

# Faculty of Arts Cross-Institutional Guidelines



A Cross-Institutional enrolment allows a University of Tasmania (UTAS) student to undertake study in single units at another institution and have those studies credited to their degree at UTAS.

## CLOSING DATE for submission of a cross-institutional application:

For semester 1: 20 January

For semester 2: 20 May

Spring/Summer school units: 1 October.

Applications received after the above dates and/or incomplete applications will not be considered. Please allow 15 working days for the processing of your application.

1. This is not an enrolment form for the HOST institution. You must contact the HOST institution offering the units in the discipline you require to obtain a cross-institutional (or complementary) enrolment package. Please note the closing date for the HOST Institution enrolment and UTAS Faculty of Arts cross-institutional application.
2. Fill out the UTAS Faculty of Arts Cross-Institutional Application form and attach to it the unit description for each cross-institutional unit you wish to take (usually available from the HOST institute's online handbook). The HOST institute's unit description needs to contain (1) a good description of the unit content, (2) the unit weight or credit point value, (3) assessment details eg 2000 word essay (40%) tutorial participation (10%) 2hr exam (50%), (4) on campus contact hours eg 2x lectures weekly, 1 tutorial weekly.
3. Take the completed cross-institutional form and unit descriptions to the appropriate Head of School or Discipline Coordinator, who will assess the cross-institutional unit and note approval or non-approval in Section 4 of the Application form. Alternatively, students can email the unit description to the Head of School or Discipline Coordinator and if approved, attach a copy of School approval to the Application.
4. On receipt of School approval, please submit the Application and documentation to the Faculty of Arts for final approval. Faculty contact details can be found on page 2. Approval/non-approval will be notified in writing. Approval can be forwarded to the HOST institution as evidence of HOME institution approval. You may also wish to keep a copy for your records.
5. **International students** can take a maximum of 25% of their total course by distance or online and may not study entirely online or by distance in either semester 1 or 2, but may study entirely online in spring, summer or winter semesters. The Faculty of Arts must approve International student's cross-institutional studies (with the Faculty to advise the Compliance Officer of the approved absence for reporting to DIAC). International students should also attend at least one consultation session with an International Student Adviser to ensure appropriate advice received regarding visa requirements.
6. If your application is approved, please ensure that you withdraw from any UTAS units, as appropriate.
7. If the HOST institution requires their form to be signed by the Fees Office, please contact UTAS Student Centre direct.

## IMPORTANT NOTES:

- The University of Tasmania does not request result statements from the HOST institution on your behalf. This is your responsibility. In order for official credit to be granted towards your degree, you must provide the Faculty of Arts with evidence of successful completion by way of an original result statement or official academic transcript from the HOST institution. Photocopies will not be accepted.
- If you are expecting to graduate this year, **results must be received by no later than the last week of June (for end of semester 1 graduation) or the end of the second week of November (for end of semester 2 graduation)**. Failure to meet this deadline will mean that your graduation will be deferred by one semester. No exceptions will be made.

**IMPORTANT NOTES continued:**

- Unless in exceptional circumstances, students will not be permitted to undertake equivalent UTAS units that are offered on campus or by distance education.
- Restrictions apply to the number of units that can be taken by cross-institutional study and is inclusive of any credit granted for previous study.
- Faculty must authorise any change to the approved cross-institutional units above, before commencement.
- Please notify the Faculty of Arts by email, if you decide not to proceed with your cross-institutional study.
- The University of Tasmania does not process enrolments with the other institution on your behalf. It is your responsibility to forward all appropriate material and confirm enrolment.

**Faculty of Arts contact details:**

<b>Hobart:</b>	<b>Launceston:</b>	<b>Cradle Coast:</b>
Arts Student Central Level 2 foyer, Social Science Building, Sandy Bay campus	Arts Building, Room 207, Newnham campus	D Block, Academic Offices
Private Bag 44 HOBART TAS 7001 Tel: 61 3 6226 7814 Fax: 61 3 6226 6291 Email: <a href="mailto:arts.faculty@utas.edu.au">arts.faculty@utas.edu.au</a>	Locked Bag 1340 LAUNCESTON TAS 7250 Tel: 61 3 6324 3223 Fax: 61 3 6324 3652 Email: <a href="mailto:arts.faculty@utas.edu.au">arts.faculty@utas.edu.au</a>	Private Bag 3518 BURNIE TAS 7320 Tel: 61 3 6430 4916 Fax: 61 3 6430 4950 Email: <a href="mailto:arts.faculty@utas.edu.au">arts.faculty@utas.edu.au</a>

**School Email Address:**

Tasmanian School of Art, Hobart	<a href="mailto:art.tsareception@utas.edu.au">art.tsareception@utas.edu.au</a>
Asian Languages and Studies (incorporating Asian Studies, Japanese, Chinese, Indonesian)	<a href="mailto:Sals.admin@utas.edu.au">Sals.admin@utas.edu.au</a>
Conservatorium of Music	<a href="mailto:Conservatorium.Admin@utas.edu.au">Conservatorium.Admin@utas.edu.au</a>
Government (incorporating Police Studies, Political Science, Public Policy, International Relations)	<a href="mailto:gov.admin@utas.edu.au">gov.admin@utas.edu.au</a>
History & Classics (incorporating History, Ancient Civilisations, Latin, Ancient Greek, European Studies)	<a href="mailto:History.admin@utas.edu.au">History.admin@utas.edu.au</a>
Philosophy (incorporating Philosophy, Gender Studies, Asian Religions & Comparative Philosophy)	<a href="mailto:Philosophy.Admin@utas.edu.au">Philosophy.Admin@utas.edu.au</a>
Aboriginal Studies Discipline Coordinator	<a href="mailto:Mitchell.Rolls@utas.edu.au">Mitchell.Rolls@utas.edu.au</a>
English, Journalism & European Languages (incorporating English, Journalism, French, German)	<a href="mailto:sejel.admin@utas.edu.au">sejel.admin@utas.edu.au</a>
Sociology & Social Work (incorporating Sociology, Criminology, Social Work)	<a href="mailto:secretary@sociol.utas.edu.au">secretary@sociol.utas.edu.au</a>
Visual & Performing Arts, Launceston	<a href="mailto:Academy.admin@utas.edu.au">Academy.admin@utas.edu.au</a>

# Faculty of Arts Cross-Institutional Application Form



Students wishing to study subjects from another University for credit towards their UTAS degree must apply in writing using this form.

## TO LODGE THIS FORM

1. Complete all sections below. Sign and date the application.
2. Attach unit description for the HOST institution units (see Step 2 on Page 1).
3. Obtain endorsement in Section 4 from the relevant Head of School or Discipline Coordinator (see Step 3 on Page 1).
4. Submit application and supporting documents to the Faculty of Arts for final approval (see Step 4 on Page 1).

## SECTION 1 - PERSONAL DETAILS

Name .....

Student Id No .....

Postal Address .....

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Mobile .....

Email address .....

### Citizenship Details – please select

Are you an International student? Yes  No  If yes, please read Step 5 on Page 1

## SECTION 2 - HOME INSTITUTION (UNIVERSITY OF TASMANIA)

Degree in which you are currently enrolled .....

STATE THE REASONS WHY you want to take the units listed in SECTION 4 by cross-institutional study:

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## SECTION 3 - HOST INSTITUTION

Name of the HOST INSTITUTION? .....

Have you ever been enrolled in this Institution before?

If yes, please list Student ID No: .....

