

Please read the General Information & Instructions before filling out this form.

GENERAL INFORMATION

Concurrent study applies only to 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.

If you are applying for a Formal Exchange Program with a university overseas (ie. an exchange program at a university overseas with which UTS has a Memorandum of Understanding), **do not use this form**, please contact UTS: International Exchange at exchange@uts.edu.au

Students who are applying for **'Study Abroad'** at an overseas institution, which does not have a formal exchange agreement with UTS; should use this form.

- It is your responsibility to make a formal application with the University at which you wish to enrol (thereafter referred to as the Host Institution).
- Subjects successfully completed will be added to your records at UTS as an exemption. No mark will be recorded, nor will it contribute to your level of award. However it will be considered when determining course completion.

NOTE: All student contribution amounts or tuition fees charged must be paid through the Host Institution.

- Please remember to update your address immediately.

INSTRUCTIONS

BEFORE Commencement of Semester:

1. Complete sections 1 - 4, page 2 of the form.
2. Attach full subject outlines or synopses for all subjects you wish to study at the Host Institution.
3. Make sure that you have clearly indicated the equivalent UTS subject(s) in Section 4. If there is no UTS equivalent then 'unspecified electives' should be indicated. Always contact your Course Adviser if you are not sure.
4. Clearly indicate the credit points and the duration (eg. one / two semesters) of the subject. Please be aware that credit point values may vary between institutions - you may need to seek advice from your Faculty with regard to the equivalence.
5. Submit page 2 of the form and retain page 3, to be completed upon receipt of your results. You are required to submit page 3 of the form at the close of semester.
6. You will receive an Approval or Refusal letter from the Registrar informing you of the result of your application. Do not undertake Concurrent Study until your application is formally approved.

End of Semester:

Upon receipt of your results at the end of semester, you must lodge a completed page 3 of this form (Subject Exemption - Concurrent Study), **a certified copy of your RESULTS NOTICE**, and an explanation of the grading system, so that credit can be transferred to your record at UTS. You should do this even if you do not successfully complete the subject. Please be aware that your results are not sent to UTS by your Host Institution. Lodge your form(s) and attachments at one of the following:

- In Person to one of the Student Centres. Location at <http://www.uts.edu.au/students/centres.html>
- By Mail:
Student Administration Unit
University of Technology, Sydney
PO Box 123
BROADWAY NSW 2007

PLEASE SUBMIT FORM BEFORE THE COMMENCEMENT OF SEMESTER

Please Note: **Business Students MUST contact their Faculty Office for Application Closing Date(s).**

STUDENT NUMBER AND PERSONAL DETAILS

Student Number

Family Name

Given Names

NB: If you are an international student, please contact your Faculty for advice before completing this form.

- IMPORTANT: Your address as registered on the Student Administration System of the University will be used to correspond with you about this application. It is your responsibility to ensure these details are up-to-date. To change your address with the University, use "My Student Admin"

UTS COURSE DETAILS

Course Name

Course Code eg. C07068

Attendance Pattern eg. P/T

APPLICATION DETAILS

Name of Host Institution

City/Country of Host Inst.

Semester(s) Year

eg. Autumn / Spring

- Will you be studying at UTS as well as the other institution during this semester(s)?
NO YES
- Have you previously been granted Concurrent Study in the course that you are currently enrolled in?
NO YES - please give details
- Will you be eligible for graduation by completing this subject(s)? (If yes, you must adhere to graduation deadlines - see graduation website www.gsu.uts.edu.au for details)
NO YES

Name of Host Institution

Semester(s) Year

SUBJECT DETAILS

Equivalent UTS Subjects			Host Institution Subjects			OFFICE USE ONLY	
Subject No./ Option for	Subject Name	CP	Subject No.	Subject Name	CP	Approved	Refused
	Unspecified electives						

Declaration: I declare that the information I have given on this form is complete and correct.

Student Signature: Date:/...../.....

DECISION OF UTS FACULTY NOMINEE

Signature:

Name:

Date:/...../.....

Official Faculty Stamp

STUDENT ADMINISTRATION UNIT

Date Stamp

Processed Stamp

Received By: Processed By: