

Melbourne Law School

Complementary Course Application For Students From Other Institutions

This form is to be completed by a student from another Australian university who is seeking permission to include in their course a subject available at The University of Melbourne. **Your application will not be processed if you have not provided all the information requested on this form.**

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



THE UNIVERSITY OF
MELBOURNE

Return to the Student Centre

Mezzanine Level

Melbourne Law School

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 Student Centre.

Family name	Given name/s
Address	
	Postcode
Email address	
Telephone	Date of birth
Home institution	Year of commencement
Course name	
Have you previously studied at The University of Melbourne? yes / no	
If yes, what was your student number	

Applicant's status at home institution (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

* Please provide certified copy of citizenship or residency documentation.

List all of the subjects you wish to undertake at The University of Melbourne.

Subject number	Subject name	Semester	Points

Please complete all of the following components.

- I have attached a letter (or form) from my home institution approving enrolment in Complementary Course studies. The letter states that credit will be received for subject(s) taken at The University of Melbourne towards my degree.
- I have attached original or certified* copies of my most recent academic transcript of results of my tertiary level Law studies. (Your academic transcript must be forwarded to The University of Melbourne as soon as it becomes available).

- I have attached a covering letter explaining my reasons for applying for Complementary Course enrolment.
- I have attached a certified copy of citizenship or residency documentation.

Student signature _____ Date ____ / ____ / ____

OFFICE USE ONLY

Approved / Not approved

Original certificates returned

Database updated

Signature _____ Date ____ / ____ / ____

Date _____ Initials _____

Date _____ Initials _____

GUIDELINES FOR COMPLEMENTARY COURSE STUDENTS

The Faculty of Law will approve Complementary Course studies for **students from other tertiary institutions** in a limited number of cases on the following basis:

1. Applicants must have a sound academic record in their previous Law studies in order to be eligible to apply and must meet any prerequisite requirements for the relevant subject.
2. A letter from the student's home institution must be attached to the application stating that any studies undertaken at the University of Melbourne will be credited towards the diploma or degree at that institution. Applications will not be accepted without this documentation.
3. Approval will not normally be given to enrol in more than 50 points per semester for a period of 12 months.
4. Applications for complementary studies in **quota restricted subjects** will not be accepted.
5. In each instance approval to enrol will be valid for one year only. If a candidate wishes to undertake another complementary subject in a subsequent year, approval must be sought again for that year with no guarantee of acceptance.
6. Failure in a complementary course subject will automatically disqualify students from enrolment in repeat or alternative subjects.
7. Consideration of complementary course requests from interstate applicants will only be given if the applicant has moved to Melbourne from interstate because of professional commitments or for exceptional personal reasons. In such cases, it is not necessary to prove that the subject, or a similar subject, is not available at the applicant's home institution, and applications to enrol in more than one subject per semester will be considered.
8. If you are an **International Full-Fee-Paying** or **Australian Full-fee Paying** student at your home institution, you must pay the Full-fee charge for these subjects at the University of Melbourne. University of Melbourne Full-fee charges may vary from those of your home university.

Note: It is the **student's** responsibility to ensure that their enrolment details are correct at **both** institutions to avoid problems concerning HECS liability before the HECS census date (31 March for semester one subjects, and 31 August for semester two subjects.) The student must advise the Melbourne Law School, Student Centre, in writing of any **withdrawal** from subjects taught by The University of Melbourne. The Melbourne Law School cannot verify withdrawal from subjects for HECS purposes unless this has been done.

*** A certified copy is a photocopy of the original that has been witnessed and signed by a police officer, a post master, a pharmacist, a solicitor, a school principal or other authorised persons. A list of people in your area who are authorised to witness certified copies is available from your local council.**