

CROSS-INSTITUTIONAL STUDY POLICY (HIGHER EDUCATION)

1. Purpose and Objectives

- 1.1 This policy sets out the principles for the approval of incoming and outgoing cross-institutional study and associated granting of academic credit.

2. Scope

- 2.1 This policy applies to all students enrolled in Le Cordon Blue Australia (LCBA) undergraduate and postgraduate higher education programs and to all prospective cross-institutional students.

3. Legislative Context

- Education Services for Overseas Students (ESOS) Act 2000
- Higher Education Standards Framework (Threshold Standards) 2021
- Higher Education Support Act 2003
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011

4. Policy Statement

- 4.1 Students enrolled at other tertiary institutions may apply for cross-institutional study at LCBA.
- 4.2 Students enrolled at LCBA may be granted credit towards a course or qualification for cross-institutional study undertaken at an approved host institution.
- 4.3 LCBA may enter into partnership agreements with domestic and international host institutions for the purpose of cross-institutional study.

5. Incoming Cross-Institutional Study

- 5.1 Students applying for cross-institutional study with LCBA must provide evidence of approval from their home institution for the cross-institutional study and associated granting of credit for units to be completed at LCBA.
- 5.2 Students applying for cross-institutional study at LCBA must meet LCBA admission requirements and confirm that they satisfy any prerequisites to the chosen unit(s).
- 5.3 Students enrolled with LCBA for the purpose of cross-institutional study are subject to LCBA's policies and procedures.
- 5.4 Students will be issued with an academic transcript upon completion of cross-institutional study.

6. Outgoing Cross-Institutional Study

- 6.1 Cross-institutional study must be approved by LCBA prior to commencement of study at the host institution.
- 6.1.1 Cross-institutional study may only be undertaken at a host institution approved by LCBA.

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- 6.1.2 Applications for outgoing cross-institutional study must be submitted to Admissions at least four (4) weeks prior to commencement of the relevant LCBA study period.
- 6.1.3 Cross-institutional study may be approved on academic grounds or due to compassionate or compelling circumstances. In assessing the application, LCBA will consider:
- the availability of relevant LCBA units of study for the completion or progression of the student's course; and
 - the existence of partnership agreements between a host institution and LCBA.
- 6.1.4 Cross-institutional study must be comparable and equivalent in content, volume and academic level to the component of the LCBA course for which the student is requesting credit.
- 6.1.5 To be eligible for cross-institutional study, students must:
- 6.1.5.1 be in good academic standing;
 - 6.1.5.2 have completed 33% of their course prior to commencement of the cross-institutional study;
 - 6.1.5.3 not have attempted and failed the equivalent unit at LCBA;
 - 6.1.5.4 maintain their enrolment at LCBA; and
 - 6.1.5.5 not have been granted 50% (or more than 50%) of the credit requirements as advanced standing for their course.
- 6.1.6 Cross-institutional study applications are assessed based on information provided by the student. Documentation supporting applications for cross-institutional study must be authentic, current, sufficient and valid.
- 6.2 Credit for cross-institutional study may be granted for up to 25% of the credit requirements for completion of the course. Total credit granted for advanced standing and cross-institutional study may not exceed 50% of the credit requirements for completion of the course, except as otherwise specified in a partnership agreement.
- 6.3 Students must apply to the host institution and provide evidence of acceptance to LCBA prior to commencement of the cross-institutional study.
- 6.3.1 Students should confirm applicable fees with the host institution.
 - 6.3.2 Overseas students should confirm that the host institution allows overseas students into their program.
 - 6.3.3 Overseas students are responsible for determining any impact of cross-institutional study on their student visa.
- 6.4 Credit for cross-institutional study is granted upon completion of cross-institutional study and subject to provision of evidence by the student.
- 6.4.1 Where credit for cross-institutional study is granted for a unit, the unit result is recorded as 'S – Status'.

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- 6.5 Students may elect to enrol in a unit for which they have been granted credit for cross-institutional study. In this case, the unit result will be the grade received by the student after completing the unit.
- 6.6 Appeals against decisions relating to cross-institutional study must be in accordance with the *Student Complaints and Appeals Policy*.
- 6.7 Credit for cross-institutional study is granted in relation to a specific LCBA course. Students transferring to a different LCBA course must reapply for credit for cross-institutional study towards the new course.

7. Cross-Institutional Study Partnership Agreements

- 7.1 LCBA may form cross-institutional study partnerships with domestic and international tertiary institutions.
- 7.2 LCBA may establish partnerships with affiliated or non-affiliated institutions.
 - 7.2.1 Where practicable, the approval and monitoring of partnerships with affiliated institutions will be incorporated into existing arrangements in order to streamline cross-institutional study.
- 7.3 Cross-institutional study partnerships must be formalised in a written agreement and approved by the Academic Board.
- 7.4 LCBA will publish information about cross-institutional study arrangements which are available to enrolled and prospective students.

8. Roles and Responsibilities

Roles	Responsibilities
Chief Executive Officer	Execute agreements for cross-institutional study with other tertiary institutions
Head of School	Administer arrangements for cross-institutional study with other tertiary institutions Approve or reject applications for incoming and outgoing cross-institutional study
Admissions Manager	Verify the authenticity of the evidence provided in support of applications for incoming and outgoing cross-institutional study Approve or reject applications for incoming and outgoing cross-institutional study based on partnership agreements or established precedents only

9. Definitions

‘Cross-institutional study’ is study undertaken at a host institution that is deemed equivalent (or a suitable substitute) to a component of the LCBA course or qualification in which the student is enrolled.

‘Good academic standing’ is the administrative status of a student who is:

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- validly enrolled in a course;
- with no overdue fees;
- not currently identified at risk of not making satisfactory academic progress;
- not under an active disciplinary sanction; or
- not the subject of an ongoing disciplinary investigation.

‘Host institution’ is a tertiary institution approved by LCBA for the purpose of cross-institutional study.

‘Rules of evidence’ state that evidence provided in support of an application for cross-institutional study should be valid, sufficient, authentic and current:

- Validity refers to how accurately evidence corresponds with the unit for which credit is sought.
- Sufficiency assures that the quality, quantity and relevance of the evidence enables a judgement to be made on the student’s learning achievements.
- Authenticity means that the evidence presented in support of an application is, or attests to, the candidate’s own work.
- Currency means that evidence demonstrates current competencies and capabilities of the student. This requires the evidence presented in support of an application for cross-institutional to be from the present or recent past.

‘Status (S)’ is the official grade awarded to students for a unit where credit for cross-institutional study has been granted.

Other applicable definitions may be found in LCBA’s Glossary of Policy Terms on the LCBA website.

10. Related Documents

- Advanced Standing Policy HE
- Assessment Policy HE
- Credit Point Policy HE
- Enrolment Policy
- Results and Grades Policy HE
- Student Complaints and Appeals Policy

11. Summary of changes since last review

Authored by	Description
Head of School	<p>Removal of Executive Dean role and reallocation of responsibilities to Chief Executive Officer and Head of School</p> <p>Removal of Implementation section</p> <p>Inclusion of reference to partnership agreements regarding credit limits</p> <p>Clarification of timeframe for application for outbound cross-institutional study</p>