

Cross Institutional Enrolment Terms and Conditions

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

1. 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.
2. 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.
3. 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.
4. I will make myself aware of the host university's enrolment, census and withdrawal dates as these may be different to Murdoch University's.
5. I am aware that I can only defer the Student Services and Amenties Fees from my home university (Murdoch) via an SA-HELP form.
6. 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.
7. 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?

Once approved the cross-enrolled unit details are added to your Murdoch student record and the approved form will be returned to you via email.

When you apply to enrol at the host university you may need to provide the signed and approved application form and 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.

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

Granting of credit for Cross-Institutional units must be approved by the Academic Chair in accordance with section 7 of the Units Procedure.

A student may be permitted by the relevant Academic Chair to undertake a unit for credit at another institution if an equivalent unit will not be offered by Murdoch University within the expected duration of the student's course enrolment. However, in special circumstances, the Academic Chair has the discretion to approve a Cross-Institutional unit as replacement for a required unit depending on points value and academic content. See section 36.7 of the Unit Policy.

A maximum of two thirds of the required credit points for an Award Course can be attained via cross institutional units and advanced standing from other institutions (combined). See Section 74.2 of the Coursework Regulations.

**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.*

Determining credit point and unit level equivalencies

Granting of the unit level and credit point equivalents for Cross-Institutional units must be completed in accordance Advanced Standing Policy.

For domestic enrolments, Academic Chairs can refer to information regarding the equivalent Murdoch unit level and equivalent Murdoch credit points in the Assessment and Award of Advanced Standing for Academic Chairs Guideline.

Accreditation and Advanced Standing Officers can provide advice on the Murdoch equivalent unit level and credit point values to Academic Chairs in interpreting and applying the Advanced Standing Guidelines for Academic Chairs.

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