

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 (hereafter referred to as the host 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 (GPA)**. All student contribution amounts or tuition fees charged must be paid through the host institution.

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

Students applying for a Global Exchange Program at a 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 for the subjects to be credited 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 the host institution. You can find the application process on the [UTS website](#).

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

Required documentation

Your Application for Concurrent Study form must include a personal statement outlining the reason for your application. There is space for you to add this statement on page 2 of the form. In addition to the form itself, you must also include the official subject outline or syllabus from the host institution, and for the year in which you are planning to study the subject. The outline must include the topics covered, class hours, type of assessments, and textbooks.

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

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

AFTER Completing Concurrent Study

On successful completion of the subject(s) at the host institution, you must submit a copy of the concurrent study approval notification and a copy of an academic transcript with the grading system issued by the host institution. This must be submitted as an [ASK UTS online enquiry](#) under the category "Recognition of Prior Learning" so that the credit can be transferred to your record at UTS.

Students enrolled in their final session and who expect to graduate should check UTS principal dates (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](#).

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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:
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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).	<input type="checkbox"/> UTS Session(s) and Year:
I will be studying at the other institution only. <i>I authorise UTS to withdraw me from any subjects(s) I am enrolled at UTS for this session(s).</i>	<input type="checkbox"/> UTS Session(s) and Year:
Not applicable. <i>My application covers July (Winter), Summer session only.</i>	<input type="checkbox"/> UTS Session(s) and Year:

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: / /
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DECISION OF UTS AUTHORISED DELEGATE

Full Name:	Signature:	Position:	Date:
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Comments:

APPLICATION FOR CONCURRENT STUDY (CONTINUED)

REASONS FOR UNDERTAKING STUDY AT ANOTHER INSTITUTION

YOUR SIGNATURE

Full Name:

Signature:

Date:

/ /