

<p><b>Purpose</b></p>	<p>The purpose of this policy is to provide BPP Institute with a framework on managing requests from BPP Institute students to enrol in a unit or units at another institution for credit towards their course, and students from another institution who apply to enrol at BPP Institute in a unit or units for credit towards their course.</p>
<p><b>Scope</b></p>	<p>This policy applies to current students seeking enrolment at another institution and students of another institution seeking enrolment at BPP Institute.</p>
<p><b>Policy Principles</b></p>	<p><b>1. BPP Institute Students Applying for a Cross-Institutional Enrolment</b></p> <p>1.1. BPP Institute. students may apply for cross-institutional enrolment at another higher education institution for credit towards their course if:</p> <ul style="list-style-type: none"> <li>a. The unit of study is not offered at BPP Institute. within the student’s remaining duration of study at BPP Institute;</li> <li>b. Mapping of the AQF recognised qualification of the other institution’s course identifies sufficient correlation of the course structure, intended learning outcomes, assessment outcomes, and graduate attributes as described in the Advanced Standing Policy;</li> <li>c. The student has not and will not exceed undertaking more than one-third of their course online or by distance learning if the student is an international student. The student must also study at least one unit face-to-face each study period. The exception is where a student has one unit to complete, this can be studied online even if the student has completed more than one-third of their course online or by distance learning.</li> </ul> <p>1.2. According to the Advanced Standing Policy, credit cannot be granted for units the student has already attempted in their current course at BPP Institute. Therefore, students should not apply for cross-institutional enrolment elsewhere in order to gain credit for a previously failed unit, without the expressed permission of the Dean.</p> <p>1.1</p> <p><b>2. Responsibilities of BPP Institute Students</b></p> <p>2.1. The student has responsibility for:</p> <ul style="list-style-type: none"> <li>a. Collecting evidence that the equivalent unit of study at the host institution satisfies the accreditation requirements of</li> </ul>

	<p>their program of study at BPP Institute and providing that evidence to BPP Institute;</p> <ul style="list-style-type: none"> <li>b. Confirming with professional associations that the cross-institutional unit that they wish to study is acceptable to the accrediting body for purposes of accreditation;</li> <li>c. Maintaining satisfactory course progress and satisfactorily completing the unit;</li> <li>d. Advising BPP Institute if they are at risk of not satisfactorily completing the unit of study and negotiating an appropriate intervention plan with the other provider and BPP Institute to ensure the unit is completed within the expected duration and satisfies course progress requirements;</li> <li>e. Providing an official academic transcript to BPP Institute when applying for credit.</li> </ul> <p>2.2. All fees are set by and payable to the institution where the unit is being undertaken.</p> <p>1.2</p> <p>3. <b>Students at Another Provider Applying for Cross-Institutional Enrolment</b></p> <p>1.3 Students from other providers are welcome to study single or multiple units at BPP Institute as a non-award student. Applications will be assessed as described in the Cross-Institutional Enrolment Procedure.</p>
<p><b>Related Documents</b></p>	<p>Admission Policy                  Admission Procedure                  Advanced Standing Policy                  Advanced Standing Procedure                  Cross Institutional Enrolment Procedure</p>
<p><i>For Administrative Use Only</i></p>	
<p><b>Responsible Officer</b></p>	<p>Dean</p>
<p><b>Contact Officer/s</b></p>	<p>Head of School</p>
<p><b>Approved by</b></p>	<p>Academic Board</p>

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## CROSS INSTITUTIONAL ENROLMENT POLICY

Reference: POL-012  
Status: Active  
Classification: Academic  
Approved Date:  
Review Date: Dec 2025  
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<b>Definitions</b>	See <a href="#">BPP Institute's Glossary of Terms and Acronyms</a>
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### *Version History*

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

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**NOTE:** Printouts of policy documents must be compared to the master copy on the Intranet to determine whether they are up to date.  
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