

Tertiary study – Cross-institutional study

As an artist you may find yourself in a situation where you need to study by distance education for a semester because of an increase in work commitments. If your Institution doesn't offer subjects by distance education, rather than forgoing study all together during busy times, there is a way around it – cross institutional study.

Cross-institutional study provides a means whereby you can keep your place at the home university but also study with another university. You will still pay HECS on the subjects just as you would if you were studying through your home university.

This can help you to make the most of flexible delivery options open to you while still remaining with the one university.

An overview of the process of applying for Cross Institutional Study is as follows:

- If commencing a course of study, complete your enrolment acceptance at your home university.
- Research the subjects that you need to complete in the first year – most universities have this information on their web site.
- Peruse your home university website to see if they have a precedent/credit register. Some universities keep a public record of all the subjects at other universities that they have deemed equivalent to their own. You can then search for your subjects to see if there are any that already have been granted as a precedent.
- Peruse other universities sites to find similar courses. The <http://www.thegoodguides.com.au/> website has the capacity to search your area of interest, the mode of study that you want and it will provide a list of institutions.
- If you can find subjects that look fairly similar to your home Uni's subjects, print out the subject profiles and keep them – You may need to keep them for your application.
- Find the Cross Institutional Form on either your Uni's website or the guest Uni's website and complete the details that you can. If the subjects that you are asking for have not previously been deemed equivalent it would help your application to provide the subject outlines as well.
- Write a covering letter explaining your situation.
- Keep copies of all documentation, including your notes on telephone calls.

Tips

- Most first year subjects are fairly standard and may be easier to find precedents for.
- A good application can really speed up the process so spend the time on digging up the subject outlines and writing the covering letter. It can save time in the long run.
- If you are past the due date for cross institutional study don't despair – Contact your SCOPE Adviser for assistance.