


PROCEDURE		
<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	Procedure Developer	Effective Date
1.2	Feedback from various stakeholders is incorporated into the policy and procedure.	Academic Dean	01/08/2018

PURPOSE

This procedure provides a guiding framework for cross-institutional study at Academies Australasia Polytechnic (AAPoly).

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)

PROCEDURE

1. Outbound Cross-Institutional Students

1.1 AAPoly students seeking cross-institutional study outside of AAPoly are required to submit a Cross-Institutional Enrolment Application (Outbound) form together with supporting documents **four weeks** prior to the course commencing.

Application Documents required:

- i. Official description of the subject the student wishes to take, for example, a copy of the handbook of the course or subject guide
- ii. A statement explaining the reason for requesting the cross-institutional study
- iii. Evidence of subject match between the Host institution and the Home institution.

1.2 Students must have the chosen subject for the cross-institutional study approved by the Course Coordinator, Faculty Head or Academic Dean.

1.3 The approval from AAPoly for the cross-institutional study does not guarantee the acceptance of the host institution; students are advised to confirm any prerequisite conditions for the proposed cross-institutional unit/subject in advance.

1.4 International students must ensure any cross-institutional enrolment via online or distance education does not breach the face-to-face study requirements of their student visa.

1.5 Students will be notified of the outcome of their application via email with the following information:

- i. Applications that are approved will include details on the amount of credit that will be received upon successful completion of the cross-institutional study and the documents required as evidence of successful completion.
- ii. Applications that are not approved will contain details on the reasons for the decision.

1.6 Upon completion of cross-institutional study the student must submit an official academic transcript, with a clear passing grade as evidence of successful completion, to the AAPoly Student Services Team via email (studentadmin@aapoly.edu.au) for the agreed credit to be applied.

1.7 It is the student's responsibility to ensure that the results of the cross-institutional study be available to the Home institution according to the purpose for which the study is undertaken.

1.8 The student should inform AAPoly if the cross-institutional study is withdrawn or not completed for whatever reasons.

2. Inbound Cross-Institutional Students

2.1 For students of institutions outside of AAPoly wishing to undertake cross-institutional study with AAPoly, the following guidelines apply:

- i. The student must be currently enrolled in a degree course with an Australian Educational Provider;

- ii. The student must receive approval from the Home institution;
- iii. The student must receive approval from an AAPoly Course Coordinator, the Faculty Head or Academic Dean;
- iv. Other eligibility criteria may apply to the unit/subject and approval is at the discretion of the relevant teaching faculty; and,
- v. Incoming cross-institution study students will be subject to AAPoly's Fees and Charges Policies.

2.2 Students must submit a Cross-Institutional Enrolment Application (Inbound) form and submit to studentadmin@aapoly.edu.au (obtain this form via the website, <http://www.aapoly.edu.au/>), and submit with the following evidence:

- i. Evidence of enrolment at a Higher Education Home institution;
- ii. Evidence of approval from the Home institution to study one or more particular subject/s at AAPoly (Host institution).

3. REVIEW OR APPEAL

3.1 Students may request a decision made in relation to cross-institutional study, to be reviewed and may appeal the outcome of the review request.

3.2 Applications for reviews or appeals must be made in accordance with AAPoly's Student Complaints and Appeals Policy and Procedure.

4. RESPONSIBILITIES

- a) 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.
- b) 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.
- c) 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