

REQUEST FOR APPROVAL OF CROSS-INSTITUTIONAL STUDIES

Please read the instructions on the reverse before completing this form.



STUDENT DETAILS

Student ID Title Surname First Name

Are you an international student? YES NO

If your address has changed, please update your details on OSIS under 'Addresses' before submitting this request.

CROSS-INSTITUTIONAL STUDIES DETAILS

Course Code UC Course Name

Name of External Institution

A letter will be prepared for submission to the external institution. Please indicate if you wish to: Pick the letter up in person from the Student Centre Have the letter posted to you

UNITS TO BE TAKEN AT EXTERNAL INSTITUTION			UNITS TO BE REPLACED IN UNIVERSITY OF CANBERRA COURSE			
Unit Code	Unit Name	Semester/Year	Unit code	Unit name	Level	Credit points

Student's signature: _____

Date: _____ Contact Number: _____

Course Convenor's approval

Signature: _____

Print Name: _____

Date: _____

CROSS-INSTITUTIONAL STUDY GUIDELINES

WHAT IS CROSS-INSTITUTIONAL STUDY?

Cross Institutional Study refers to studies undertaken at another institution to satisfy part of the academic requirements of a University of Canberra course.

IMPORTANT NOTES FOR STUDENTS

- It is the responsibility of the student to forward the UC approval letter to the external institution where they have chosen to undertake cross-institutional studies.
- When undertaking cross-institutional studies at another institution, you are responsible for forwarding an official copy of your results from that institution to the Student Progress & Graduation Office, Student Administration, University of Canberra ACT 2601, for noting on your academic record.
- Please note that all unit results must be recorded before you can be considered eligible for course completion and graduation. If you are anticipating course completion, you should check with the external institution when the official results will be released. The University of Canberra certifies students for graduation in June, August and December each year. If your external results are received after this time, you may be considered for course completion in the following semester.

LODGING YOUR APPLICATION

Submit your application signed by your Course Convener to the Student Centre in Building 1.