

Application for Cross-Institutional Enrolment

Student Administrative Services (SAS)

About Cross-Institutional Enrolment

- Use this form to apply to enrol in a course/s at another University to count towards completion of a UNSW Canberra Degree Program.
- The student is responsible for the administrative requirements of the host University and the payment of their own tuition fees if not receiving financial support from Defence.
- Results from courses undertaken at the host University are not part of the calculation of a Weighted Average Mark (WAM) and an ungraded result will appear on the UNSW Academic Transcript.

How to Complete this Form

1. Identify an appropriate Australian University and course/s to undertake.
2. Confirm the host University enrolment procedure and deadlines, and obtain, complete, and submit a copy of the host University's Cross-Institutional Application for Admission form.
3. Complete and lodge this form at least three weeks prior to the published deadline at the host University via email to SAS (sas@adfa.edu.au) alongside the below supporting documentation:
 - **Course Outline** (Detailing course synopses, aims and objectives, contact hours, texts, and references)

NB: Undergraduate Defence students should confirm application deadlines for Defence approval with their Chain of Command.

Additional Steps Required for a 4400 Bachelor of Arts Language Major

Prior to submitting this form, you must:

1. Consult with your Chain of Command for authority to proceed with a Cross-Institutional Study request.
2. If you have completed prior study in the language, seek advice from the host University regarding a placement test.
3. Use the host University Handbook for your chosen Language Major and gain advice from the host University to determine if the major aligns with your UNSW Canberra Degree Program Requirements (consider the pattern of course offerings).

What Happens Next

- Allow 3-4 weeks for processing. Incomplete applications may require additional processing time.
- SAS will determine if the proposed enrolment contributes to degree progression and send it to the relevant School for assessment.
- Defence approval is required for Undergraduate Defence students. If School approval is granted, SAS will provide a Degree Plan and advise that a minute is to be drafted in consultation with their Chain of Command to be submitted to Defence.
- If approved and the application is in accordance with the relevant UNSW Policy, an outcome letter will be provided by SAS.
- Undergraduate Defence students are required to remain enrolled in the standard courses for their degree program until an approved outcome letter is received from SAS. SAS will assist with amendments to enrolment based on the outcome.

Changes to Enrolment and Recognition of Cross-Institutional Enrolment

- Students undertaking cross-institutional enrolment may not vary their enrolment (other than by withdrawing from an approved course) at the host University without prior written approval from Student Administrative Services (SAS).
- Once the course/s has been completed, the student is responsible for obtaining an Official Academic Transcript from the host University each semester and submitting this evidence to SAS for credit to be granted towards the UNSW Canberra degree program and to ensure degree progression is accurately reflected. **Undergraduate Defence students will be denied Cross-Institutional approval and financial support if this action is not taken one week after results are released.**
- If completing Cross-Institutional enrolment in the final semester of study of a degree program, an Official Academic Transcript must be submitted to SAS by the UNSW Canberra Release of Results date for the relevant semester; this date can be found on our Important Dates website: student.unsw.edu.au/calendar-canberra.

Failure to provide an Official Academic Transcript will result in an unsatisfactory grade at UNSW Canberra and may prevent graduation. Graduation may be delayed due to the release of results date of the Host University.



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SECTION 1 – Student Details

Student ID: z	Surname:	Other Name/s:
Degree Program Code:	Degree Program Name:	
Specialisation/Majors (if applicable):		Division (if applicable):

SECTION 2 – Details of

Name of host University:

Reason for study (if applying for a Language Course/s, please outline prior study of this language):

If applying for Language Course/s, do you intend for it to be approved as a: Major Free Elective/s

Undergraduate Defence students only: My Chain of Command have provided authority for me to proceed with this application and for it to be considered and assessed by UNSW and Defence.

SECTION 3 – Cross-Institutional Course Enrolment

- List the Cross-Institutional course/s you intend to study and the session/year it is offered.
- If applying for a Language Major, list all the courses you intend to undertake within the Major (generally eight courses), ensuring you refer to the host University Handbook.

Course Code	Course Name	Session/Year	Units of Credit

SECTION 5 - Student Declaration

I have read and understood the information on this form and certify that the information supplied by me is true and correct.

I have supplied all required supporting documentation to Student Administrative Services alongside this form.

I acknowledge that it is my responsibility to undertake the administrative requirements of the host University and that I am responsible for the payment of tuition fees or seeking financial support from Defence.

I understand that I must not vary my enrolment (other than withdrawing from an approved course) without prior written approval from Student Administrative Services at UNSW Canberra at ADFA.

I understand that I must provide an Official Academic Transcript from the host University to Student Administrative Services at UNSW Canberra at ADFA each semester and that failure to do so will result in my degree progression not being accurately reflected and may prevent graduation or the denial of Cross-Institutional approval or financial support from Defence.

I understand that by enrolling in course/s at another University my enrolment and graduation processing at UNSW Canberra at ADFA may be delayed due to the other university's processing time frames and release of results dates.

Undergraduate Defence students only: I understand that I am required to remain enrolled in the standard courses for my degree program until an approved outcome letter is received from SAS.

Student Signature:	Date:
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