

Cross Institutional Enrolment Request

(for current Murdoch students)



i If you are a Murdoch student and you wish to study cross-institutionally at another university for credit towards your Murdoch degree, complete this form. Any previously completed units must be applied for through the Accreditation and Advanced Standing Office.

Note: This form is not an enrolment form for the host university. You need to contact the Admissions Office at the host university to process your enrolment there.

The Student Centre
1300 687 3624
studentcentre@murdoch.edu.au

Student Information

Student Number	Given Name(s)	Surname
Current Course and Major(s)		All Cross Institutional Enrolments must be approved by your Academic Chair <i>before</i> submitting this form.

Host University Details

Name of university you will be studying at (host university).				Country of Host University	
Unit Code	Unit Title	Start Date	End Date	Points	Internal or External

Murdoch Equivalent

This section must be completed by your Academic Chair
See "Notes for Academic Chairs" on page 2 for assistance.

Equivalent Murdoch Unit Level	Equivalent Murdoch Credit Points	Murdoch Unit to be credited. (Enter "General Elective" if applicable)
Academic Chair's Name:		
Signature:		Date:
(If signing electronically, enter name and send via your email*)		

Student Declaration

I acknowledge that I have read, understood and agree with the terms and conditions outlined on page 2 of this form.

Name: _____

Signature: _____
(Enter full name if submitting electronically*)

Date: _____

Submitting this form: Please save a PDF copy of this form and send as an attachment via:
1) MyAnswers > [Ask A Question](#) or,
2) email to studentcentre@murdoch.edu.au
Please send from the email address recorded in MyInfo.

This form is best viewed in Adobe Acrobat Reader.

Institution Stamp/Seal:

Cross Institutional Enrolment Terms and Conditions

By applying for a cross institutional enrolment I agree to the following:

1. I must provide proof of enrolment at the host university before a holding unit signifying my cross institutional enrolment is added to my Murdoch record
2. If I do not proceed with, or subsequently withdraw from, the cross-enrolment, I must immediately advise Murdoch University via MyAnswers > [Ask a Question](#) so that my student record can be amended. If I have already enrolled at the host university, I must also withdraw from the unit at that university. I may be required to provide proof of my withdrawal from the host university.
3. I am required to fulfil my obligations to the host university for the unit(s) in which I enrol, and am liable for the tuition fees payable to the host university.
4. Domestic students only: As a Commonwealth Supported student at Murdoch University I am obliged to provide the host university with a copy of my latest Commonwealth Assistance Notice (CAN) as proof of status.
5. I will make myself aware of the host university's enrolment, census and withdrawal dates as these may be different to Murdoch University's.
6. I am aware that I can only defer the Student Services and Amenties Fees from my home university (Murdoch) via an SA-HELP form.
7. I must submit the original, scanned copy of the original or a certified copy (hard copy only) of my official academic transcript(s) from the host university, via MyAnswers, email, post or in person at The Student Centre for inclusion on my student record. Photos of transcripts cannot be accepted. All pages must be included.
8. I understand that results in units at other universities will be recorded as a Recognised Prior Learning grade (RPL) grade for a pass or above, or Fail (N) grade on my Murdoch transcript and will not impact my GPA. If I am completing a unit via Murdoch OUA it will be added to my record as Advanced Standing only.

What happens to my application after it has been submitted?

We will check over your form and send back you a copy with the University stamp on it if approved. You will need to provide the signed and stamped form to your host university and, if you are domestic student, a copy of your latest Commonwealth Assistance Notice. You will need to follow your host university's policies and procedures, enrolment approval from Murdoch does not guarantee acceptance by the host university.

When you have been enrolled at the host university, send us your proof of enrolment. We will then add a holding unit coded "OTH" to your record, signifying you are enrolled cross institutionally.

Remember, after you have completed study at your host university you will need to provide the original official academic transcript or a certified copy of your results from your host university.

Notes for Academic Chairs

Policies relating to cross institutional enrolments

A student's Academic Chair can approve a Cross-Institutional unit enrolment in accordance with the 'Enrolment Across Institutions' section of the Enrolments Procedure.

Cross institutional enrolments may be approved:

- in accordance with the *Recognition of Prior Learning Procedure*
- Across Australian higher education providers:
 - where the equivalent Unit is not offered at Murdoch or where a Required Unit at Murdoch is not available within a timeframe that enables timely Course completion, or
 - where there are substantial and justifiable academic reasons, or
 - where relocation is unavoidable.
- For study abroad:

- where the student meets academic eligibility criteria
- in accordance with any immigration related government directives

Determining credit point and unit level equivalencies

The *Recognition of Prior Learning Procedure* outlines the minimum number of Credit points that must be completed at Murdoch University by Award type, i.e not attained via cross institutional units and advanced standing from other institutions (combined).

Granting of the unit level and credit point equivalents for Cross-Institutional units must be completed in accordance *Recognition of Prior Learning Procedure*..

For overseas enrolments, please contact the Student Mobility Team via studyabroad@murdoch.edu.au to determine the unit level and credit point equivalencies.

**If submitting this form electronically type your name in the signature field and send this form via your registered email address, or lodge via MyAnswers. Your email will be taken as proof of approval.*