

Melbourne Law School
Complementary Course Application
For Melbourne University Students



THE UNIVERSITY OF
MELBOURNE

Return to the Student Centre
Mezzanine Level
Melbourne Law School

This form is to be completed by a student of The University of Melbourne who is seeking permission to include in their course a subject available at another Australian university. **All required documentation must be attached or application will NOT be processed. Part B of this form should be completed at the other university.**

CLOSING DATES: Summer : 5 DECEMBER 2008
Semester 1 : 9 FEBRUARY 2009
Semester 2 : 26 JUNE 2009

The University's privacy statement can be viewed at <http://www.unimelb.edu.au/unisec/privacy/studentinfo.html> or a copy can be requested from the Melbourne Law School Student Centre

Student Id	Family name
Given name/s	
Address	
	Postcode
Email address @ugrad.unimelb.edu.au	Date of birth
Telephone (daytime)	Mobile
Course name	Course code

Applicant's status (Please tick one option only)

CSP Australian Fee-paying International Fee-paying

Citizenship

Australian Citizen
New Zealand Citizen
Student with Australian Permanent Residence Visa
Overseas Resident with Valid Student Visa

Permanent Home

Victoria
Interstate
Overseas

Part A

List all of the subjects you wish to take as complementary studies at another university.

Subject name	Name of institution	Semester	Points

Student signature _____ Date ____ / ____ / ____

Part B – TO BE COMPLETED AT THE HOST UNIVERSITY

YOUR ENROLMENT WILL NOT BE UPDATED UNTIL YOU RETURN A COPY OF THIS FORM SIGNED AND APPROVED.

Application approved / Not approved

Name _____

Position _____

Signature _____

Date ____ / ____ / ____

University stamp

Part C – TO BE COMPLETED BY THE STUDENT WHERE APPROPRIATE

Please cancel my enrolment in the complementary studies listed above.

Student signature _____ Date ____ / ____ / ____

OFFICE USE ONLY

Application approved / Not approved

Name _____

Position _____

Signature _____

Date ____ / ____ / ____

Database updated Date _____ Initials _____

COMPLEMENTARY COURSE APPROVAL PROCEDURES

1. The Faculty of Law permits Undergraduate students to undertake subjects for credit at other institutions of equivalent standing.
2. The Associate Dean, Undergraduate, may grant permission to take subjects at another institution provided that the student has a sound academic record and the following conditions are met:
 - i. A similar subject is not available at the University of Melbourne.
 - ii. The subject is of equivalent standard and weighting to subjects available at The University of Melbourne.
 - iii. The student has planned a program of study that will enable him/her to complete the requirements of the course.
 - iv. The student has not previously failed a subject taken on a complementary course basis.
3. Students **must** complete a *Complementary Studies Application* and submit it to the Student Centre along with the following documentation:
 - A detailed description of the **subject syllabus** from the University Handbook of the host institution (usually available online) including the details of the host university **degree structure** (ie. enabling the Faculty to determine the weight of the subject).
 - An indication of how the complementary course subject(s) fits into the student's overall course structure at the University of Melbourne (including any plans for future enrolments in complementary course subjects).
4. Students are advised that once approval has been obtained it is their responsibility to ensure that they are properly enrolled at **both** institutions. Other institutions have different deadlines that must be met.
5. Where a student is enrolled on a complementary course basis and decides to withdraw, the student must inform **both** institutions and complete the necessary procedures by the deadlines set by **both** institutions.

For further information please contact a Course Advisor at the Melbourne Law School on +61 3 8344 4475.