



Cross Institutional Policy and Procedures

Scope & Purpose

This policy and procedure applies to all members of the Russo Business School higher education community.

If you're enrolled in a course at Russo Business School or at another Higher Education Provider and are required to undertake Cross Institutional Studies, then this policy and procedure is applied.

Applicable to: Domestic and International Students in bound or out bound.

Definitions and Abbreviations

Academic progression – is evaluated on the basis of a student's Grade Point Average (GPA). Academic performance is maintained while a GPA is equal to or greater than 3.0 on a 7.0 scale.

Admission is the process for admitting an applicant into a course at Russo Business school, following a successful application and acceptance of the offer of a place in the course.

Admission pathway is any one of the options available to a prospective higher education student that will enable them to meet the entry requirements of their chosen courses.

Admission requirements are the requirements that an applicant must satisfy in order to be eligible for selection. Admission requirements comprise general entry requirements, including English language proficiency and course entry requirements.

Appeal – is in response to a decision made on a particular matter. A **complainant** – is a person lodging a complaint.

Appellant – is a person lodging an appeal.

Applicant is a person who has already lodged an application to study a specific course. A prospective student is generally a person who is thinking about lodging and application to study a particular course.

Applicant background is the following grouping of applicants that is used to help prospective students, family and others easily find the admission information most relevant to their circumstances. The groupings do not themselves determine how an application will be assessed but direct an information seeker to the most useful information.

Census Date is the date when a student's enrolment is finalised. If a student withdraws after the census date they will have to pay fees, or if the student has a FEE-HELP loan, will incur a debt.

Compassionate and/or Compelling circumstances are considered to be beyond the control of a student and have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- bereavement of close family members such as parents or grandparents (where a death certificate should be provided);
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
- a traumatic experience, which has impacted the student (these cases should be supported by police or psychologists' reports), which could include an involvement in, or witnessing of an accident, or witnessing or being the victim of crime; and/or
- inability to begin studying on the course Commencement Date due to delay in receiving a student visa.

Please note that the above are only some examples of what may be considered. Each request will be assessed individually based on the information provided and documentary evidence.

Course is a single course leading to an Australian higher education award.

Course Entry Requirements are the entry requirements that an applicant must satisfy to be admitted into a particular course, that are additional to the general entry requirements.

Credit transfer is a process that provides students with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications (Australian Qualifications Framework definition).

Deferral is an agreement to allow an applicant to defer taking up the place he/she has been offered until a later time.

Domestic Student is an Australian Citizen, Australian permanent resident or a New Zealand citizen

GPA is a grade point average.

International student means a person (whether within or outside Australia) who holds a student visa, but does not include students of a kind prescribed in the regulations.

National Code – Australian National Code of Practice for Providers of Education and training to Overseas Students 2018.

Recognition of prior learning (RPL) is a process used to assess an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit that may be granted towards completion of a qualification (adapted from Australian Qualifications Framework definition).

AQF – Australian Qualification Framework

CRICOS – Commonwealth Register of Institutions and Courses for Overseas Students

DHA – Department of Home Affairs

ELP - English Language Proficiency

ESOS - Education Services for Overseas Students

PRISMS – Provider Registration and International Student Management System

TPS – Tuition Protection Service

Policy

Russo Business School or students from other education providers may apply to undertake an approved unit, i.e. cross-institutional study, that contributes to the student's course provided that:

- a) the unit meets the student's Russo Business School or other education providers' course requirements, and
- b) Russo Business School does not offer the unit in a term to enable the student to complete their course within specified course progression, duration and graduation timelines, which would delay course completion.

Cross-institutional study will not be approved (for outbound students) if the unit:

- a) is the same or similar to a Russo Business School unit offered in a term to enable the student to complete their course within specified course progression, duration and graduation timelines, or
- b) includes industry placement, practicum or work-integrated learning components, or
- c) is a culmination or capstone unit.

Credit granted for cross-institutional study must comply with the credit limits and provisions of the **Recognition of Prior Learning and Articulation Policy and Procedures**.

Cross-institutional study in a unit at another institution will not contribute towards a student's grade point average, unless:

- a) it is undertaken at another tertiary educational institution with which Russo Business School has a similar agreement.

Processes and decisions regarding cross-institutional study at another institution:

- a) must comply with related Russo Business School policies and procedures, including Recognition of Prior Learning and Articulation Policy and Procedures.
- b) must be transparent, consistent and fair.

Procedures

The following procedures apply to International or Domestic students.

Students must apply to Russo Business School and receive formal written approval before enrolling in a cross-institutional unit.

Before applying for cross-institutional study, students are advised to:

- a) confirm their eligibility to apply by contacting the Russo Business School Academic Program Manager via email at enquire@russo.qld.edu.au
- b) confirm with relevant professional bodies that the proposed cross-institutional unit meets prescribed course accreditation requirements (if any), and
- c) confirm with the host institution that any prerequisite conditions for the proposed cross-institutional unit are met.

How to apply

Students can apply for cross-institutional study by submitting all the following documents to Russo Business School Dean Academic Operations or nominee via email at info@russo.qld.edu.au;

- a) a completed application for cross-institutional enrolment from the host institution
- b) a unit outline and learning outcomes for each unit the student intends to study at the host institution, and

- c) a letter of approval from another education provider to study a unit at Russo Business School
- d) written reasons to support the request for cross-institutional study

Students must apply to Russo Business School no later than four weeks before the cross-institutional unit begins to enable Russo Business School to decide the application before the host institution's enrolment timelines.

Students notified of the application outcome

Students will be notified of the outcome of their application via their Russo Business School email account. Applications may take around 10 working days to access.

For approved applications, students will be notified of the amount of credit they will receive in a formal letter when they submit evidence of having successfully completed the cross-institutional study.

For applications that are not approved, students will be given written reasons for the decision.

Assessing and deciding applications

Applications are first assessed by the Academic Program Manager to decide if students are eligible for cross-institutional study in accordance with this policy and procedure.

Applications involving exceptional circumstances in relation to eligibility will be referred to the Dean, Academic Operations or nominee for a decision.

Students who are not eligible for cross-institutional study will be notified by the Dean, Academic Operations of the decision and reasons in writing. Russo Business School will also retain a record of the decision.

Students who are eligible for cross-institutional study will have their application assessed in relation to credit that may be granted. The Dean Academic Operations or nominee will assess applications in accordance with credit assessment provisions in the **Recognition of Prior Learning and Articulation Policy and Procedures**.

Enrolling in cross-institutional study

Cross-institutional enrolments are governed by the host institution's policies, procedures and academic dates, not those of Russo Business School. Russo Business School eligibility or approval for cross-institutional study does not guarantee acceptance by the host institution.

After receiving Russo Business School approval to undertake cross-institutional study, students are responsible for enrolling with the host institution and paying any fees and charges levied by the host institution.

International students must not enrol in more than 25% of their total course by online or distance education and must be enrolled in at least one unit of face-to-face study in each compulsory term. This applies to cross-institutional enrolments and enrolments with Russo Business School. International students must ensure any cross-institutional enrolment via online or distance education will not breach these or any other requirements of their student visa.

Credit for cross-institutional study

After completing cross-institutional study, students must submit evidence of the final grade to Russo Business School Academic Program Manager via email at info@russo.qld.edu.au for the agreed credit to be applied.

Students who receive a clear passing grade after completing approved cross-institutional study will have the agreed amount of credit applied to their study plan in accordance with the

Recognition of Prior Learning and Articulation Policy and Procedures. These students must submit a certified official academic transcript that is written in English or translated to English by a licensed translation service. Students will be required to pay any fees and charges levied by the host institution to obtain the document.

Students who do not receive a clear passing grade are not eligible to have credit applied to their study plan. Students may notify the Academic Program Manager via email at info@russo.qld.edu.au

Appeals and complaints

Students may request a decision, made in relation to cross-institutional study, to be reviewed and may appeal the outcome of their request. Applications for appeals must be made in accordance with the Students Complaints and Appeals Policy and Procedures. Russo Business School will aim to finalise reviews and appeals as quickly as possible but cannot guarantee this will occur before the census date, which affects student enrolment and withdrawal from units in the same term.

Complaints process

Students who have a complaint, which may or may not relate to a decision or request for review, may make a complaint in accordance with the Student Feedback – Compliments and Complaints Policy and Procedure. Complaints and requests for review, even if related, may be managed separately to ensure independence and both matters can be finalised as soon as possible.

Related legislation and standards to be read in conjunction with

[Australian Qualifications Framework \(2nd ed, January 2013\)](#)

[Commonwealth Register of Institutions and Courses for Overseas Students \(CRICOS\)](#)

[Educational Services for Overseas Students Act 2000 \(ESOS Act\)](#)

[Higher Education Standards Framework \(Threshold Standards\) 2021](#)

[Higher Education Support Act 2003 \(HESA\)](#)

[National Code of Practice for Providers of Education and Training to Overseas Student 2018](#)

[Tertiary Education Quality and Standards Agency Act 2015 \(TEQSA Act 2015\)](#)

Related documents

Policies

Academic Progressions Policy and Procedure

Admissions Policy and Procedure

Student Complaints & Appeals Policy and Procedure

Student Fees Policy and Procedure

Student Fees Refund Policy and Procedure

Delegation

Delegated Authority	Delegation
Governance	
Board of Directors	Refer to the Terms of Reference
Academic Board	Refer to the Terms of Reference
Learning and Teaching Committee	Refer to the Terms of Reference
Student Appeals and Grievance Committee	Refer to the Terms of Reference
Executives	
Chief Executive Officer	Relevant to Accountability Statement
Executive Dean	Relevant to Accountability Statement
Management	
Academic Manager – Diploma Programs	Relevant to Accountability Statement
Operatives	
Admissions Department	Relevant to Accountability Statement
Student Services	Relevant to Accountability Statement

Version control

Policy & Procedure Version No	Policy & Procedure Sponsor	Approval Authority	Date of Approval	Date for next review
1/2018	Ms Kathleen Newcombe CEO Education Group	Academic Board	25/6/18	25/6/19
2/2022	Chief Operating Officer	Academic Board (Minor Amendment)	1/06/2022	1/06/2024