

# C9 - Cross-Institutional Study Policy and Procedure

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## 1. PURPOSE

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

## 2. BACKGROUND

BBI 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 courses with BBI and students of other institutions who would like to complete a unit with BBI in a cross-institutional capacity.

## 4. POLICY

Part 1 of the policy refers to BBI 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.

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

- a) A student who is enrolled in a course of study with BBI can apply to undertake a unit or units with another institution towards their BBI award course provided that the following conditions are met:
  - i) The student has completed a minimum of two units of study towards their course with BBI;
  - ii) The unit of study to be undertaken meets the standards comparative to those at BBI;
  - iii) The unit of study is an approved topic which meets the needs of the student's course;
  - iv) No analogous unit is available for enrolment at BBI 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 and is a requirement for completion of the course.
- c) A student enrolled in a course of study with BBI cannot undertake more than one quarter of units in their 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 Administration Manager 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 and the study will be credited to the student's course records in the same manner as external credit.

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

- a) Students wishing to apply for cross-institutional study with BBI for one or more units in a given trimester must submit the appropriate documents detailed below in the procedures section to BBI via the online application section of the BBI website.
- b) Students of other tertiary institutions who are interested in completing a unit cross-institutionally with BBI are advised to access the listing of unit availabilities on BBI's website to inform their selection.
- c) A student wishing to study cross-institutionally with BBI is responsible for ensuring that the unit of study at BBI 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.
- e) Students of other institutions enrolled cross-institutionally with BBI will have full access to BBI resources during the period of their enrolment, including library access, student management account and BBI student email address.
- f) Upon the completion of a cross-institutional unit with BBI access to BBI resources will be discontinued.
- g) Applications to complete a unit of study with BBI 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 have the same rights to appeal and other BBI services as BBI award students as per BBI's Academic Grievance Policy and Student Grievance Policy – Non Academic.
- i) The student is liable for any fees owing to BBI or acquired while studying their cross-institutional unit with BBI. For example (but not limited to): unit and tuition fees; the Student Services and Amenities Fee; 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 will invoice the cross-institutional student in the same manner as BBI's own award students and the student must check their BBI student 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.

## **5. PROCEDURE**

Part 1 of the procedure refers to BBI 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.

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

- a) Students must complete the cross-institutional forms via the online application section of the BBI website, including the home provider endorsement form which needs to be endorsed by the Course Coordinator of their course. These forms must be received by

BBI 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.

- b) Students must provide the following information to BBI 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.
- c) When providing unit information to BBI for assessment the student must provide official unit information and not information taken from the other institution's website.
- d) The BBI award student who is applying for cross-institutional study with another institution will be made aware of BBI's decision regarding their application via their BBI student email account no later than two weeks from the submission of their application.
- e) The student may be required to discuss their application with BBI's Student Administration Manager and/or Course Coordinator before BBI will approve the application.
- f) Upon completion of the unit with another institution the student is expected to provide proof of their grade to BBI and will be notified by BBI 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:**

- a) Applicants must complete the relevant cross-institutional study application forms located in the forms section of BBI's website and return them via BBI's online applications system. These forms must be received by BBI 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;
  - 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 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 will be made aware of BBI's decision regarding their application via their nominated email account no later than two weeks from the submission of their application.
- c) BBI 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 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 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, without exception, are expected to understand, agree to and conform with BBI's policies and procedures.

## 7 KEY RELATED DOCUMENTS

- Review of Previous Study Instrument.

## 9 NOTES

Contact Officer	Director, Student Engagement and Services
Implementation Officer/s	Dean of Studies / Registrar
Approval Authority / Authorities	Executive Team/Academic Board
Date Approved	11/11/16
Date of Commencement	11/11/16 (Operational as at approval of ET)
Date for Review	24 months form date of commencement
Amendment History	N/A
Key Stakeholders	Students, Faculty Staff, Student Services