



APPLICATION FOR OUTBOUND CROSS INSTITUTIONAL ENROLMENT INCLUDING STUDY ABROAD AND EXCHANGE STUDENTS

CROSS INSTITUTIONAL STUDY IN YOUR LAST SEMESTER MAY STOP YOU FROM GRADUATING IN THAT SEMESTER

Please post or hand deliver completed form to your School
Study Abroad/Exchange Students should submit this directly to the **Study Abroad Office**

Advice on this application will ONLY be sent to your Notre Dame email account

PLEASE ENSURE YOU SUBMIT WITH THIS FORM:

- Course Outline(s) for each proposed course
- Receipt for \$75 Admin Fee (see overleaf)
- Number of contact hours per course per week
- Note: your most recent academic record may be required by the host institution.

I AM APPLYING FOR (please tick one):

- Formal Study Abroad Exchange Program organised by the Notre Dame Study Abroad Office
- Outbound Cross-Institutional Study - *Australian University* Outbound Cross-Institutional Study - *International University*

Are you an International Student: No Yes (*conditions apply*)

PERSONAL DETAILS

TITLE e.g. Mr/Miss/Mrs SURNAME/FAMILY NAME GIVEN NAMES GENDER (M / F)

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UNDA Student ID Number:

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 Date of Birth (dd/mm/yyyy):

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Contact Details: Home:

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 Work:

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Mobile:

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 Email:

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 @my.nd.edu.au

THE UNIVERSITY OF NOTRE DAME AUSTRALIA ENROLMENT

DEGREE IN WHICH YOU ARE CURRENTLY ENROLLED AT NOTRE DAME:

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- Commonwealth Supported Domestic Fee-paying student International Student* (**you must ensure full-time enrolment*)

HOST UNIVERSITY

THE INSTITUTION AT WHICH YOU WISH TO STUDY ("HOST INSTITUTION"):

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HAVE YOU ENROLLED AT THE HOST UNIVERSITY BEFORE? Yes No

IF YES, WRITE THE HOST UNIVERSITY STUDENT NUMBER

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COURSE ENROLMENT

YEAR:

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 STUDY PERIOD: Summer Term Semester 1 Winter Term Semester 2

COURSE CODE	COURSE TITLE	MODE - INT/EXT/ ONLINE	CONTACT HRS (Per Week)	(To be completed by Dean or Delegate or Director, Study Abroad)		
				UNDA Credit Points	To be credited as towards UNDA degree (<i>elective or specific UNDA course</i>)	Initials

OR ALTERNATIVES (FOR STUDY ABROAD/EXCHANGE STUDENTS ONLY)

COURSE CODE	COURSE TITLE	MODE - INT/EXT/ ONLINE	CONTACT HRS (Per Week)	(To be completed by Dean or Delegate or Director, Study Abroad)		
				UNDA Credit Points	To be credited as towards UNDA degree (<i>elective or specific UNDA course</i>)	Initials

By signing this application form:

- I have read and understand the 'Cross-Institutional Enrolment Conditions' detailed overleaf;
- I certify that the information provided on this form is true and correct information;
- For eligible institutions, I authorise the University of Notre Dame Australia (my home institution) to request enrolment information, including but not limited to course results, from the host institution on my behalf. Note: some institutions will require the student to obtain their transcript themselves;
- I understand that cross institutional or study abroad enrolment in my last semester may prevent me from graduating in that semester;
- I understand that any changes to the above course(s) (withdrawals, additions etc) must be approved by Notre Dame prior to enrolment changes being made at the host institution. I understand I cannot change my enrolment at the host institution without Notre Dame's knowledge and pre-approval;
- I understand it is my responsibility to advise Notre Dame in writing if I withdraw my enrolment at the host institution and provide written confirmation from the host institution of the withdrawal to Notre Dame;
- I understand it is my responsibility to provide the School or the Study Abroad Office for Study Abroad/Exchange students at Notre Dame an official copy of my transcript of results from the host institution within six months of completion of the course; otherwise my grade(s) for these course(s) will be recorded as "Fail" grades. Study Abroad/Exchange students will have their grades converted using the approved grading conversion rubric from their home institution.
- I understand that notification regarding this application will only be sent to my Notre Dame email account.

STUDENT SIGNATURE

Date (dd/mm/yyyy):

DEAN OF SCHOOL (OR DELEGATE) AND DIRECTOR, STUDY ABROAD (WHERE APPLICABLE) RECOMMENDATION

Reason for authorising cross institutional enrolment (to be completed by the Dean/Program Coordinator):

- Course(s) not available at Notre Dame but mandatory within ND course structure
- Course(s) not available at Notre Dame but required for Major/Minor/Specialisation (please specify): _____
(Note: General Regulations apply)
- Course(s) undertaken as part of a formal study abroad (exchange) program organised by Notre Dame
- Approved Study Abroad/Exchange Program with a partnership university (please specify university): _____
- Other (please specify): _____

DEAN OF SCHOOL/
COURSE CO-ORDINATOR
SIGNATURE

Date (dd/mm/yyyy):

DIRECTOR, STUDY
ABROAD
(Exchange students only)

Date (dd/mm/yyyy):

THE UNIVERSITY OF NOTRE DAME AUSTRALIA APPROVAL

TO BE SIGNED BEI

ENROLLING AT THE HOST INSTITUTION

- Cross-institutional enrolment **APPROVED**
- Cross-institutional enrolment **DENIED**

CAMPUS REGISTRAR OR
DELEGATE (UNDA)

Date (dd/mm/yyyy):

CROSS-INSTITUTIONAL ENROLMENT CONDITIONS

1. You should use this form if you wish to study a course at another institution (the "host institution") for credit towards your degree at The University of Notre Dame Australia (your "home institution"). **THIS IS NOT AN ENROLMENT FORM** for the units you wish to study at another institution. You must complete the appropriate enrolment process at the host institution and you will be advised by their Admissions Office or similar if your application has been approved.
2. If you study cross institutional courses in your last semester Notre Dame will not be able to obtain your results in sufficient time to allow you to graduate in that semester. Please take this into account when enrolling in your last semester.
3. You will need to justify why you need to undertake study at another institution (this may not apply to Study Abroad/Exchange students who are studying on an approved study abroad/exchange program with a partnership university). Non-Study Abroad/Exchange students, may not be permitted to enrol in a course at the host institution that is the same as or similar to one available at Notre Dame. Cross-institutional enrolment is at the discretion of the Campus Registrar (or delegate) on recommendation from the Dean (or delegate) of your School.
4. Study Abroad/Exchange students require the approval of the Director of Study Abroad to study an approved study abroad/exchange program with a partnership university. Course enrolment for Study Abroad/Exchange students must be approved by the Director of Study Abroad at Notre Dame prior to enrolment at the host institution.
5. This application form must be completed by you and signed by the Dean of your School (or Course Coordinator as delegate) at Notre Dame in order to confirm that the course(s) you wish to undertake will be credited to your degree. Your application form will not be considered by the host institution unless formally approved in this way.
6. A number of courses offered by universities have prerequisites which may be met by the courses which you have already completed at Notre Dame. You may be asked to provide a certified copy of your academic transcript to the host institution.
7. Applicants should be aware that quotas apply to many programs or courses at the host institution and there is no guarantee that enrolment will be available in the course(s). It is therefore advisable to lodge this form together with supporting documentation as soon as possible and by published due dates.

8. If you withdraw from a course and/or add a course you need to formally do so at the host institution through their usual procedure **AND complete a Notre Dame 'Change of Enrolment' form to amend your record at Notre Dame**. Courses undertaken without pre-approval by Notre Dame (including those successfully completed) may not be approved retrospectively, in which case a student may apply for Advanced Standing (fee may apply).
9. You are responsible for supplying to your School or Study Abroad Office for Study Abroad/Exchange students at Notre Dame a certified copy of the Statement of Results for your cross institutional enrolment course(s) so that the results can be added to your record. A cross institutional or study abroad course not converted to a formal grade within six months will be recorded as a "Fail" grade and will appear on your academic transcript.
10. Except for exchange students participating in an approved study abroad program with a partnership university, results for courses taken at other tertiary institutions are recorded as "Non Graded Pass" or "Fail" on your Notre Dame academic transcript, as other institutions have different grading systems. However, you will also receive an official result/transcript from the host institution which you should keep. You can use this in conjunction with your Notre Dame transcript. Exchange students will have their results converted by the Study Abroad Office to The University of Notre Dame Australia grading rubric on their academic record.

Fees and Charges

11. A **\$75 administration fee** applies for processing this application for students not participating in an approved study abroad/exchange program with a partnership university. A late fee of \$25 may apply depending on the date of submission of the application.
12. Receipt of payment must be attached to this form prior to processing by the Student Administration office of Notre Dame.
13. You are required to fulfill your financial obligations to the host institution. This involves the payment of any tuition fees or charges. The University of Notre Dame Australia accepts no liability for unpaid fees/charges from a host institution. Note: unpaid fees/charges could result in your academic record at the host institution being withheld which may affect your ability to graduate from Notre Dame.
14. If you are a Commonwealth Supported Student you will need to complete a Commonwealth Assistance Form with the host institution where a debt will be incurred for the course(s) undertaken.

Privacy Statement: The information provided in this form will only be used for the administrative or educational purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at: <https://www.notredame.edu.au/home/privacy>.

You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the relevant Campus Registrar via email studentadmin@nd.edu.au