



Outbound Cross-Institutional Study

INFORMATION

1. GENERAL INFORMATION

Cross-institutional study is available to current University of Sydney students who wish to undertake a relevant unit of study offered at another (host) institution because it is not offered at the University of Sydney. Students given approval by the Faculty of Science to undertake cross-institutional study will be granted credit for unit(s) of study undertaken at a host institution towards their award course at the University of Sydney

Students requesting approval for cross-institutional study are advised to first contact potential host institutions to identify units of study in which they would like to enrol. Students will need to comply with all eligibility criteria and application deadlines of the host institution to be able to enrol in any particular unit of study as a cross-institutional student.

While enrolled at a host institution, cross-institutional students are subject to the rules of the host institution. Students should familiarise themselves with the rules and regulations of their host institution.

Cross-institutional students are responsible for forwarding their results to the Faculty of Science for the awarding of credit. Students must provide either an official notice of examination results, or an official academic transcript. Printed copies of results from online student administration systems will not be accepted.

Undergraduate students with a Commonwealth-supported place at the University of Sydney may be eligible to enrol in units of study under the same arrangements at their potential host institution. Students are advised to contact their potential host institution to clarify their fee liability.

International students who wish to undertake cross-institutional study must first check the conditions of their visa, and then contact the Faculty of Science Information Office for further information. International students should also clarify with the potential host institution that they accept international cross-institutional students and the fees involved in doing so.

2. APPLICATION

A cross-institutional study request must be submitted to the Faculty of Science before commencement of cross-institutional studies.

Obtain and submit detailed unit of study outlines for units at your potential host institution.

Your request to undertake cross-institutional study will not be considered unless you provide unit of study outlines that include contact hours, a summary of lecture content, practical content, textbooks, and mode of assessment.

Complete a University of Sydney cross-institutional study request.

Please ensure that all sections are completed. If you are requesting to undertake units at another institution to satisfy Mathematics requirements or requirements for a major for your degree at the University of Sydney, you will need to obtain permission from School/Department advisers before lodging your request. Submit one request form for each potential host institution if you wish to apply for study at more than one.

Submission deadlines for outbound cross-institutional study applications can be found on the Faculty of Science website at the following address- <http://www.science.usyd.edu.au/dates.shtml>

Students are advised to contact their potential host institution in advance to check closing dates for cross-institutional applications. Approval from the Faculty of Science for cross-institutional study can take up to two weeks. Students should submit their request to the Faculty of Science well in advance of the application closing date of their potential host institution.

Your cross-institutional study request will be considered by an Undergraduate Associate Dean acting on behalf of the Dean of the Faculty of Science. Following submission of your cross-institutional study request you **may** be required to arrange an appointment with an Undergraduate Associate Dean to discuss your request and how it will be used to satisfy requirements for your degree at the University of Sydney. The Faculty of Science will contact you if an interview is required. If you are applying on the grounds of exceptional circumstances then you should supply a letter outlining these circumstances with your application.

You will be sent notification to your University email address. Should you require a hard copy you should notify the Faculty of Science Office.

3. REQUEST FORMS

Request forms are available as interactive online forms from the Faculty of Science website: http://sydney.edu.au/science/cstudent/ug/forms.shtml#cross_inst_outbound
A hard copy can be obtained from the Faculty of Science Student Information Office.

FACULTY OF SCIENCE CONTACT DETAILS

Faculty of Science Information Office

Room 207 (Level 2)
Carslaw Building F07
The University of Sydney
NSW 2006
AUSTRALIA

Counter Hours

Mon - Thurs: 10am - 4pm
Friday: 10am - 1pm
Telephone: +61 2 9351 3021
Facsimile: + 61 2 9351 4846
Email:
science.information@sydney.edu.au

PRIVACY STATEMENT

The University of Sydney complies with Australian and New South Wales privacy laws and guidelines. Information collected is treated as confidential and is used for administrative or educational purposes, and to maintain contact with students during and after completion of studies at the University of Sydney. To comply with legal and administrative obligations personal information is supplied to government agencies. Personal information will not be disclosed unless you agree or the law requires disclosure. Personal information may be used to prepare statistical information which is then distributed in a form that does not identify the individual.