

# Cross-institutional Study Request

Please return completed form with syllabus attached to: [mobility.facultyservices@sydney.edu.au](mailto:mobility.facultyservices@sydney.edu.au)

## Introduction

Cross-institutional study (outbound) is the process whereby students completing a course at the University of Sydney Business School undertake units of study at another institution.

## Approval can only be granted

- If the unit of study is not available at the required time at the University of Sydney.
- Due to serious illness, misadventure or extenuating circumstances.
- Elite Athlete training commitments.

## Conditions

All applicants requesting cross-institutional study must have a current unit of study selection with the University of Sydney Business School and demonstrate that the unit is part of an equivalent level program (e.g. Undergraduate Program or Masters Degree).

## Undergraduate

You must be in a Bachelors program and must have completed at least 48 credit points (8 units of study) upon application.

## Postgraduate

You must be in a Masters program and have completed at least 24 credit points (4 units of study).

## All students

Permission to undertake cross-institutional study will not be given if you have failed the equivalent unit of study at the University of Sydney.

All applicants are required to submit supporting documentation in order to demonstrate their reasons for their cross-institutional request.

Applications cannot be considered without the detailed unit of study outline and supporting documentation. Unit descriptions copied from the website of the relevant institution or Handbook is not sufficient for a detailed assessment and not accepted.

A unit of study outline must contain the following information to be assessed by the Business School:

- Contact hours
- Assessment methods
- Topics covered
- Learning outcomes
- Lecture & Tutorial programme
- Recommended text and reference books
- Credit point value of unit at external institution

Information about your degree can be found in the [University's Handbooks](#). If you commenced your studies prior to this year, you should consult the archives link on the left of the handbooks page. Students are obliged to follow the rules & resolutions of the year they commenced their degree.

[Please note the information regarding your responsibilities and obligations in relation to your studies.](#)

# Applicant/Institution Details

All fields on this page are compulsory. Please complete all sections.

## Student Details

**Student Number:**

**Last Name:**

**First Name/s:**

## Award Course Details

**Degree Name:**

**Major/s (if any):**

## Cross-institutional Details

**Host University:**

**Semester/Year Commencing:**

**Duration (e.g. 1 sem):**

**Full-time study load/semester**

## Statement

Please explain why you are unable to complete this study at the University of Sydney in the semester and year above.

**Signature**

**Date**

# Academic Approval Request

<b>Student Number:</b>		<b>Student Name:</b>	
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Please provide as much detail as possible about the subjects you wish to undertake abroad. The more sections you complete here, the better your chances of academic approval.

Please attach syllabus/unit of study outlines for each subject listed on this request.

You can fit 3 subjects on this sheet. Please make as many copies as you need.

<b>Subject Code &amp; Name:</b>			
<b>Credit Points:</b>		<b>Hours/Week:</b>	<b>Weeks/Term:</b>
<b>Course Delivery:</b> (e.g. lectures, seminars)		<b>Assessment Methods:</b> (e.g. exam, essay)	
<b>Syllabus Attached (circle):</b>	YES <input type="radio"/>	/	NO <input type="radio"/>

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<b>Syllabus Attached (circle):</b>	YES <input type="radio"/>	/	NO <input type="radio"/>

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<b>Syllabus Attached (circle):</b>	YES <input type="radio"/>	/	NO <input type="radio"/>