

DEFINITION

Cross Institutional Enrolment occurs when students already enrolled in an Australian institution wish to enrol in a subject/unit at another institution and have the study credited towards their degree. The institution at which the student is currently enrolled is referred to as the **HOME** institution. The institution at which the student wishes to enrol in order to have subjects/units credited towards their degree is referred to as the **HOST** institution.

GUIDELINES

In order to apply for Cross Institutional Enrolment at Curtin University of Technology you will be required to provide evidence that:

- Your educational qualifications meet Curtin entry requirements
- You are currently enrolled at your home institution
- You have completed at least one full year of study (for undergraduates) or at least one semester of study (for postgraduates)

Please note: the maximum credit a cross institutional student will be permitted to undertake is 200 credits or one third of the course (whichever is less).

PROCEDURES

- Check the availability of subjects/units at the host institution for the semester in which you wish to study. **It is your responsibility to approach the host institution** for information concerning admission and enrolment procedures.
- **Complete the Application for Cross Institutional Enrolment.** The form is available from Student Central or can be downloaded from <http://students.curtin.edu.au/administration/forms.html>.
- **Provide all unit outlines** for the proposed subjects/units to your Head of School to evaluate equivalent Curtin credit. Your **Head of School must complete the Proposed Units of Study** in Section 4 of the application and provide an authorising signature and allocating the equivalent credit points.
- **Lodge your completed application form** by the due deadline to the Cross Institutional Officer at Student Central who will authorise your application.
- **Ensure you provide the host institution with your authorisation** and enrol by the appropriate deadlines.
- **All fees must be paid to the host institution.** If you are a Commonwealth Supported Student you will need to complete a Commonwealth Assistance Form with the host institution where a debt will be incurred for the subjects/units undertaken.
- On confirmation of your enrolment with the host institution you must **lodge a completed Enrolment Form** to add the host institution subjects/units to your enrolment, together with the host institution Enrolment Advice to Student Central before the census date; refer to website www.students.curtin.edu.au/study/important_dates.html.
- You will receive an enrolment advice from Curtin confirming your enrolment. **Please check the enrolment thoroughly** and advise Curtin of any discrepancies.
- **If you withdraw** from any units of study at the **host institution you must also withdraw from generic units at Curtin.**
- Not all host institutions provide Curtin with student results; therefore, **when you receive your results you must send an original copy/certified copy to the Cross Institutional Officer at Student Central at Curtin.**

FEES INFORMATION: HECS-HELP/FEE-HELP

An Australian Citizen/Permanent Resident whose home University is not Commonwealth funded cannot apply to enrol on a cross institutional basis in undergraduate units at Curtin University of Technology. Only students who have maintained an enrolment during the 2008 academic year will be eligible to enrol in cross institutional studies, and receive Commonwealth support.

Undergraduate students will need to complete the appropriate Request for Commonwealth Support application form at both the home and host institutions at enrolment. Enrolment cannot proceed without the submission of the appropriate form.

Postgraduate students undertaking cross institutional studies are eligible to apply for FEE-HELP. Students will need to complete a FEE-HELP application form at both the home and host institutions prior to the census date. It is preferable, however, that this is done at enrolment.

FURTHER INFORMATION

For further information please contact:

Cross Institutional Enrolments Officer
Student Central
Curtin University of Technology
GPO Box U1987
Perth WA 6845

Telephone: (08) 9266 1393

Telephone: (08) 9266 3399

Facsimile: (08) 9266 4108

Email: customer-service@curtin.edu.au

Web: students.curtin.edu.au/administration/enrolment/cross_institutional.cfm

PRIVACY STATEMENT

At Curtin University of Technology, the privacy of our students, staff and the people we deal with is very important to us. Much of the information that the University collects in order to provide the services that it does, is "personal information". For details of how the University will use, disclose and protect your personal information please refer to <http://about.curtin.edu.au/privacy.html>.

Note: This is **NOT** an enrolment form. If your application is approved by Curtin you will need to complete the enrolment procedure at the **HOST UNIVERSITY** in the normal way.

SECTION ONE - PERSONAL DETAILS

	ID Number
Family Name	
Given Names	
Title	
Contact Address	
	Post Code
Home Telephone Number	Work Telephone Number
Email Address	

SECTION TWO - HOME UNIVERSITY (Curtin University of Technology)

Please attach a copy of your most recent statement of academic record and current enrolment advice to this application.

Course in which you are currently enrolled: _____

Are you (tick appropriate box): International Student Domestic Fee Paying Student HECS – HELP FEE – HELP

SECTION THREE - HOST UNIVERSITY

In which OTHER UNIVERSITY do you wish to enrol? _____

Have you ever been to this university before? No Yes If **Yes**, ID Number at OTHER UNIVERSITY: _____

SECTION FOUR - PROPOSED STUDY AT HOST UNIVERSITY (to be completed by the student and Academic Advisor)

PROPOSED UNITS AT HOST UNIVERSITY						CURTIN EQUIVALENT UNITS			
UNIT NUMBER	UNIT TITLE	SEM/YEAR	HRS/WK	CAMPUS	INTERNAL/EXTERNAL	UNIT NUMBER	UNIT TITLE	CREDIT	YEAR LEVEL

SIGNATURE OF COURSE CO-ORDINATOR/AUTHORISED OFFICER

NAME (PLEASE PRINT)

SECTION FIVE - HOME INSTITUTION APPROVAL

TO BE SIGNED BEFORE SUBMITTING TO THE HOST UNIVERSITY.

The unit(s) nominated above have been approved for credits towards the student's degree at the home university.

SIGNATURE OF CROSS INSTITUTIONAL OFFICER
CURTIN UNIVERSITY OF TECHNOLOGY

NAME (PLEASE PRINT)

TELEPHONE NUMBER

AFFIX STAMP OF INSTITUTION



OASIS – Online Access to Student Information Services

- OASIS is Curtin’s student portal. Through OASIS, students are provided with access to their student record (eStudent), the Official Communications Channel (OCC), and a range of other online services including a student email account and learning support systems.
- **It is a condition of enrolment at Curtin that students activate their OASIS account and access OASIS at least once a week to receive official communications from the University via the OCC.**
- Students may be granted exemption from the requirement to access OASIS in exceptional circumstances only. Please check www.oasis.curtin.edu.au for more information.

Significant Dates

Please refer to website; www.students.curtin.edu.au/study/important_dates.html

Fees and Charges

Please refer to website; www.fees.curtin.edu.au/index.cfm

Student Declaration

- I understand it is my responsibility to ensure that my enrolment is correct.
- I have sought appropriate academic counselling in relation to my enrolment.
- I am aware of the conditions under which I am permitted to use University IT (computer) facilities.
- I agree to be bound by the Statutes, Rules and Policies of the University as amended from time to time and agree to pay all fees, levies and charges directly arising from my enrolment.
- I consent to receiving information electronically from the University.
- I agree to access OASIS (student portal) at least once a week to receive official communications from the University (unless approval for exemption is granted).
- I am aware of the conditions under which I am permitted to use University IT (computer) facilities.
- I acknowledge that I have read and understood the information on this form regarding Guild Membership.
- I acknowledge that I have read and understood the University’s Privacy Statement.
- I acknowledge that any expenses, costs or disbursements incurred by the University in recovering any monies shall be the responsibility of the debtor, including debt collection agency fees and solicitor’s costs on the amount outstanding and all other reasonable costs incurred in the recovery of outstanding monies.

Student’s Signature: _____ Date: ____ / ____ / ____

Authorising Officer’s Signature: _____ Date: ____ / ____ / ____

Authorising Officer’s Name: _____ Office Use Only

CBS International

Ph: (+618) 9266 7789
Fax: (+618) 9266 4092
cbsinternational@curtin.edu.au

Centre for Aboriginal Studies

Ph: (+618) 9266 7091
Fax: (+618) 9266 2888
cas.enquiries@curtin.edu.au

Centre for Regional Education

Ph: 1300 730 879
cre@curtin.edu.au

Curtin Business School

Undergraduate Enquiries
Ph: (+618) 9266 7713
Fax: (+618) 9266 3096

Postgraduate Enquiries

Ph: (+618) 9266 7715
Fax: (+618) 9266 7556
business@cbs.curtin.edu.au

Curtin Sydney

Ph: (+612) 8399 7888
Fax: (+612) 8399 7899
info@sydney.curtin.edu.au

Graduate School of Business

Perth Campus Enquiries
Ph: (+618) 9266 3460
Fax: (+618) 9266 7607
enquiries@gsb.curtin.edu.au

Health Sciences

Ph: (+618) 9266 3685
Fax: (+618) 9266 4593
hlthsci-SS@exchange.curtin.edu.au

Humanities

Ph: (+618) 9266 3400
Fax: (+618) 9266 3345
humanities@curtin.edu.au

Muresk Institute

Ph: 1800 246 622
course@muresk.curtin.edu.au

Science and Engineering

Ph: (+618) 9266 4600
Fax: (+618) 9266 4606
ssse@curtin.edu.au

Student Central

Ph: (+618) 9266 3399
Fax: (+618) 9266 4108
www.askcurtin.edu.au

Western Australian School of Mines

Ph: 1800 688 377
WASM@undergrad.curtin.edu.au