

Procedure	<p>1. General</p> <p>1.1. This procedure sets out the steps for BPP Institute students applying for cross-institutional enrolment at another institution, or students applying for cross-institutional enrolment at BPP Institute from another institution.</p> <p>2. BPP INSTITUTE Students Applying for Cross-Institutional Enrolment</p> <p>2.1. Students must apply and receive formal written permission from the Dean or delegate prior to enrolling at another institution.</p> <p>2.2. Students can only apply for cross-institutional enrolment in units that satisfy the Cross Institutional Enrolment Policy requirements.</p> <p>2.3. Students will provide evidence that the equivalent unit of study at the host institution satisfies the accreditation requirements of their course of study at BPP Institute.</p> <p>2.4. The application for cross-institutional enrolment will be lodged with the relevant Head of School for undergraduate units and the course coordinator for postgraduate units for assessment to:</p> <ul style="list-style-type: none">a. Confirm that the unit is not currently offered by BPP Institute and will not be offered at a time or place available to the student during their enrolment at BPP Institute.b. Map the other institution's course for sufficient correlation with BPP Institute's course structure, intended learning outcomes, assessment outcomes, and graduate attributes.c. Consult with other academics or other relevant staff if necessary.d. Check that the student, if an international student, has not and will not exceed undertaking more than one-third of their course online or by distance learning. <p>2.5. The Dean or delegate will review the assessment and approve or not approve the application.</p> <p>2.6. The student will be informed in writing of the outcome within four weeks of receipt of the application. If the application is granted, the student will be advised:</p> <ul style="list-style-type: none">a. It is their responsibility to check with professional associations that the cross-institutional unit that they wish to study is acceptable to the accrediting body for the purpose of accreditation.b. Satisfactory course progress needs to be maintained.c. Advanced standing (credit) will not be granted until evidence is supplied that the student has satisfactorily completed the unit.
------------------	--

CROSS INSTITUTIONAL ENROLMENT PROCEDURE

Reference: PRO-012
Status: Active
Classification: Academic
Approved Date:
Review Date: Sept 2025
Page: 2 of 3

	<p>2.7. Upon completion of study of the cross-institutional unit, the student will obtain an official academic transcript from the other institution and supply it to BPP Institute.</p> <p>2.8. Upon receipt of the academic transcript, BPP Institute will award advanced standing to the student for the equivalent unit of study at BPP Institute.</p> <p>2.9. A copy of the formal approval letter for cross-institutional enrolment and advanced standing approval will be kept in the students file on the Student Management System.</p> <p>3. Cross-Institutional Enrolment at BPP Institute by Students from Another Institution</p> <p>3.1. BPP Institute will accept requests for cross-institutional enrolment by students from another institution. This must be accompanied by written approval from the student's institution.</p> <p>3.2. Applications will be made on BPP Institute's Application for Higher Education Admission Form.</p> <p>3.3. BPP Institute will assess the student's application based on the Admissions Policy and Procedure.</p> <p>3.4. BPP Institute will monitor the student's academic progress as it is laid out in the Attendance and Academic Progress Policy.</p> <p>Upon successful completion of the unit of study, BPP Institute will supply an official transcript for the student.</p>
Related Documents	Admissions Policy Admissions Procedure Advanced Standing Policy Advanced Standing Procedure Attendance and Academic Progress Policy Cross Institutional Enrolment Policy
For Administrative Use Only	
Responsible Officer	Dean
Contact Officer/s	Heads of School
Approved by	Dean
Definitions	See BPP Institute's Glossary of Terms and Acronyms

CROSS INSTITUTIONAL ENROLMENT PROCEDURE

Reference: PRO-012
Status: Active
Classification: Academic
Approved Date:
Review Date: Sept 2025
Page: 3 of 3

Version History

Version No.	Approval Date	Amendment/s
1.	May 2025	First iteration <ul style="list-style-type: none">• For BPP Institute

