

IMPORTANT INFORMATION FOR WESTERN SYDNEY UNIVERSITY STUDENTS APPLYING FOR CROSS INSTITUTIONAL STUDY

You should only use this form if you are a Western Sydney University student and intend to study 'cross institutionally' (undertake study at another institution at the same time).

You will need to complete a separate application form for each teaching session you intend to study at another institution.

Unit outlines

You must attach copies of unit outlines or descriptions of unit/s you intend to enrol in at the other institution so the Western Sydney University Director of Academic Program can assess whether the unit/s will provide you with Advanced Standing towards your current Western Sydney University degree.

What should you do about your Western Sydney University enrolment?

If you intend to study at Western Sydney University and at your other nominated institution at the same time, you need to select and enrol in your Western units before the teaching session starts.

If you are only going to study at your nominated institution, you will be automatically placed on leave for the approved period. This will not interfere with your ability to take further leave if you are eligible when you return to study at Western.

If you study at Western Sydney University and at another institution at the same time

If you are studying concurrent units at Western and another institution, you need to indicate this in Section 1 on the application form and list the units you will be taking at Western. Please check through MySR that your enrolment matches the units nominated on this form.

Important - concurrent study and exams:

If you are studying concurrently, there could be clashes with exam times. As a Western student it is expected that if a clash happens, you will make alternative arrangements with the **other institution** to address this.

Recognition of cross institutional study

Once you have completed your cross institutional study with the other institution, it is your responsibility to apply for Advanced Standing with Western to get recognition for that study. All Advanced Standing applications are made online through the eForms system. You will need to attach a certified copy of your academic transcript from the other institution to your online application. Information about certifying documentation is available on the web at westernsydney.edu.au/certifyingdocuments.

Lodging this form

This form must be lodged directly with your School administration office.

The closing date for applications is the first day of the Western Sydney University teaching session for the period the cross institutional study is being undertaken.