



# Important information for UWS students applying to study cross institutionally

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You should only use this form if you are a UWS student and intend to study cross institutionally at another institution. You will need to complete a separate application form for each teaching session you intend to study at another institution.

## Unit outlines

You must attach copies of unit outlines and/or descriptions of units you intend to enrol in at the other institution in order for the UWS Head of Program to assess whether the unit will provide you with Advanced Standing towards your current UWS degree.

## What should you do about your UWS enrolment?

If you intend to study at UWS and at your other nominated institution at the same time, you need to select and enrol in your UWS units before the teaching session starts.

If you are only going to study at your nominated institution, you will be automatically placed on leave for the approved period. This will not interfere with your ability to take further leave if you are eligible upon your return to UWS.

## If you study at UWS and at another institution at the same time

If you are studying concurrent units at UWS and another institution, you need to indicate this in Section 1 on the application form and list the units you will be taking at UWS. Please check through MySR that your enrolment reflects the units nominated on this form.

IMPORTANT - Concurrent study and examinations:

If you are studying concurrently, there could be clashes with examination times. As a UWS student it is expected that if a clash is evident, you will make alternative arrangements with the other institution to address this.

## Recognition of cross institutional study

Once you have completed your cross institutional study with the other institution, it is your responsibility to ensure that you lodge the correct information with UWS to gain recognition for this study. In order to do this, you must complete a 'Request for Advanced Standing after Cross Institutional Study' form and lodge it together with a certified copy of your academic transcript from the other institution. Information about certification of documentation is available on the web at: [www.uws.edu.au/certifyingdocuments](http://www.uws.edu.au/certifyingdocuments)

## Lodging this form

This form must be lodged directly with your School Administration Office.

The closing date for applications is the first day of the teaching session for the period the cross institutional study is being undertaken.