



Complete this form if you are a Victoria University student seeking to undertake a unit at another Australian institution, which will count towards completion of your course at VU.

CROSS-INSTITUTIONAL STUDY APPLICATION INFO

VU EXCHANGE/STUDY ABROAD APPLICANTS: Cross-institutional study only applies to institutions within Australia, so please download the A213 Application-for-Exchange-and-Study-Abroad form for overseas study. For more info please see: <http://www.vu.edu.au/student-life/study-opportunities-awards/study-overseas>.

INBOUND (NON-VU STUDENTS): Please complete the A41b Inbound cross-institutional study form if you are enrolled in a course at another tertiary institution.

OUTBOUND (CURRENT VU STUDENTS): Complete this form. You need approval from your course coordinator to undertake outbound study at another institution. If successful, ensure you complete and submit an A13 Unit Amendment form if you need to discontinue or change your currently enrolled units as a result of this application.

INTERNATIONAL STUDENTS: This form must have VUI approval before you can apply to undertake outbound study. Eligible International Students must undertake cross-institutional study with a CRICOS registered provider in units that form part of a CRICOS registered course.

OUTBOUND STUDY CRITERIA

1. All outbound cross-institutional students must maintain a valid enrolment at Victoria University throughout the application process and the period of outbound study.
2. The proposed units for outbound study must not be provided by Victoria University in the current semester (or scheduled to run in next few semesters).
3. Cross-institutional study must not inhibit an undergraduate or postgraduate student's coursework and academic progression at Victoria University.
4. Students must meet the specific requirements and restrictions of their program in order for approval to be granted to undertake cross-institutional study.
5. The proposed units of study must be deemed by the College to be of an equivalent and appropriate academic level and weighting for their VU course enrolment.
6. Apart from a languages major sequence, students must have successfully completed 8 units of study excluding exemptions and RPL at VU in their current program prior to applying to undertake cross-institutional study.
7. Students may complete a maximum of 4 units of study via cross-institutional study. Language majors are an exception to this rule.
8. The enrolled load for students undertaking cross-institutional study must not exceed the standard unit load, that is, 2 units per standard semester for part-time students, and 4 units per standard semester for full-time students.
9. Students must ensure that all pre-requisites for the proposed units of study have been completed.
10. Course Coordinator/College staff approval required before submission of form.
11. Upon receiving results from a host institution, students must complete an A04 Application for Advanced Standing and submit to Victoria University with a copy of the results in order to ensure credits are applied for the unit/s completed.

PERSON DETAILS

FAMILY NAME: _____ STUDENT ID:

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GIVEN NAME: _____ DATE OF BIRTH:

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STREET ADDRESS: _____

SUBURB: _____ STATE:

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 POST CODE:

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EMAIL: _____ HOME PHONE:

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COUNTRY(if not Australia): _____ MOBILE:

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COURSE CODE: _____ COURSE NAME: _____ CAMPUS: _____ STUDY YEAR/LEVEL: _____

ARE YOU AN INTERNATIONAL STUDENT? YES NO

VU COURSE CODE: _____ COURSE NAME: _____

VU COURSE COORDINATOR: _____

HOST INSTITUTION UNIT CODE: _____ UNIT NAME: _____

NAME OF HOST INSTITUTION: _____

MAILING ADDRESS: _____ POST CODE: _____

CONTACT PERSON'S NAME: _____ PHONE: _____

You must attach a copy of the host institution's Unit of Study outline(s) to this application. You must also submit a *Unit of Study Amendment* form if your cross-institutional enrolment replaces VU Unit(s) of Study that appear on your Statement of Account.

A13 Form Attached Host unit of study outline attached A98 Form Attached (International Students)

HOST INSTITUTE UNIT OF STUDY DETAILS (STUDENT TO COMPLETE)			COLLEGE (OFFICE USE ONLY)		
UNIT OF STUDY CODE	UNIT OF STUDY TITLE	TEACHING PERIOD	VU EFTSL	VU EQUIVALENT UNIT OF STUDY CODE	VU EXTERNAL UNIT OF STUDY CODE

INSTRUCTIONS FOR OUTBOUND STUDY

PART 1 – HOME APPROVAL

FIND SUITABLE UNIT	Identify a relevant unit of study at a recognised university or registered educational provider within Australia that you believe will meet your course requirements. You can find your course info here: www.vu.edu.au/courses by searching using the name or code of your currently enrolled course.
COURSE COORDINATOR	Consult your course coordinator to determine whether your chosen unit and institution will result in credit that can be applied to your VU course.
DOCUMENTS REQUIRED	You must provide the unit description and details from your host institution with this form so that your course coordinator can accurately assess your application for outbound cross-institutional study. You will need to provide all documentation regarding the unit(s) and institution when supplying this form to your course coordinator, who will determine whether to authorise the cross institutional study by assessing if the unit(s) are relevant to the course structure and subject matter, and that the host institution and selected unit(s) are nationally registered and recognised.
ASSESSMENT	Your course coordinator must approve and sign this form to demonstrate that your chosen host unit of study will count towards completion of your course at VU, prior to your submission of this form at a VU Student Service Centre.
VU INTERNATIONAL	If you are an international student, you will need VUI approval before being able to undertake outbound study.

COURSE COORDINATOR APPROVAL (OFFICE USE ONLY)

I have sighted the relevant Unit of Study outline(s) and give approval for this VU student to enrol in the stated Unit(s) of Study at the stated host institution.	
UOS COORDINATOR NAME:	PHONE:
UOS COORDINATOR SIGNATURE:	DATE:

PART 2 – HOST APPROVAL & ENROLMENT/FEES

HOST APPLICATION	If your outbound unit is approved by your course coordinator, contact the host institution and follow their inbound admissions application process. They will need to approve your enrolment into their unit for your application to proceed.
HOST ENROLMENT	Once your application is approved by both your home and host institutions, you are responsible for completing the host institution enrolment process into the applicable outbound unit. Contact the institution at which you want to study for details about their inbound enrolment process. The host institution will have a cut-off date for applications to be finalised. Your VU enrolment details must be amended before Census date in the appropriate teaching period. You must contact us if there is any change to your enrolment status at the host institution.
OUTBOUND UNIT FEES	Your Student Contribution/HELP fees/tuition fees for the Unit(s) of Study will be charged by the host institution.

HOST INSTITUTION APPROVAL

I have checked this student's application details and approve cross-institutional enrolment in the above unit of study at this institution.	
STAFF NAME:	PHONE:
STAFF SIGNATURE:	DATE:

PART 3 – HOME ENROLMENT	
APPROVED FORM SUBMISSION	Once you get approval to study in the outbound unit from both your VU course coordinator and the host institution, you can submit your signed and authorised form to a VU Student Service Centre for outbound unit enrolment processing. You should provide evidence of your enrolment into the approved outbound unit as soon as it has been completed by the host institution.
UNIT AMENDMENTS	Check your enrolled units online using your student portal at myvuportal.vu.edu.au to determine whether you need to make any amendments as a result of this application being approved. It is your responsibility to make any changes before census date.
OUTBOUND ENROLMENT	You can also check when your outbound unit enrolment has been processed using your online student portal.

VUI APPROVAL	
FULL TIME STUDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
OFFICER'S NAME:	POSITION:
OFFICER'S SIGNATURE:	PHONE: DATE:
STUDENT ADMIN PROCESSING	
FORM RECEIVED BY NAME:	<input type="checkbox"/> COPY TO VUI (IF INTERNATIONAL) <input type="checkbox"/> COPY TO STUDENT FILE <input type="checkbox"/> ORIGINAL TO HOST INSTITUTION <input type="checkbox"/> UoS ENTERED
DATE:	
FORM PROCESSED BY:	
DATE:	

STUDENT DECLARATION

I have read the information, instructions and privacy information on this form and consent to Victoria University providing my personal and enrolment details to the host institution nominated on this form. I have had this form approved by my college before submission for enrolment processing.

STUDENT SIGNATURE: _____

DATE: _____

CURRENT STUDENT INFORMATION	CONTACT US	STUDENT SERVICE CENTRES
STUDENT FAQs: ASKVU Answers Tab www.vu.edu.au/askvu	Online Live Chat: ASKVU Chat Tab www.vu.edu.au/askvu	City King Footscray Nicholson
STUDENT TOOLS: www.vu.edu.au/student-tools	Email: ASKVU Question Tab www.vu.edu.au/askvu	Footscray Park Sunshine
COURSE INFO: www.vu.edu.au/courses	Telephone: Contact Centre +613 9919 6100	St Albans Werribee
STUDENT LIFE: www.vu.edu.au/student-life	On Campus: Student Service Centres	City Flinders City Queen

PRIVACY INFORMATION We collect and protect your personal information in accordance with our Privacy Policy (www.vu.edu.au/privacy).