


POLICY		
<p>Ref. to Legislative Frameworks:</p> <p>HESF2015: Standard 1.1 / 1.2 / 1.4 / 6.3 / 7.2</p> <p>National Code 2018: Standard 3 & 8</p>	Cross-Institutional Study – inbound and outbound	
Version: 1.2	Approved by: Academic Board	Issued on: 01/08/2018 Review by: 01/08/2020

Revision History

Current Version	Description of Change	Policy Developer	Effective Date
1.2	Feedback from various stakeholders is incorporated into the policy and procedure.	Academic Dean	01/08/2018

PURPOSE

This policy provides a guiding framework for cross-institutional study at Academies Australasia Polytechnic (AAPoly) – both inbound and outbound.

POLICY STATEMENT

AAPoly's students may apply to undertake an approved subject (i.e. cross-institutional study - outbound) at another tertiary education institution (host institution) that contributes to the student's AAPoly's higher education course provided that the subject meets the student's course requirements and AAPoly does not offer the subject in a semester to enable the student to complete their course within specified course progression, duration and graduation timelines, which would delay course completion. If approved, successful completion of the subject will be considered as credits into the relevant AAPoly's course at an equivalent level.

External students from another tertiary education institution may apply to undertake an AAPoly subject (i.e. cross-institutional study - inbound) that contributes to the external student's higher education course. AAPoly is not responsible for the approval or acceptance of its subject into the external student's higher education course and will not apply any pre-requisite or course progress requirements on the student on in-bound cross-institutional study. Successful completion of any subject at AAPoly does not entitle the student to any awards associated with the subject or AAPoly's course.

SCOPE

This document applies to the following students:

- i. students of Academies Australasia Polytechnic wishing to undertake approved study at another education provider that contributes to an AAPoly Higher Education course (Outbound);
- ii. students from other education providers wishing to undertake study with AAPoly that contributes to the course of another institute (Inbound).

DEFINITIONS

Host institution	Another tertiary education institution external to AAPoly where the AAPoly student will be studying an approved subject.
Cross-institutional study – inbound	students from other education providers wishing to undertake study with AAPoly that contributes to the course of another institute (Inbound)
Cross-institutional study - outbound	students of Academies Australasia Polytechnic wishing to undertake approved study at another education provider that contributes to an AAPoly Higher Education course (Outbound)

POLICY PRINCIPLES AND GUIDELINES

1. The approval of cross-institutional study is contingent on the following requirements:

1.1 The subject chosen for cross-institutional study must be directly related to the student's course of study and qualification.

1.2 For cross-institutional study taken outside of AAPoly, there must not be a subject of close equivalent offered by AAPoly.

1.3 The student must have completed at least one full-time semester of study at AAPoly prior to undertaking cross-institutional study.

1.4 The cross-institutional study taken outside of AAPoly must involve appropriate subject content and expectations; for instance, there should be a close equivalence in contact hours, assessment requirements and graduate outcomes to those of other subjects/units of the course.

1.5 The student must have a sound academic rationale for wanting to take on the cross-institutional study.

1.6 Students are limited to enrol in two subjects or 30 credit points of cross-institutional study.

1.7 Core subjects are unlikely to be approved for cross-institutional study.

2. Cross-institutional study will not be approved if:

2.1 The subject includes industry placement, practicum or work-integrated learning components.

2.2 The subject is a capstone subject.

RESPONSIBILITIES

- a) The Academic Dean is responsible for the implementation of this Policy through its pursuant procedure.
- b) The General Manager - Operations and Risk Management is responsible for distributing this procedure to the Student Services Team and other staff involved in the enrolment of students into higher education courses offered by AAPoly, and ensuring they understand the protocol.
- c) The Faculty Head or Academic Dean are responsible for assessing outbound cross-institutional study applications and approving the amount of credit applied to the cross-institutional study.
- d) The Faculty Head or Academic Dean is responsible for assessing inbound cross-institutional study applications and approving the enrolment of the external student to study an AAPoly subject.

FEEDBACK

Queries or comments about this procedure should be emailed to the Academic Dean through academicdean@aapoly.edu.au. The Academic Dean will respond to the inquiry or feedback in writing within two (2) weeks after the receipt of the email, unless an urgent or immediate response is required. The queries or comments will be recorded in the Continuous Improvement Register and form a part of future policy and procedure review for quality assurance.

REFERENCES

Source	Document Title	Version/Date
Internal	Academic Credit Transfer RPL Policy and Procedure	v4.6 13082018
	Marketing Information and Practices Policy and Procedure	v2.4 11122017
	Academic Quality Assurance Policy	v3.3 06042018
	Higher Education Enrolment Procedure	v1.1 27122017
	AAPoly Student Selection and Admission Policy and Procedure	v2.2 11122017
External	Higher Education Standards Framework	2015
	National Code of Practice for Providers of Education and Training to Overseas Students	2018