



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

CROSS INSTITUTIONAL CREDIT

INFORMATION SHEET

The University may allow students in good academic standing (i.e. not on suspension/restricted enrolment etc.) to undertake an approved course(s) at another tertiary institution, to count towards their University of Newcastle program. This is known as Cross-Institutional Credit.

If you are seeking Cross-Institutional Credit, you should provide an academic or other compelling reason for undertaking the courses at another institution. You must also receive written permission from the Faculty responsible for your program before you undertake the study. It is your responsibility to ensure that the intended study is consistent with the rules for your program and that the courses will satisfy any accreditation requirements for your program.

How to apply

There is a charge of \$50.00 per course assessment for Cross-Institutional Credit. This payment can be made online at <https://payments.newcastle.edu.au/>. Complete the attached Cross Institutional Credit application form and email it to programadvice@newcastle.edu.au. The form must be accompanied by a Course Outline (or course description) for any courses you wish to take. This information must include:

- Assessment details (including length and weighting of assessment items)
- Contact hours
- Duration of course
- Texts used

Assessment of application

Your Program Advisor will assess your application and seek approval from the relevant academic staff. You will be advised of the outcome at the earliest opportunity; however it may take up to 4 weeks for your application to be finalised. **It is therefore essential that applications are received well in advance of the term (semester or trimester) in which the study is to be undertaken.**

If your application is successful:

- You should apply for formal enrolment at the host institution. Ensure you closely check any closing dates or fees that may apply.
- You will need to take a Leave of Absence if you are not, at the same time, undertaking study at the University of Newcastle. You should therefore ensure that you have not already taken all the Leave of Absence for which you are entitled.

Completion of Cross-Institutional course(s):

Once you have completed your studies you must supply an original transcript of your results to your Program Advisor. Please note if your transcript is issued in a language other than English, a certified translation in English must be provided. When presenting documentation please use a copy of your cross institutional study approval letter from the University of Newcastle as a cover sheet.

Once your results have been received, the agreed credit will be applied to your academic record.

Important notes:

Any variation from the agreed courses undertaken at the host institution may jeopardise the amount of credit given. If unapproved courses are undertaken another application will be required and credit is not guaranteed. If there are any changes to your approved courses you should contact your Program Advisor for advice.

The University limits Cross-Institutional Credit under the relevant Credit clauses in the Rules governing the particular awards (Rule Governing Awards and Programs, Credit and Articulation Procedure, Recognition of Prior Learning Policy, and Program Management Procedure Manual). For further information, please refer to <http://www.newcastle.edu.au/service/admissions/cross-institutional-admissions.html>.

Due to the structure or accreditation requirement of some programs (e.g. Psychology), your Faculty may have further credit restrictions. You are advised to liaise with your Program Advisor for further advice before submitting your application if you believe this may apply.

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APPLICATION FOR CROSS-INSTITUTIONAL CREDIT



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Please print clearly and ensure you have read the information sheet carefully before completing this form.

PERSONAL DETAILS

University of Newcastle Student Number

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Family Name: _____ First Name: _____

Degree program: _____

Major/Specialisation: _____

Address: _____

Telephone: _____

Email: _____@uon.edu.au

Please provide a compelling reason for requesting Cross-Institutional study (please attach statement if insufficient space):

HOST INSTITUTION DETAILS

Institution name: _____

Contact Person (if known): _____

Year/Terms of proposed enrolment (i.e. Semester 1, Trimester 1): _____

PROPOSED STUDY

HOST INSTITUTION COURSE(S)			SUGGESTED UNIVERSITY OF NEWCASTLE EQUIVALENT COURSE(S)	
Course Code	Course Name	Unit Value	Nominated Courses for Credit	Unit Value

GRADUATION REQUIREMENTS

Will these courses complete the requirements for your University of Newcastle degree? (Please circle) YES NO
If yes, when will the official notification of results be available? _____

Applicant's signature: _____ Date: _____

CHECKLIST:

- Attached required course information
- Attached receipt of payment

FOR OFFICE USE ONLY

APPROVAL

Program Convenor: Recommended/Not Recommended (please circle)

Courses approved:

Date approval given:

Notes:

CHECKLIST

- Student is in good academic standing (i.e. not under exclusion, restricted enrolment)
- PVC (or nominee) approval has been given if core course
- No more than 10 units awarded at 3000 level within a 240 unit program
- No more than 10 units awarded at 4000 level within a 320 unit program
- This is not a study abroad or exchange student
- Payment received

Notes:

Date letter issued to student: