

# CROSS INSTITUTIONAL STUDY - OUTBOUND

Submitting this application with the supporting documentation does not guarantee you will be approved for cross-institutional study. The approval must be made in conjunction with the appropriate degree resolutions for your degree, and in accordance with the *Faculty of Arts and Social Sciences Cross-Institutional (outbound) policy*: <http://sydney.edu.au/policies> under Local Provisions

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Website: [sydney.edu.au](http://sydney.edu.au)



\* Requests to undertake outbound cross-institutional study will not be considered unless they are received from your university email account

Name:

Student Number:

Award Course:

Phone Number:

Email:

Date:

## IMPORTANT INFORMATION FOR STUDENTS AND ACADEMICS

PLEASE NOTE - if your application is approved and you successfully complete the unit/s of study, you are required to submit an original academic transcript of your results. Credit will not be recorded until you have submitted a transcript showing successful completion of the unit/s of study to the Faculty of Arts and Social Sciences.

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## IMPORTANT INFORMATION FOR STUDENTS

Students must ensure they include official unit of study information for the units they wish to undertake at the external institution. The unit descriptions must be photocopies or webpage printouts of official handbook unit of study information from the external university. The information must contain assessment, contact hours and credit point weighting. The application will be unable to be assessed without this information.

Upon application to the Faculty a student may be granted permission to complete a unit of study at another institution and have that unit credited to their course requirements at the University of Sydney, provided that:

- the subject area is available to your degree at the University of Sydney
- the unit of study content is not taught in any corresponding unit of study at the University; or
- the student is unable, for good reason, to attend a corresponding unit of study at the University; and
- the student has successfully completed 48 credit points towards the award course in which they are enrolled. Please note that work commitments are NOT able to be considered for the purpose of cross-institution

Cross institutional study is regarded as another form of credit and will be counted as such when considering eligibility.

**Please clearly state your reasons for undertaking the units of study listed over the page:**

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**TO BE COMPLETED BY THE STUDENT - EXTERNAL INSTITUTION UNIT DETAILS**

UOS Code	UoS Name	Semester/ Year	Credit Points
<i>eg ARCA6905</i>	<i>History and Philosophy of Archaeology</i>	<i>1/2012</i>	<i>6</i>

*\* Please save this form to your desktop and then either print it out and take it to the appropriate School counter or department for final recommendation, or email the form to the administering School office, who can then seek departmental approvals for you..*

**Save as pdf**

**TO BE COMPLETED BY THE DEPARTMENT - EQUIVALENT SYDNEY UNIVERSITY SUBJECT**

UOS Code	UoS Name	Semester/ Year	Credit Points
<i>eg ARCA6905</i>	<i>History and Philosophy of Archaeology</i>	<i>1/2012</i>	<i>6</i>

*\* Please note: Academic permission is provided only as confirmation of USYD equivalent units. The approval does not give permission for cross-institutional study. The Faculty will assess students for their eligibility for cross-institutional study.*

Name of academic:  Phone Number:

Department:  Date:

*\* Postgraduate Coursework students will also need to submit proof that their request for outbound cross-institutional study has been approved by their degree director. This can be in the form of an email printed out and attached to this form.*

**FACULTY SERVICES USE ONLY**

Comments: