

# APPLICATION FOR CROSS INSTITUTIONAL CREDIT

## INFORMATION SHEET

The University may allow students of good academic standing (not under exclusion, suspension, restricted enrolment, negative service indicators etc), under certain circumstances, to undertake an approved course or courses at another tertiary institution to count towards their University of Newcastle program. This is known as cross-institutional credit. There is a charge of \$50.00 per course assessment.

It is your responsibility to ensure that the intended study is consistent with the rules for your program and that they satisfy any accreditation requirements for that program.

If you are seeking cross-institutional enrolment, you should provide an academic or other compelling reason for undertaking the courses at the intended institution. You must also ensure that the type of enrolment you seek is possible at the desired institution. Finally, you must receive written permission from the Faculty responsible for your program **before** you undertake the study.

To apply for cross-institutional enrolment, the attached form must be completed and handed to a Student HUB. It must be accompanied by a Course Outline(s) (or subject descriptions) of the course(s) to be undertaken which should include:

- Assessment details
- Contact hours
- Duration of course
- Texts used.

Applications for cross-institutional study will be forwarded to the relevant Program Officer who will seek advice from the relevant academic staff. The Program Officer will advise you of the decision at the earliest opportunity. However, you should be aware that the assessment of a cross-institutional credit application may be a complicated affair and should allow at least 4 weeks, before expecting a reply. ***It is essential that applications are received well in advance of the term (semester or trimester) in which the study is to be undertaken.***

Any variations from the agreed courses undertaken at the host institution may jeopardize the amount of credit given. If unapproved courses are undertaken another application will be required and credit is not guaranteed. You may wish to seek approval for more courses than required in case problems arise at the host institution.

If permission is granted:

- You should apply for formal enrolment at the host institution under whatever terms and conditions may apply at that institution including application closing dates (check to see what fees are payable and ensure you have the means to pay).
- You should also apply for leave of absence from the University of Newcastle if you are not, at the same time, undertaking study at the University of Newcastle.
- You should ensure that you have not already taken all the Leave of Absence for which you are entitled.

Results of cross-institutional studies (usually a transcript) must be forwarded to the Program Officer of the program in the relevant Student HUB as soon as they are available. Only original documents, or correctly certified copies (signed by a registered Justice of the Peace), will be accepted. This is your responsibility - not the host institution. Please note that for transcripts issued in a language other than English, a certified translation in English must be provided. When presenting documentation please use as a cover sheet, a copy of your cross institutional study approval letter from the University of Newcastle.

Only then will the credit units agreed upon at the commencement of the cross-institutional study be credited to the program at this University. If you are depending upon cross institutional study credit to complete your program, only when acceptable documentation is received will you be completed and allowed to graduate.

**Note: the University limits cross institutional credit** under the relevant Credit clauses in the Rules governing the particular awards (Rules Governing Undergraduate Academic Awards, Rules Governing Postgraduate Coursework Awards, Credit Articulation Policy etc). Due to the structure of some programs, **faculties may have further credit restrictions, you are advised to liaise with the relevant Program Officer.**

### **For credit in Psychology**

The following applies to applications for credit for core courses in the Bachelor of Psychology and courses in the Accredited Psychology Sequences in the Bachelor of Science, Bachelor of Arts and Bachelor of Social Science.

You are required to provide proof that the courses which you are applying to complete are part of a sequence accredited by the Australian Psychology Accreditation Council (APAC). If this is not detailed in the course outline you provide as part of your application, you will be required to provide a formal statement from the university where you are seeking enrolment, which must confirm that the courses are part of an APAC accredited sequence.

# APPLICATION FOR CROSS INSTITUTIONAL CREDIT

Please read the instruction sheet carefully before completing each section. Fill in a separate application for each institution.  
Please print clearly. **There is a \$50 charge per course assessed for outgoing cross-institutional study.**

## PERSONAL DETAILS:

Family Name:	First Name:	
Student No:	Degree:	
Major/Specialisation in your University of Newcastle Degree:		
Contact Address:		
Postcode:		
Telephone: Home	Mobile	Fax
Email address:		

## COMPELLING REASON FOR APPLICATION (attach statement if there is insufficient space):

## HOST INSTITUTION DETAILS

Host Institution:		
Contact Person (if known):	Phone:	Fax:

## PERIOD OF STUDY

Year(s) and Term(s) of proposed Enrolment:  
 (Semesters, Trimesters etc)

## PROPOSED STUDY

Host Institution <small>(If you wish to apply for more than 6 courses, please provide information on a separate sheet of paper and attach)</small>			Suggested University of Newcastle equivalent	
Course Code	Course Name	Unit Value	Nominated courses for Credit	Units

**GRADUATION:** Will these courses complete the requirements for your University of Newcastle degree?  
 YES NO      If yes, when will the official notification of results be available?.....

**IS REQUIRED DOCUMENTATION ATTACHED? YES NO**

**STUDENT SIGNATURE.....Date.....**

When complete, return to a Student HUB at the University of Newcastle.

