

Cross-Institutional Study (CIS)

Advanced Coursework Units for the BA (Honours) – FAQ

Coursework units give students enrolled in the BA (Honours) the opportunity to develop and demonstrate growing expertise in their discipline. Some of the common questions about these units are answered below.

Should my coursework units be taken internally (at ACU) or cross-institutionally (at another university)?

All BA (Honours) students will normally take the ACU unit HUMA402 Thesis Research and Design in the first semester they commence their Honours degree. You may in addition choose to complete the interdisciplinary ACU unit HUMA412 Countercultures and/or an internship/fieldwork/coursework unit via ACU (if these options are on offer). Alternatively, you may take 1-2 units that relate to your thesis topic at another university via cross-institutional study.

What level of unit should I choose my coursework units from?

All units should be Honours level or Masters level or higher (AQF level 8 or higher). You may not choose undergraduate units.

Process for selecting and gaining approval of Cross-Institutional units

- The student identifies units of interest that will enhance the knowledge base or methodology of the Honours Thesis. The unit/s must be Choose 2-3 units to discuss with your supervisor for their approval. The student discusses the proposed units with his or her Honours Thesis supervisor to determine their suitability and whether the student needs 2x10cp units or 1x20cpunit.
- Once approved by the supervisor, the the student submits a brief description of the proposed unit (such as online course page), with title and course code to the Honours Course Coordinator for their approval via email NSAHhons@acu.edu.au
- The student checks with the host university to check the timetable for the unit (it should not clash with HUMA402)
- Student now completes the ACU Application for Cross Institutional Enrolment form.

You can find out more here: [Can I study units at other universities \(cross-institutional study\)? KB0000064](#)

- The student submits all necessary forms and documentation to the host university. This usually means the ACU Cross-Institutional form and the equivalent form for the host university. The host university may also require a letter from ACU's Honours course coordinator which we can provide. This should be completed well before the start of semester as host university cut-off dates are earlier than internal cut-off dates.
- To obtain credit for cross-institutional units you have completed and received results for, please complete and submit the Credit for Cross Institutional Study form. You will need to log into the AskACU portal to access the form. Once processed, credit for unit/s successfully completed at the host university will be recorded on your ACU academic transcript as a 'CG' grade. Please note that CG grades do not contribute to your overall Grade Point Average (GPA).

When should I apply for Cross-institutional study?

There are often unexpected administrative hurdles to overcome and delays to factor into the process of applying for cross-institutional study, so it's best to start the application process well ahead of semester, at least 3-4 weeks beforehand if not earlier. Universities often have very early cut-off dates for cross-institutional enrolment, so make sure you check these carefully. Some universities also require steps that take extra time e.g. getting permission from a particular lecturer at the external university to join their class, or you may need to get an ACU stamp on your form for some universities. Not all Honours programs at other universities take cross-institutional students, so always select a back-up.

Unit fees for cross-institutional study

Students who have a Commonwealth Supported Place (CSP), should choose units that are HECS-liaible, not full-fee-paying units. Students are liable for the single subject HECS fee at the University in which they enrol but following the correct cross-institutional enrolment process allows the HECS to transfer to the cross-institutional unit. If a student is enrolled at ACU, it means that student service fees are paid here, and the student is not liable for any student service fees at the other University.

Showing proof of my enrolment as an Honours student, or of my Commonwealth Supported Status?

- For proof of your enrolment in Honours, you can upload your letter of offer and a copy of your enrolment record, or ask your course coordinator to provide you with a letter. Some universities have a form that your Course Coordinator needs to sign.
- [AskACU](#) can also verify your status as a Commonwealth Supported Student.

- For your Commonwealth Supported status, you can provide your Commonwealth Assistance Notice which is available two weeks after the census date (this will not be available in time for semester one enrolment).

Related Links:

[How do I obtain a confirmation of my enrolment?](#)

Why are there two forms for Cross-Institutional Enrolment?

If you're an ACU student, you can complete units of study at another university and have those units credited towards your ACU degree. You'll need to log into the AskACU portal and submit an Application for Cross-Institutional Enrolment prior to commencing studies at the host university.

You will need to attach a copy of the unit outline from the host university.

You will be advised of the outcome of your application via your ACU student email address.

You'll also need to check cross-institutional study enrolment processes at your destination university and submit their form as well.

Related Links:

ACU students:

[Application for Cross-Institutional Enrolment](#)

[Change your Enrolment](#) (Cross-institutional studies)

Remember: You need to complete one form for ACU and the equivalent form for the external university. This ensures that both institutions have approved the enrolment, will transfer fees, and will recognise your result.

If I am taking a cross-institutional unit, should I enrol in HUMA410 or HUMA411?

No, only enrol in the cross-institutional unit at the external university following the process above, and when you have completed the unit and have supplied your authorised transcript to ACU, either HUMA410 or 411 will be credited to your transcript. You should not enrol in these codes unless a special offering of the units is available on campus.

How should I supply my transcript to ACU when I have finished my cross-institutional unit?

You will most likely be supplied the transcript digitally via the [My eQuals system](#). You should be able to share that (and a password) with your course coordinator and AskACU who can then register that credit has been granted to your ACU degree.

Obtaining credit for CIS unit at the end of the semester

- To obtain credit for cross-institutional units you have completed and received results for, please complete and submit the Credit for Cross Institutional Study form. You will need to log into the AskACU portal to access the form.

Once processed, credit for unit/s successfully completed at the host university will be recorded on your ACU academic transcript as a 'CG' grade. Please note that CG grades do not contribute to your overall Grade Point Average (GPA).

How is my mark for cross-institutional study counted towards my ACU degree?

Your Course Coordinator will need to record a percentage mark for any cross-institutional unit you complete. This is often provided on the transcript you have requested from your external University, which you can then make available to your Course Coordinator. Students may complete up to two 10-cp Advanced coursework units, and the mark for each of these makes up one-eighth of the final mark for Honours. Where a student has course coordinator approval to undertake a single 20cp unit at another university the course coordinator may count it as two 10cp units at ACU.

Once the credit for Cross Institutional Study has been processed, credit for unit/s successfully completed at the host university will be recorded on your ACU academic transcript as a 'CG' grade. However, the final Honours grade will include your cross-institutional mark/s and will be:

- a. calculated as the average of the marks obtained by the student in all units contributing to the honours program, including any approved cross-institutional units, weighted by the credit point value of each unit; and
- b. awarded in accordance with the table of Grading Codes contained in the Academic Regulations.
- c. where cross institutional units employ a different marking schema to ACU, this will be taken into account.

Related Links:

ACU students:

[Assessment of Research in Coursework Programs Guideline](#)
[Credit for Cross-Institutional Study form](#)

For further information on the Bachelor of Arts (Honours)

- See: [Assessment of Research in Coursework Programs Guideline](#)
- Email: NSAHonours@acu.edu.au (National School of Arts and Humanities Honours Coordination team)