



Melbourne Law Masters – Application to Undertake Cross-Institutional Study

This form should be completed by Melbourne students wishing to undertake a subject at another institution on a cross-institutional basis.

Information on Cross-Institutional Study

Please retain this information page for your reference.

Melbourne Law Masters policy on cross-institutional enrolments:

Masters candidates may seek permission from the Faculty to take **one** postgraduate subject from another Law School. In granting permission, the Faculty will take into account:

- whether the subject is offered in the Melbourne program or where the subject is offered but the candidate is unable to take the Melbourne subject for personal reasons;
- whether the subject complements the candidate's course of study;
- whether the standard of the subject is of comparable quality.

To be of comparable quality a subject must meet the following threshold requirements:

- subject content must be of an equivalent standard;
- assessment requirements must be equivalent;
- the subject must have an equivalent number of contact hours (please note on-line and distance education subjects will not be approved);
- the subject must be taught at an equivalent level (undergraduate subjects and postgraduate subjects taught at both undergraduate and postgraduate level will not be approved, even where the assessment requirements differ for postgraduate and undergraduate students).

Applicants should note cross-institutional study is not available to Graduate Diploma students.

Fee policy:

Fees for a subject undertaken on a cross-institutional basis are payable to the host institution. Subject fees may vary between institutions and you are required to pay the full subject fee set by the host institution, whether this is greater than or less than your subject fees at Melbourne.

How will my cross-institutional subject appear on my academic transcript?

Your cross-institutional enrolment will appear on your record as 'Complementary LLM'. You are required, upon completion, to provide an original or certified copy of your result for this subject in order for credit to be granted. Your mark for this subject will appear on your academic transcript for your course at Melbourne.

Changes to your enrolment:

Please note, if you withdraw from a cross-institutional subject, you must notify this office in writing, as well as the host institution. Deadlines for changes and withdrawals must be met at both institutions. You should contact the host institution with any queries regarding policy and procedures at that institution. **Please also ensure you advise both institutions in writing of any changes to your contact details.**

Enrolment procedures:

If your request to study a cross-institutional subject is approved, you will be notified in writing as will the host institution. Once notified you should contact the host institution to ensure there is a place available for you in the subject, and regarding enrolment procedures. Please allow two weeks for your request to be reviewed.

Please be aware you may be required to complete enrolment procedures at the host institution that you have already completed at Melbourne. It is your responsibility to ensure all enrolment procedures are completed at both institutions.

Submission Instructions:

Candidates seeking approval to enrol in a subject at another institution on a cross-institutional basis should complete and submit the attached form along with any additional information requested to the Melbourne Law Masters Office. Alternatively requests may be emailed to law-masters@unimelb.edu.au provided all information requested on the application form is included in the email.



Melbourne Law Masters – Application to Undertake Cross-Institutional Study

Application Form:

This form should be completed by Melbourne students wishing to undertake a subject on a cross-institutional basis.

Please submit completed application form and accompanying documents to:
Admissions and Enrolments Coordinator,
Melbourne Law Masters Office

Faculty of Law
University of Melbourne
Victoria 3010

Telephone: +61 3 8344 6190
Facsimile: +61 3 9347 9129
Email: law-masters@unimelb.edu.au

Please complete the following:

Student ID number:

Name:

Course for which you are seeking to credit a cross-institutional subject:

Name and number of subject in which you wish to enrol:

Name of institution where subject is offered:

Dates subject is being held:

Please attach a description/syllabus for this subject to this application form.

Please specify the number of contact hours for this subject:

Please note it is the student's responsibility to ensure prerequisites are met for subjects in which they enrol. Applicants should contact the host institution regarding subject prerequisites at that institution.

Please state your reasons for wanting to undertake this subject:

Please provide details of the assessment requirements for this subject (eg. 8000 word research paper, 3 hour supervised exam):

List the courses to which the subject is credited (eg. Master of Laws, Graduate Diploma in Intellectual Property):

At what level is this subject taught (please circle one):

UNDERGRADUATE / POSTGRADUATE / BOTH

Privacy Statement and Student Declaration:

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>

I declare that, to the best of my knowledge, the information supplied in this application is correct and complete. I understand that the University may contact the host institution of this subject to verify the information provided which pertains to this subject. I understand given the nature of cross-institutional enrolments that it may be necessary for the University of Melbourne to provide personal information to the host institution in order to process my enrolment at that institution. Further, I understand that from time to time the University of Melbourne may need to contact the host institution in relation to my enrolment on a cross-institutional basis:

Signature of Applicant: Date: