



MELBOURNE  
GRADUATE  
SCHOOL OF  
MANAGEMENT

# Cross-Institutional Study Application : Incoming

This form is to be completed by students currently enrolled at an Australian University who wish to complete a subject or subjects offered by the Melbourne Graduate School of Management at The University of Melbourne, for the purpose of credit toward their current degree.

## I n s t r u c t i o n s

Please complete this form, and attach:

- An original or certified copy of your transcripts
- Written approval letter from your home institution
- Evidence of citizenship or Student Visa status
- Evidence of meeting the University's English language requirements for International Students
- Subject descriptions for pre-requisite subjects
- Your CV

Submit this form and documentation no later than **four weeks prior** to the beginning of Semester to:

Melbourne Graduate School of Management  
Level 4, 198 Berkeley Street  
The University of Melbourne  
Victoria, Australia 3010

Telephone: (+613) 8344 1670  
Facsimile: (+613) 9349 5021  
Email (through the following website):  
<http://ecom-unimelb.custhelp.com>

## Privacy Statement

The University of Melbourne's Privacy Policy with regards to student information can be viewed at:  
<http://www.unimelb.edu.au/unisec/privacy/studentinfo.html>

## 1. Personal Details

Please circle

Title: Mr Miss Ms Mrs Other \_\_\_\_\_

Family name: \_\_\_\_\_

Given names: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

Email: \_\_\_\_\_

Term Mailing Address:

Street: \_\_\_\_\_

Suburb/ Town: \_\_\_\_\_

Postcode: \_\_\_\_\_

State: \_\_\_\_\_

## 2. Current and Previous Enrolments

### Current Enrolment

University (home institution): \_\_\_\_\_

Name of degree: \_\_\_\_\_

### Undergraduate Enrolment

University: \_\_\_\_\_

Name of degree: \_\_\_\_\_

Have you ever been enrolled at The University of Melbourne?

If yes—your UoM student number: \_\_\_\_\_

## 3. Reasons for Cross Institutional Study

Please provide your reasons for wanting to undertake Cross-Institutional Study:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 4. Subjects at the University of Melbourne

Complete the table below with details of the Melbourne Graduate School of Management subjects you wish to enrol in (maximum of four subjects). Please refer to the Online Handbook (<http://handbook.unimelb.edu.au>) for subject information.

Subject code	Subject name:	Semester:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please sign overleaf →

## 5. Melbourne Graduate School of Management Policy on Cross-Institutional Study

Cross-Institutional Study enables students from another Australian institution of good standing to study at The University of Melbourne and have these studies credited to their graduate degree. The Melbourne Graduate School of Management gives permission for such studies in a limited number of cases.

### Students wishing to apply for Cross-Institutional Study should note:

1. Applicants should normally have an academic standard comparable to students commencing postgraduate study in the relevant course. An average of 70% (or equivalent) must have been achieved in the most recent semester of tertiary study.
2. A letter from the student's home institution must be attached to the application stating that any studies undertaken at the University of Melbourne will be credited towards a diploma or degree at that institution. Applications will not be considered without this documentation.
3. Applicants must be enrolled at their home institution and must have paid the home institution's equivalent of The University of Melbourne Amenities & Services Fee for the year of proposed studies. Successful applicants must provide evidence of payment on enrolment, otherwise students will be charged the appropriate Amenities & Services Fee at The University of Melbourne.
4. If you are an International Full-Fee-Paying or Australian Full-Fee Paying student at your home institution you must pay the Full-Fee charge for these subjects at the University of Melbourne. University of Melbourne Full-Fee charges may vary from those of your home university.
5. Failure in a Cross-Institutional subject will automatically disqualify students from enrolment in repeat or alternative subjects.
6. It is the student's responsibility to ensure that their enrolment details are correct at both institutions to avoid problems concerning Commonwealth Supported Place (CSP) liability. The student must advise the Melbourne Graduate School of Management, Academic Programs Manager (Research) in writing of any withdrawal from subjects taught by The University of Melbourne.
7. Applications will be considered for one semester at a time. Applicants wishing to undertake cross institutional studies for more than one semester should lodge a further application at the completion of the first semester of study.

### Approvals

Approval for Cross-Institutional Study must be given before the commencement of study.

All approvals are at the discretion of the Manager, Melbourne Graduate School of Management.

If your request to study a Cross-Institutional subject is approved you will be notified in writing, as will your home institution. Once notified of the approval you should contact your home institution to arrange your enrolment in the approved subject/s. It is your responsibility to ensure that all enrolment procedures are completed at both institutions.

### Fees

All fees will be FULL-FEE, regardless of whether the visiting student is a Commonwealth Supported Place (CSP/HECS) student at their home institution. Arrangements for payment through FEE-HELP are possible.

### Subjects

Please visit the Online Handbook (<http://handbook.unimelb.edu.au>) to find out about available subjects and entry requirements. All-graduate level subjects taught by the Melbourne Graduate School of Management are available to suitably qualified applicants.

## 6. Checklist

Have you:

- Completed all sections of this application?
- Attached original or certified copies of your Academic Transcripts?
- Attached a written approval letter from your home institution supporting your the Cross-Institutional Study application, including evidence that you will be enrolled on the same fee basis as at your home institution?
- Attached evidence of your citizenship or Student Visa status (e.g. passport, birth certificate, visa etc.)?
- Attached evidence of meeting the University of Melbourne English requirements for International Students (e.g. IELTS)?
- Attached subject descriptions that include information about pre-requisites, assessment & contact hours of the subject/s that you have completed that you believe are equivalent to any pre-requisite requirements for the subject/s that you are enrolling in?
- Attached a copy of your Curriculum Vitae (CV)?

**Please note that this application will not be considered if all supporting documents are not attached**

## 7. Declaration

I declare that the information that I have supplied on this form and in any supporting documents submitted with the application is, to the best of my knowledge, complete and correct. I acknowledge that the University may terminate my enrolment if I have misrepresented my past and/ or present circumstances and that this termination may take place at any stage during the tertiary studies I undertake. I authorise the University to obtain official records with respect to my application from the appropriate education institution/s and to seek other relevant information about me. I have read and understood the Melbourne Graduate School of Management policy and guidelines on Cross-Institutional Study. I intend to enrol in the subjects listed if my application is successful.

Applicants signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Office Use Only

Approved  Not Approved

\_\_\_\_\_  
Academic Program Director's signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Associate Dean (Academic Programs) signature

Student notified of outcome:

Date: \_\_\_\_\_

Host institution notified:

Date: \_\_\_\_\_