

C9 - Cross-Institutional Study Policy and Procedure



1. PURPOSE

This policy provides a framework for BBI – The Australian Institute of Theological Education (BBI-TAITE) to apply a consistent, equitable and transparent approach to the consideration of cross-institutional study for BBI-TAITE students and the admission of students from other tertiary institutions for study in a unit with BBI-TAITE.

2. BACKGROUND

BBI-TAITE is committed to quality learning and teaching, as reflected in its primarily educational mission. To implement Tertiary Education Quality and Standards Agency's (TEQSA) principle of ensuring the fair and consistent admission of students to courses and units, the Institute has developed the following policy.

3. SCOPE

This policy applies to all students enrolled in awards or courses with BBI-TAITE and students of other institutions who would like to complete a unit with BBI-TAITE in a cross-institutional capacity.

4. POLICY

Part 1 of the policy refers to BBI-TAITE students wishing to enrol cross-institutionally in a unit with another tertiary institution. Part 2 of the policy refers to students of other tertiary institutions wishing to enrol cross-institutionally into a unit with BBI-TAITE.

Part 1 - BBI-TAITE students wishing to undertake cross-institutional study with another institution:

- a) A student who is enrolled in an award or course of study with BBI-TAITE can apply to undertake a unit or units with another institution towards their BBI-TAITE award or course provided that the following conditions are met:
 - i) The student has completed a minimum of two units of study towards their award or course with BBI-TAITE;
 - ii) The unit of study to be undertaken meets the standards comparative to those at BBI-TAITE;
 - iii) The unit of study is an approved topic which meets the needs of the student's award or course;
 - iv) No analogous unit is available for enrolment at BBI-TAITE in that year; and
- b) In some cases, the following condition suffices for approving cross-institutional study:
 - i) The unit is not offered by BBI-TAITE and is a requirement for completion of the award or course.

- c) A student enrolled in an award or course of study with BBI-TAITE cannot undertake more than one quarter of units in their award or course cross-institutionally (for example, no more than three units of a twelve unit course).
- d) It is recommended that the student consult with the Student Registrar before applying for cross-institutional study with another institution.
- e) Upon successful completion of the cross-institutional unit the student is expected to provide proof of their results to BBI-TAITE and the study will be credited to the student's award or course records in the same manner as external credit.

Part 2 - Students of other institutions wishing to undertake a unit with BBI-TAITE:

- a) Students wishing to apply for cross-institutional study with BBI-TAITE for one or more units in a given trimester must submit the appropriate documents detailed below in the procedures section to BBI-TAITE via the online application section of the BBI-TAITE website.
- b) Students of other tertiary institutions who are interested in completing a unit cross-institutionally with BBI-TAITE are advised to access the listing of unit availabilities on BBI-TAITE's website to inform their selection.
- c) A student wishing to study cross-institutionally with BBI-TAITE is responsible for ensuring that the unit of study at BBI-TAITE meets the requirements of the student's home institution.
- d) A new application, including home provider endorsement, must be made for each trimester in which the student wishes to study with BBI-TAITE.
- e) Students of other institutions enrolled cross-institutionally with BBI-TAITE will have full access to BBI-TAITE resources during the period of their enrolment, including library access and student management account.
- f) Upon the completion of a cross-institutional unit with BBI-TAITE access to BBI-TAITE resources will be discontinued.
- g) Applications to complete a unit of study with BBI-TAITE may be refused on the grounds that the student has not completed the relevant prerequisites for that unit.
- h) Cross-Institutional students enrolled in a unit with BBI-TAITE have the same rights to appeal and other BBI-TAITE services as BBI-TAITE award students as per BBI-TAITE's Academic Grievance Policy and Student Grievance Policy – Non Academic.
- i) The student is liable for any fees owing to BBI-TAITE or acquired while studying their cross-institutional unit with BBI-TAITE. For example (but not limited to): unit and tuition fees; Library fines. The student may apply to defer their unit fees to Fee-Help only in the instance where the student is deferring the fees for the award course with their home provider to Fee-Help.
- j) BBI-TAITE will invoice the cross-institutional student in the same manner as BBI-TAITE's own award students and the student must check their email address and student management account for details of this invoice. Applicants will be made aware of this requirement upon admission to their selected unit with BBI-TAITE.

5. PROCEDURE

Part 1 of the procedure refers to BBI-TAITE students wishing to enrol cross-institutionally in a unit with another tertiary institution. Part 2 of the procedure refers to students of other tertiary institutions wishing to enrol cross-institutionally into a unit with BBI-TAITE.

Part 1 - BBI-TAITE students wishing to undertake cross-institutional study with another institution:

- a) Students must provide the following information to BBI-TAITE in order for their cross-institutional study to be approved:
 - i) The unit outline for the proposed unit of study which includes:
 - ii) Schedule of classes and required hours;
 - iii) Credit points of the unit;
 - iv) Topics covered and readings required;
 - v) Learning outcomes.
- b) When providing unit information to BBI-TAITE for assessment the student must provide official unit information and not information taken from the other institution's website.
- c) The BBI-TAITE award student who is applying for cross-institutional study with another institution will be made aware of BBI-TAITE's decision regarding their application via their email account no later than two weeks from the submission of their application.
- d) The student may be required to discuss their application with BBI-TAITE's Student Registrar and/or Academic Dean before BBI-TAITE will approve the application.
- e) Upon completion of the unit with another institution the student is expected to provide proof of their grade to BBI-TAITE and will be notified by BBI-TAITE of the inclusion of the credit on their course record.

Part 2 - Award students of other institutions wishing to undertake a unit of study with BBI-TAITE:

- a) Applicants must complete the relevant cross-institutional study application forms located in the forms section of BBI-TAITE's website and return them via BBI-TAITE's online applications system. These forms must be received by BBI-TAITE no later than four weeks prior to the beginning of the trimester that the student is applying for entry into. Applications received later than this date may not be approved and the student will need to re-apply for entry into the following trimester. These include:
 - i) The cross-institutional application form for enrolment into a unit with BBI-TAITE;
 - ii) The home provider endorsement form signed by a relevant authority from the student's home institution;
 - iii) 100 points of identification in the form of certified copies;
 - iv) Any other documentation requested by BBI-TAITE pertaining to the course in which the applicant is enrolled with their home provider and/or identification;
 - v) A FEE-HELP application form where FEE-HELP is being claimed from the home institution must be submitted at the time of application;
 - vi) The certified results of an approved English Language test if required.
- b) The student of another institution who is applying for cross-institutional study with BBI-TAITE will be made aware of BBI-TAITE's decision regarding their application via their nominated email account no later than two weeks from the submission of their application.
- c) BBI-TAITE reserves the right to refuse cross-institutional study with the Institute to any student on the following grounds:
 - i) that any of the above criteria have not been met;
 - ii) that there are concerns about the applicant's academic ability to successfully complete the unit;

- iii) That the prerequisite requirements for the unit have not been met;
 - iv) BBI-TAITE has reason to believe that there is some other significant reason that the student may be unable to successfully complete the unit of study;
 - v) BBI-TAITE has reason to believe that the student has a history of academic dishonesty;
 - vi) The application for cross-institutional study was received too late to be processed for entry into the relevant trimester.
- d) All students enrolled in units with BBI-TAITE, without exception, are expected to understand, agree to and conform with BBI-TAITE's policies and procedures.

7 KEY RELATED DOCUMENTS

Review of Previous Study Instrument.

9 NOTES

Contact Officer	Director Student Services and Operations
Implementation Officer/s	Academic Dean / Student Registrar
Approval Authority / Authorities	Academic Board
Date Approved	11/11/2016
Date of Commencement	11/11/2016
Date for Review	24 months form date of commencement
Amendment History	REVIEWED 03/12/2018 03/12/2018 – added 'Award' to policy where appropriate to describe our offerings; removed Student Services and Amenities Fee from liable fees section (4. Part 2, i); remove need for students to BBI-TAITE students to provide a form for approval when wanting to study at another institution (5. Part 1); remove reference to BBI student email account (5. Part 1, d); remove course coordinator from need to discuss section (5, Part 1, e).
Key Stakeholders	Students, Faculty Staff, Student Services