

Cross Institutional Enrolment – Outbound Students

Application and Enrolment Guidelines

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.

An Outbound student is a Curtin student undertaking units at an another 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 Outbound institution.

Guidelines

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

- Your educational qualifications meet Curtin entry requirements
- You are currently enrolled at Curtin University
- 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 outbound institution for the semester in which you wish to study. **It is your responsibility to approach the institution** for information concerning admission and enrolment procedures.
- **Complete the Application for Cross Institutional Enrolment.** The form can be downloaded from http://students.curtin.edu.au/administration/enrolment/cross_institutional.cfm.
- **Provide all unit outlines** for the proposed subjects/units to your Course Co-ordinator to evaluate equivalent Curtin credit. Your **Course Co-ordinator must complete the Proposed Units of Study** in Section 4 of the application and provide an authorising signature and allocate the equivalent credit points.
- **Lodge your completed application form** by the deadline to the Cross Institutional Enrolment Advisor at CrossInstitutional@curtin.edu.au who will authorise your application.
- **Ensure you provide the outbound institution with your authorisation** and enrol by their appropriate deadlines.
- **All fees must be paid to the outbound institution.** If you are a Commonwealth Supported student you will need to complete a Commonwealth Assistance Form with the outbound institution where a debt will be incurred for the subjects/units undertaken.
- On confirmation of your enrolment with the outbound institution you must **email your Enrolment Advice** to CrossInstitutional@curtin.edu.au before the census date; refer to website <http://students.curtin.edu.au/administration/dates/census.cfm>.
- You will receive an enrolment advice from Curtin confirming your enrolment. **Please check your enrolment thoroughly** and advise Curtin of any discrepancies.
- **If you withdraw** from any units of study at the **outbound institution you must also contact the Cross Institutional Enrolment Advisor** at CrossInstitutional@curtin.edu.au **before the census date to withdraw from generic units at Curtin.**
- Not all outbound institutions provide Curtin with student results; therefore, **when you receive your results you must email an original or certified copy to the Cross Institutional Enrolment Advisor** at CrossInstitutional@curtin.edu.au.

Fees information: HECS-Help / Fee-Help

An Australian Citizen/Permanent Resident whose course is not Commonwealth funded cannot apply to enrol on a cross institutional basis in undergraduate units at Curtin University. Only students who have maintained an enrolment during the previous 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 Curtin University and outbound institutions. 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 Curtin University and outbound institutions prior to the census date.

Further Information

For further information please contact the Cross Institutional Enrolments Advisor:

Telephone: (08) 9266 1393

Telephone: 1300 222 888

Email: CrossInstitutional@curtin.edu.au

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

Application for Enrolment

Cross Institutional – Outbound

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

Section One – Personal Details

Curtin ID	<input type="text"/>	Family name	<input type="text"/>
Title (Mr/Mrs/Ms/Miss)	<input type="text"/>	Given name/s	<input type="text"/>
Birth date	<input type="text"/>	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X
Address	<input type="text"/>		
		Post code	<input type="text"/>
Telephone (H)	<input type="text"/>	Telephone (W)	<input type="text"/>
Mobile	<input type="text"/>	Email	<input type="text"/>

Section Two – Home University (Curtin University)

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 – Outbound University

In which outbound university do you wish to enrol?

Have you ever been to this university before? No Yes

If Yes, ID Number at outbound university:

Section Four – Proposed study at Outbound University

(To be completed by the student and Course Co-ordinator/ Authorised Officer)

Proposed units at Outbound University						Curtin University Equivalent Units			
Unit Code	Unit Title	Sem / Year	Hours / Week	Campus	Internal / External	Unit Code	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 Outbound University)

Email CrossInstitutional@curtin.edu.au for approval before submitting to the outbound university. The unit(s) nominated above have been approved for credits towards the student's degree at Curtin university.

Signature of Cross Institutional Enrolment Advisor - Curtin University

Name (Please print)

Telephone Number

Affix stamp of institution



- 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.

Guild Membership

Under the Curtin University of Technology Act, all students automatically become members of the Student Guild on enrolment. In order for the Guild to provide services to you whilst you are a member, your name, student ID number, preferred contact address, home phone number, email addresses, gender, year of birth, course of study, campus location and other basic enrolment details will be made available to the Guild. These details will remain confidential. You may elect to opt out of Guild membership at any time via the Guild Membership Status Channel in OASIS (under the Campus Life & Guild tab). If you opt out of Guild membership, the Guild will no longer have access to your details and you will cease to be eligible for membership benefits.

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 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 or costs incurred by the University in recovering any monies owing by me shall be my responsibility. This includes 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

D	D	M	M	Y	Y	Y	Y
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Date

Authorising Officer’s Signature

D	D	M	M	Y	Y	Y	Y
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Date

Authorising Officer’s Name

Please direct all enquiries to your Student Services Office

Please click on the link below for contact details and opening hours:
<https://askcurtinfaq.custhelp.com/app/contact>

Privacy Statement

At Curtin, the privacy of students, staff and other people with whom the University deals is taken very seriously. Much of the information which the University collects in connection with its normal functions and activities is “personal information”, and this information is handled in accordance with relevant privacy standards. For details of how the University handles personal information please refer to rim.curtin.edu.au/privacy