

APPLICATION FOR CONCURRENT STUDY



About this form

Please read this information carefully before you complete your application. Once you have completed your application we strongly advise that you keep a copy for your records.

This form should be used by current UTS students who wish to study a subject(s) at another institution and have the result(s) credited towards the degree they are undertaking at UTS or students who are applying for 'Study Abroad' at an overseas institution, which does not have a formal exchange agreement with UTS.

Successfully completed subjects will be added to the student's record at UTS as a subject exemption. No mark will be recorded and the subjects will not contribute to the calculation of level of award or the Grade Point Average uts.edu.au/current-students/managing-your-course/classes-and-assessment/results. All student contribution amounts or tuition fees charged must be paid through the host institution.

Make sure you have attached **all the required documents**. All information and forms can be found on the UTS website uts.edu.au/current-students/managing-your-course/using-uts-systems/student-forms-apps-and-systems

Note: All international government sponsored students must provide written support from government sponsor body.

Students applying for a Global Exchange Program at UTS partner university should not use this form, for more information contact UTS: International at studyabroad.exchange@uts.edu.au

Your responsibilities

You must apply before commencing studies at another institution and must have prior approval from the authorised delegate to count those subjects as credit towards your UTS degree. Students who complete subject(s) at another institution, without prior UTS approval, may not have credit granted towards their UTS degree.

You must submit your application at least four weeks before the start of the session or other teaching period during which you wish to undertake study at another institution (hereafter referred to as the host institution). You can find the application process on the UTS website uts.edu.au/current-students/managing-your-course/your-enrolment/enrolment-changes/concurrent-study

If you are an international student, you should discuss the implications on your student visa with UTS International while studying at the host institution.

You must complete an Application for Concurrent Study form, and provide a personal statement outlining the reason for your application and official subject outlines from the session that you are planning to study the subject (including topics covered, class hours, type of assessment, textbooks) with the application.

It is your responsibility to make a formal application with the host institution at which you wish to enrol.

As soon as final academic results are released by the host institution, you must submit a certified copy of an academic transcript, along with a copy of the concurrent study approval notification which will be emailed to your student email once your application is approved. Students enrolled in their final session who expect to complete course requirements must refer to graduation deadlines (last date to attain a status of 'Passed') to ensure that they can attend a graduation ceremony. You can find UTS principal dates on the UTS website handbook.uts.edu.au/dates

YOUR CHECKLIST

WHAT YOU WILL NEED

Read the concurrent study at another institution and subsequent credit recognition procedure.

<http://www.gsu.uts.edu.au/policies/credit-recognition-procedures.html#concurrent-study>

Read the student responsibilities

[gsu.uts.edu.au/policies/credit-recognition-procedures.html#applicant-responsibilities](http://www.gsu.uts.edu.au/policies/credit-recognition-procedures.html#applicant-responsibilities)

Read the documentation requirements.

<http://www.gsu.uts.edu.au/policies/credit-recognition-procedures.html#concurrent-study>

Read who can certify supporting documents.

<http://www.uts.edu.au/current-students/managing-your-course/your-student-info/student-records/supporting-documentation>

Complete all relevant sections of the **application form**.

Include the correct course name(s) and code(s) on the application form.

Clearly **indicate the equivalent UTS subject(s)** and their credit point value (if there is no UTS equivalent then 'unspecified electives' and their credit point value should be indicated).

Clearly **indicate the year and session** that your application is referring to, based on UTS teaching periods.

Read and sign the declaration on the application form.

Outline your reason(s) for applying to undertake concurrent study on the page 2 of the application form.

Attach official subject outlines (including topics covered, class hours, type of assessment, textbooks) for all subjects you wish to study at the host institution.

Attach written support from government sponsor body (applicable for sponsor international students).

Update your contact details through My Student Admin.

You will receive an notification informing you of the outcome of your application via your UTS email. Do not undertake Concurrent Study unless your application is formally approved.

AFTER Completing Concurrent Study

On successful completion of the subject(s) at the host institution, you must submit the copy of the concurrent study approval notification and a certified copy of an academic transcript with the grading system issued by the host institution. If you are planning to graduate once this Concurrent Study is completed, please note that strict graduation deadlines apply. Check UTS principal dates on the UTS website handbook.uts.edu.au/dates

Lodge your application **by mail** or **in person** at the UTS Student Centres or **by email** via ASKUTS:

University of Technology Sydney

Student Centre CB10
PO Box 123
BROADWAY NSW 2007

Haymarket Campus - Building 5

Block C, Level 1
Cnr Quay Street and Ultimo Road
HAYMARKET

Broadway Campus - Building 10

Level 2
235 Jones Street
ULTIMO

For information on UTS Student Centre opening hours:

www.uts.edu.au/current-students/contacts/general-contacts

Further enquiries

For more information contact the UTS Student Centre:

Email via website: <https://ask.uts.edu.au/>

Phone: 1300 ASK UTS (1300 275 887)

Website: www.uts.edu.au

APPLICATION FOR CONCURRENT STUDY



YOUR PERSONAL AND UTS COURSE DETAILS									
UTS Student Number								Family Name	Given Name
UTS Course Code	C						UTS Course Name	Email	
HOST INSTITUTION DETAILS									
Name of Host Institution								Country of Host Institution	
Tick the one option that applies to you and indicate UTS Session(s) and Year you wish to undertake the Concurrent Study.									
I will be studying at UTS (Autumn or Spring) as well as the other institution during this session(s).				▶	UTS Session(s) and Year	SESSION YYYY			
I will be studying at the other institution only. <i>I authorise UTS to withdraw me from any subject(s) I am enrolled at UTS for this session(s).</i>				▶	UTS Session(s) and Year	SESSION YYYY			
Not applicable. <i>My application covers July (Winter), Summer session only.</i>				▶	UTS Session(s) and Year	SESSION YYYY			
SUBJECT DETAILS - MATCHED UTS SUBJECT TO HOST INSTITUTION SUBJECT									
UTS Subject			Host Institution Equivalent Subject(s)					Office Use Outcome G / NG	
Subject Number	UTS Subject Name or Unspecified Elective		Credit Points	Subject Number	Subject Name		Credit Points		
YOUR DECLARATION									
I hereby certify that I have provided the information required, and meeting the deadlines set by UTS for concurrent study application.									
Full Name				Signature				Date	
								DD/MM/YYYY	
DECISION OF UTS AUTHORISED DELEGATE									
Name			Signature			Position		Date	
Comments									

