

Cross-Institutional Study (CIS)

Advanced Coursework Units for the BA (Honours)-FAQ

Advanced coursework units provide students enrolled in the Bachelor of Arts (Honours) with an opportunity to develop and demonstrate advanced knowledge and skills within their discipline. Common questions about these units are answered below.

Should I complete my coursework units at ACU or through Cross-Institutional Study (CIS)?

All BA (Honours) students complete the ACU coursework units **HONS403** Theories and Methods in the Humanities, Arts, and Social Studies and **HONS404** Research Communication in the first semester of their Honours candidature.

In addition, in semester 2, you may choose to complete:

- the interdisciplinary ACU advanced coursework unit on offer that year (in 2027 that is **HONS411** Honours Advanced Coursework unit) which may include an internship if approved and available;

or

- Alternatively, you may undertake one advanced coursework unit at another university through Cross-Institutional Study (CIS). The unit should be relevant to your Honours thesis topic and contribute to your disciplinary knowledge or research methodology.

What level should my Advanced coursework unit be, if I study cross-institutionally?

All coursework units must be at Honours level, Master's level, or higher (AQF Level 8 or above).

Undergraduate units are not eligible for approval.

How do I select and gain approval for a Cross-Institutional Study (CIS) unit?

Students are responsible for identifying a suitable unit that will enhance the disciplinary knowledge, theoretical framework, or research methodology relevant to their Honours thesis.

Step 1: Discuss the unit with your Honours supervisor

Before seeking formal approval, discuss the proposed unit with your Honours supervisor to determine whether it is academically appropriate and relevant to your research project.

Step 2: Obtain approval from the Honours Course Coordinator

If your supervisor supports the proposal, email the following information to the Honours Course

Coordinator at NSAHhons@acu.edu.au:

- Unit title
- Unit code
- Host university
- A brief description of the unit (for example, a link to the unit handbook or online course page)

The Course Coordinator will review the proposal and advise whether it is suitable for inclusion in your Honours program.

Step 3: Check enrolment and timetable details

Before submitting your application, contact the host university to confirm:

- the unit will be offered in the relevant study period;
- you meet any prerequisites or admission requirements; and
- the timetable is compatible with your Honours enrolment and research commitments.

Once approval has been obtained from the Honours Coordinator, complete the following forms.

Step 4: Submit the Cross-Institutional Enrolment Application

- Complete the **ACU Application for Cross-Institutional Enrolment** form via the ACU Student Portal and follow the instructions provided by ACU.

Step 5: Complete the equivalent form (and process required) from the host university.

Please note: Approval is not automatic at either university. Cross-institutional units must demonstrate clear relevance to the Honours research project and be approved by both the Honours supervisor and the Honours Course Coordinator at both ends, before enrolment can proceed. The application process can be long and sometimes complex.

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 6 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-liable, 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.

How can I show proof of my enrolment as an Honours student, or of my Commonwealth Supported Status?

- 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).
- 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.

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

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 Student Portal to access the form.
- You will need to provide a digital transcript from the host university. This usually needs to be accessed digitally through the MyEQuals app.
- Once you have access to the [My eEquals system](#) you should be able to share the digital copy of the transcript (and a password to access it) with your course coordinator and AskACU who can then register that credit to your ACU degree.
- 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.

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 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: NSAHhonours@acu.edu.au (National School of Arts and Humanities Honours Coordination team)