attached.
- Approval from your Course Coordinator (please ensure the Course Coordinator has signed the relevant section of this form)
- A signed and dated declaration (below, on this form)

**OUTGOING GUIDELINES:**

Cross institutional study enables students studying at The University of Melbourne to study at another Australian tertiary institution of equivalent standing and have studies credited to their degree. Students will be enrolled on the same fee basis (ie. CSP, Aust Full Fee, International) as at the University of Melbourne. Applications will be reviewed by the relevant Course Coordinator.

**GENERAL CONDITIONS:**

Before making an application for cross institutional study, you should acknowledge the following conditions:

1. You must be actively enrolled in a degree offered by the Faculty of Veterinary and Agricultural Sciences.
2. The subjects chosen must be of equivalent standard and weighting to subjects at The University of Melbourne.
3. Subjects completed at the host institution must be able to be credited towards your current degree.
4. If the host institution is in the Melbourne metropolitan area, the subject/s requested must not be offered at The University of Melbourne.
5. 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.

Students must note that approval for cross institutional subjects must be given before the commencement of study. Credit will not be granted for subjects undertaken without prior approval of the Faculty of Veterinary and Agricultural Sciences.

**DECLARATION:**

I declare that the information I have provided on this form is complete and correct. I have read and understood the Cross Institutional Study: Outgoing Guidelines and acknowledge that the University of Melbourne may take action under its Student Discipline Statute and terminate my enrolment if I have misrepresented my past and/or present academic situation. I understand that this termination may take place at any stage during the tertiary studies I undertake here at the University of Melbourne. I will enrol in the subjects listed if my application is successful.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>COURSE COORDINATOR APPROVAL:</b>	
Coordinator's Signature: _____	Date: _____
Notes: _____	
_____	

**Please return completed form and supporting documentation to [fvas-enrichment@unimelb.edu.au](mailto:fvas-enrichment@unimelb.edu.au)**

The University of Melbourne's Privacy Statement can be viewed at: [www.unimelb.edu.au/unisec/privacy/studentinfo.html](http://www.unimelb.edu.au/unisec/privacy/studentinfo.html)

**STUDENT CENTRE USE ONLY:**

Approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date: _____
ISIS Updated:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date: _____
Confirmation Letter Sent to Student:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date: _____