# Application for a University of Divinity Student to Undertake External Study

To be completed by the student and submitted to the Course Advisor.

To be submitted at least four weeks before the student commences the external study.

Students should read and understand the University of Divinity [Credit Policy](http://www.divinity.edu.au/documents/course-credit-policy/) and [Regulation 2](https://divinity.edu.au/documents/regulation-2-general-academic-provisions/) (section relating to Recognised Institutions) before undertaking external study. This approval does not guarantee that the student will be accepted at the host institution.

## Student and course information

|  |  |  |  |
| --- | --- | --- | --- |
| UD Student ID |       | College/School ID  |  |
| Title |       | Family name |       |
| First given name |       | Other given name(s) *(middle)* |       |
| Email (required) |       | Mobile phone |       |

## Citizenship Details *(mark one box)*

|  |
| --- |
| **Citizenship Details** |
| [ ]  | Australian citizen | [ ]  | NZ citizen |
| [ ]  | Australian Permanent Visa holder  | [ ]  | Permanent humanitarian visa holder |
| [ ]  | Other, please specify: |  |

## Course and Unit Enrolment

|  |  |
| --- | --- |
| UD Course: |       |
| ***Details of proposed units of external study*** |
| Institution |       | Start Date |    /  /     | End Date |    /  /     |
| **Units of Study** |
| **Unit Code**  | **Unit Name** | **Unit****Disciplines** | **Unit****Points** | **EFTSL***% of a full-time load* | **Credit expected***Eg: 24 pts at PG Foundational level in Biblical Studies* | **Unit Outline Provided** |
| 1 |       |       |       |       |       |       | [ ]  |
| 2 |       |       |       |       |       |       | [ ]  |
| 3 |       |       |       |       |       |       | [ ]  |
| 4 |       |       |       |       |       |       | [ ]  |
| ***Reasons for undertaking external study*** |
|       |
| **Please attach documentation verifying:*** **Unit Code and Name** (e.g. unit page from Institution’s website or handbook)
* **Level, i.e Diploma, Bachelor Level 1, 2 or 3, Postgraduate**
* **Volume in EFTSL** (fraction of full-time study load; e.g. UD undergraduate units are 0.1250 EFTSL, and postgraduate units are 0.1667 EFTSL)
* **Learning outcomes**
* **Assessment tasks**
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## College/School/OVC checking and approval

## (Course Advisor authority to enrol in external unit approval)

|  |  |
| --- | --- |
| Additional notes *(optional)* |       |
| OVC advice sought |       |
| Course Advisor Name |       | Signature |       | Date |       |
| Relevant confirmation letter released by OVC SS |       | Signature |       | Date |       |