

Cross Institutional Enrolment Guidelines

CROSS-INSTITUTIONAL STUDY

Students enrolled in a course of study at one higher education institution who want to count subjects or topics offered at one (or more) of the other universities as part of their award may be admitted to such subjects as Cross-Institutional Students. Adelaide Central School of Art students may undertake cross-institutional study from Level 2 onwards.

A maximum of 4 semester units can be credited to the Bachelor of Visual Art at Adelaide Central School of Art.

HOME UNIVERSITY OR SCHOOL

The university at which the award is to be completed is referred to as the 'Home University' or school. For advice on submitting your application for enrolment as a cross-institutional student, consult your Faculty/School administrator at the Home University.

HOST UNIVERSITY OR SCHOOL

The university at which cross enrolment in subjects is sought is referred to as the "Host University" or school. One application form must be completed for each Host University or school at which you wish to enrol.

QUOTAS

Normal quotas on admission to award courses do not apply. However the other university or school may not admit Cross-Institutional Students in cases where insufficient places are available for its own students.

CONDITIONS OF ADMISSION

Cross-Institutional Students are subject to the same statutes, regulations and rules as apply to students enrolled in an award course at the Host University or school at which they are allowed to enrol. These statutes, regulations and rules relate to attendance at classes, performance or work, discipline, conduct and progress and are to be found in the publications of the Host University or school concerned.

If a Cross-Institutional Student is subsequently admitted to a course leading to an award at the Host University or school, at which they have been allowed cross-institutional enrolment, subjects or topics passed while enrolled on a cross-institutional basis may only be counted towards an award of the Host University or school if specified approval is granted by the Host University or school.

FEE FOR SERVICE

Cross-Institutional Students are required to pay a fee for service for those subjects or topics taken at the Host University or school. The Host University or school will calculate this. Students paying tuition fees or enrolling in subject(s) for which tuition fees are charged, will not be required to pay HECS for the subject(s) or topic(s) concerned; such students will need to confirm with their home university or school their responsibility for payment of fees. Adelaide Central School of Art students will not be required to pay subject enrolment fees to Adelaide Central School of Art for subjects undertaken at a Host Institution.

WITHDRAWAL

If you decide to withdraw from a subject or topic in which you are enrolled as a Cross-Institutional Student, and do not wish to accrue a HECS/FEE-HELP liability for the semester concerned, you must officially withdraw on the Amendment to Enrolment form of the University or school where the subject or topic is taught, according to the rules of that institution.

FURTHER INFORMATION

Further information about subjects or topics available at AC Arts and the University of South Australia is available in the publications of those other schools. For all enquiries about cross institutional enrolment at Adelaide Central School of Art, please consult the Academic Administrator.

TO LODGE YOUR APPLICATION FORM

1. Complete Sections 1,2 and 3
2. Choose the subject(s) or topic(s) you wish to study at the 'Host University' and enter in Section 4 (a). Note that point values vary between universities. You may need to seek advice from your home university.
3. Obtain authority from the Home University by having at least Section 5 (b) and possibly Section 4 (b) completed by an authorised person from your Home University.
4. Obtain authority from the Host University by having Section 5 (a) completed by the appropriate authorised person from the Host University.
5. Present the 'Home University's Copy' to the registrar of your home university either by post or at the Student Records Office.
6. Present the 'Host University's Copy' to the Host University as your authority to enrol. Consult the appropriate (host university) Faculty/School Administrator to determine enrolment dates and procedures.
7. Retain the 'Student's Copy' for your records.
8. When you have received your official result(s) from the Host University, it is your responsibility to supply an official academic transcript of the results to your Home University to confirm your credit/status for those subjects(s) topic(s). The Home University, however, has the authority to request these results from the Host University.



Application for Cross-Institutional Study

(for Adelaide Central School of Art students applying to study at another institution)

Note: This is not an enrolment form. If your application is approved by Adelaide Central School of Art you will need to complete the enrolment procedure at the OTHER institution in the normal way.

SECTION 1	
Name:	Date of Birth:...../...../.....
Address:..... PCode:.....	
Phone: (mobile).....(home).....(work).....	
Email:	
(Note: It may be necessary to contact you to request additional information when this application is being considered)	

SECTION 2 – Adelaide Central School of Art (home institution)	
Program enrolled in: <input type="checkbox"/> Associate Degree of Visual Art <input type="checkbox"/> Bachelor Degree of Visual Art	
Student Number:.....	Study Load: <input type="checkbox"/> Full time <input type="checkbox"/> Part time
Payment method: <input type="checkbox"/> In full <input type="checkbox"/> FEE HELP <input type="checkbox"/> Instalments	

SECTION 3 – Other (Host) Institution	
In which HOST INSTITUTION do you wish to enrol?.....	
Have you been enrolled in this Institution before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If 'Yes' Student ID at other Institution..... Year last enrolled:	

Note: To complete Section 4, students are advised to present their academic record and syllabus/topics in which they wish to enrol.

SECTION 4(a) Subjects/Topics – Host Institution						4(b) Adelaide Central School of Art TO COMPLETE Equivalent Subjects/Topics	
No	Code	Topic Name	Mode	Campus	When Offered	Code/Level	Credit Pts

SECTION 5(a) – OFFICE USE ONLY Authority from Host Institution This student is authorized to study the subject/s or topics above – Signature..... Name (print)..... Position..... Campus..... Contact Number..... Date...../...../.....	5(b) – Authority from Adelaide Central School of Art Authority from Home Institution This student is authorized to study the subject/s or topics listed in 4(a) above for credit towards the award of – <input type="checkbox"/> Associate Degree in Visual Art <input type="checkbox"/> Bachelor of Visual Art At the value indicated in 4(b) Signature..... Name (print)..... Position..... Date...../...../.....
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I understand the terms and conditions. I consent to the exchange of details of my student record between Adelaide Central School of Art and the Host Institution/s at which I am studying.

Signature of Applicant..... Date...../...../.....

