

CROSS-INSTITUTIONAL STUDY POLICY AND PROCEDURE



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1 PURPOSE

- 1.1 This policy and procedure establishes a framework to enable CQUniversity students to undertake approved study at another tertiary education institution that contributes to the student's CQUniversity higher education course.

2 SCOPE

- 2.1 This document applies to domestic and international students:
- enrolled in an undergraduate or postgraduate coursework higher education course¹ at CQUniversity, and
 - who apply to study at another tertiary education institution in a unit that contributes to the student's CQUniversity course.
- 2.2 This policy and procedure does not apply to:
- students enrolled in a vocational education or non-award course at CQUniversity, or
 - cross-institutional study undertaken at CQUniversity by students enrolled at other institutions.
- 2.3 This policy and procedure is designed to meet the requirements of Australian higher education legislation and standards, and the Australian Qualifications Framework, as it applies to cross-institutional study.

¹ 'Course' refers to an award course (see [terms and definitions](#)).

3 POLICY STATEMENT

- 3.1 CQUniversity students may apply to undertake an approved unit (i.e. cross-institutional study) at another tertiary education institution (host institution) that contributes to the student's CQUniversity course provided that the unit meets the student's CQUniversity course requirements and, either
- CQUniversity does not offer the unit in a term to enable the student to complete their course within specified course progression, duration and graduation timelines, which would delay course completion, or
 - the students are eligible to apply for cross-institutional study in accordance with a formal partnership agreement² or CQUniversity policies or procedures³ that allow cross-institutional study in certain circumstances.
- 3.2 Cross-institutional study will not be approved if:
- the unit is the same or similar to a CQUniversity unit offered in a term to enable the student to complete their course within specified course progression, duration and graduation timelines
 - the unit includes industry placement, practicum or work-integrated learning components
 - the unit is a culmination or capstone unit, or
 - the student's application does not meet eligibility requirements of a relevant partnership agreement or CQUniversity policy or procedure.
- 3.3 Credit granted for cross-institutional study must comply with the credit limits and provisions of the [Credit for Prior Learning in Higher Education Policy and Procedure](#).
- 3.4 Cross-institutional study in a unit at another institution will not contribute towards a student's grade point average⁴, unless otherwise allowed in accordance with a relevant formal partnership agreement or a CQUniversity policy or procedure.
- 3.5 Processes and decisions regarding cross-institutional study at another institution:
- must comply with related CQUniversity policies and procedures, including [Credit for Prior Learning in Higher Education Policy and Procedure](#), and
 - must be transparent, consistent and fair.

4 PROCEDURE

Applying for cross-institutional study

- 4.1 Students must apply to CQUniversity and receive formal written approval before enrolling in a cross-institutional unit (see [how to apply](#)).
- 4.2 Before applying for cross-institutional study, students are advised to:
- confirm their eligibility to apply by contacting the CQUniversity Course Advice Team via email at spc@cqu.edu.au
 - confirm with relevant professional bodies that the proposed cross-institutional unit meets prescribed course accreditation requirements (if any), and
 - confirm with the host institution that any prerequisite conditions for the proposed cross-institutional unit are met.

² Formal partnerships agreements, e.g. CQUniversity–Regional University Network (RUN) agreement or similar.

³ CQUniversity policies and procedures that encourage or allow students to undertake cross-institutional study for defined reasons, e.g. outbound mobility program, reasonable adjustment for disability or students whose learning and assessment is adversely impacted by [exceptional circumstances](#).

⁴ Grade point average calculation rules are in the [Grades and Results Policy](#).

How to apply

- 4.3 Students can apply for cross-institutional study by submitting the following documents to CQUniversity's Course Advice Team via email at spc@cqu.edu.au:
- a) a completed application for cross-institutional enrolment form from the host institution
 - b) a unit outline and learning outcomes for each unit the student intends to study at the host institution, and
 - c) written reasons to support the request for cross-institutional study.
- 4.4 Applications for CQUniversity approval to undertake cross-institutional study may take four weeks to assess. Therefore, students must apply to CQUniversity more than four weeks before (preferably, at least six weeks before) the host institution's enrolment timelines to ensure students can be notified of CQUniversity's decision and, have sufficient time to enrol at the host institution if CQUniversity has approved the cross-institutional study.

Students notified of the application outcome

- 4.5 Students will be notified of the outcome of their application via their CQUniversity email account.
- 4.6 For approved applications, students will be notified by email of the amount of credit they will receive if they successfully complete the cross-institutional study and they later submit evidence of successful completion (see [credit for cross-institutional study](#)).
- 4.7 For applications that are not approved, students will be given written reasons for the decision.

Assessing and deciding applications

- 4.8 Applications are first assessed by the Course Advice Team to decide if students are eligible for cross-institutional study in accordance with this policy and procedure.
- 4.9 Applications involving exceptional circumstances in relation to eligibility will be referred to the relevant Head of Course and/or the Deputy Dean (Learning and Teaching) for their decision.
- 4.10 Students who are not eligible for cross-institutional study will be notified by the Course Advice Team of the decision and reasons in writing. The Course Advice Team will retain a record of the decision on the Customer Relationship Management (CRM) information system.
- 4.11 Students who are eligible for cross-institutional study will have their application assessed in relation to credit that may be granted. The Academic Pathways Team will assess applications in accordance with credit assessment provisions in the [Credit for Prior Learning in Higher Education Policy and Procedure](#).
- 4.12 The Academic Pathways Team will notify the student of the outcome of their application and reasons for non-approval, if applicable.
- 4.13 Decision-makers must record their decisions, including reasons for non-approval, so students can be notified and CQUniversity can retain relevant records.

Enrolling in cross-institutional study

- 4.14 Cross-institutional enrolments are governed by the host institution's policies, procedures and academic dates, not those of CQUniversity. CQUniversity eligibility or approval for cross-institutional study does not guarantee acceptance by the host institution.
- 4.15 After receiving CQUniversity's approval to undertake cross-institutional study, students are responsible for enrolling with the host institution and paying any fees and charges levied by the host institution, including full payment of any applicable Student Services and Amenities Fee (SSAF).⁵

⁵ Students can obtain an SA-HELP loan to defer payment of the Student Services and Amenities Fee (SSAF) only at their home institution (CQUniversity). Students studying one or more units cross-institutionally must pay the full amount of any applicable SSAF up front to the host institution.

- 4.16 International students must not enrol in more than 25% of their total course by online or distance education and must be enrolled in at least one unit of face-to-face study in each compulsory term. This applies to cross-institutional enrolments and enrolments with CQUniversity. International students must ensure any cross-institutional enrolment via online or distance education will not breach these or any other requirements of their student visa.
- 4.17 International students must submit to CQUniversity's Course Advice Team, via email at spc@cqu.edu.au, a copy of the student's confirmation of enrolment at the host institution, before or on the last day to add units for the relevant term at CQUniversity. The student's CQUniversity enrolment may be cancelled if this timeline is not met.

Credit for cross-institutional study

- 4.18 After completing cross-institutional study, students must submit evidence of the final grade to CQUniversity's Academic Pathways Team via email at credit@cqu.edu.au for the agreed credit to be applied.
- 4.19 Students who receive a [clear passing grade](#) after completing approved cross-institutional study will have the agreed amount of credit applied to their study plan in accordance with the [Credit for Prior Learning in Higher Education Policy and Procedure](#). These students must submit an [official academic transcript](#) that is written in English or translated to English by a licensed translation service. Students will be required to pay any fees and charges levied by the host institution to obtain the document.
- 4.20 Students who do not receive a clear passing grade are not eligible to have credit applied to their study plan. Students may notify the Academic Pathways Team of the final grade via email at credit@cqu.edu.au.

Reviews, appeals and complaints

- 4.21 Students may request a decision, made in relation to cross-institutional study, to be reviewed and may appeal the outcome of the review request. Applications for reviews or appeals must be made in accordance with the review process below and the [Academic Appeals Policy and Procedure](#).
- 4.22 CQUniversity will finalise reviews and appeals as quickly as possible but cannot guarantee this will occur before the census date, which affects student enrolment and withdrawal from units in the same term.

Review process

- 4.23 Before deciding whether to request a review of a decision regarding cross-institutional study, students are encouraged to get feedback about the outcome of their application by contacting the relevant decision-maker:
- feedback regarding eligibility, contact the Course Advice Team (spc@cqu.edu.au), or
 - feedback regarding credit, contact the Academic Pathways Team via email (credit@cqu.edu.au).
- 4.24 Students may request a review on the basis that they believe the decision to be unreasonable.
- 4.25 Applications requesting a review relating to credit will be accepted when students apply in accordance with the review process in the [Credit for Prior Learning in Higher Education Policy and Procedure](#).
- 4.26 Applications requesting a review relating to eligibility will be accepted when students:
- submit their request in writing to the Course Advice Team by email (via spc@cqu.edu.au) within 10 working days of receiving notice of the decision regarding eligibility, and
 - include in the written request their name, student number and a full statement of their reason/s for requesting a review, including why they believe the decision is unreasonable.
- 4.27 The Course Advice Team must refer student requests for review regarding eligibility to the relevant Deputy Dean (Learning and Teaching) or their independent nominee to review the decision as soon as possible based on the available information. The reviewer must be a staff member who was not involved in the decision that is under review.

- 4.28 The reviewer may decide to confirm the decision, set aside the decision and make an alternative decision, or not accept the request because it was not received in the required timeline for requesting a review and/or the student has not submitted a full statement in writing about their reasons for the request and why they believe the decision is unreasonable.
- 4.29 After the review, the reviewer will notify the student, Course Advice Team and the original decision-maker in writing about the outcome of the review and reasons for the decision.

Appeal process

- 4.30 Students may challenge the final outcome of a review request by lodging an appeal in accordance with the [Academic Appeals Policy and Procedure](#). Information about challenging appeal outcomes is also in the Academic Appeals Policy and Procedure.

Complaints process

- 4.31 Students who have a complaint, which may or may not relate to a decision or request for review, may make the complaint in accordance with the [Student Feedback – Compliments and Complaints Policy and Procedure](#). Complaints and requests for review, even if related, may be managed separately to ensure independence and both matters can be finalised as soon as possible.

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 Pro Vice-Chancellor (Learning and Teaching) is responsible for overseeing compliance with this policy and procedure University-wide and monitoring its effectiveness to ensure it continues to achieve its purpose.

Reporting

- 5.2 No additional reporting is required.

Records management

- 5.3 Staff must maintain a written record of cross-intuitional study applications and their outcomes, including reasons for not approving applications, on the student file and/or CRM information system.

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Award course: The combination of units that contribute towards a qualification recognised in the [Australian Qualifications Framework](#) or an accredited overseas equivalent.

Clear passing grade: Refers to a Pass (P) or higher grade. Pass Conceded (PC), Pass Terminating (PT) and Fail (F) grades or equivalent are not considered passing grades for credit transfer.

Exceptional circumstances: are those that occur beyond a student's control due to disability (defined in the [Disability Policy](#)), medical or health-related condition, hardship or trauma, compassionate circumstances or unavoidable commitment that by its nature cannot be rescheduled.

Official academic transcript: An official record of a student's enrolment and results issued by an education institution (see the [Awards Policy and Procedure](#)).

7 RELATED LEGISLATION AND DOCUMENTS

[Academic Appeals Policy and Procedure](#)

[Articulation Policy and Procedure](#)

[Australian Qualifications Framework](#)

[Credit for Prior Learning in Higher Education Policy and Procedure](#)

[Education Services for Overseas Students Act 2000 \(Cwlth\)](#)

[Grades and Results Policy](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015 \(Cwlth\)](#)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(Cwlth\)](#)

[Regional University Network Agreement](#)

[Streamlined student visa processing arrangements](#) (Department of Home Affairs)

[Student Feedback – Compliments and Complaints Policy and Procedure](#)

[Tertiary Education Quality and Standards Agency Act 2011 \(Cwlth\)](#)

8 FEEDBACK

8.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Learning and Teaching Committee
Administrator	Pro Vice-Chancellor (Learning and Teaching)
Next Review Date	18/10/2020

Approval and Amendment History	Details
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Amendment Authority and Date	Learning and Teaching Committee 19/04/2017; Learning and Teaching Committee 18/10/2017
Notes	This document replaced the Cross-Institutional Study Policy and Procedure (effective date 28/04/2017).

10 APPENDIX: Overview of the cross-institutional study application process

