

Step 1:

请先进入 QUT 官网，并登陆您的学生账户，搜索“Forms”。

The screenshot shows the QUT website's search interface. At the top, there is a navigation bar with links for "QUT home", "Current students", "Current staff", and "Library". Below this, a search bar contains the text "forms". A red box highlights the search bar, and a red arrow points from a box above it containing the text "Search results for 'forms'". Below the search bar, there are radio buttons for "Search www.qut.edu.au" and "Search all QUT". A horizontal menu below the search bar includes "Web", "Courses", "Units", "Applications", "Services", "FAQ", and "Key dates". The search results are displayed in a list format. The first result is titled "Forms" and is highlighted with a red box and a red arrow pointing to it, with the Chinese text "点击" (click) next to it. The URL for this result is "https://qutvirtual4.qut.edu.au/group/student/forms". Below this, there are two other results: "Google forms" and "Ask us a question form". On the right side of the search results, there is a "Related FAQs" section with three entries: "Where do I find HR forms?", "Do you want to run this application: Oracle E_Business Suite", and "Where can I find my eCAF (electronic Commonwealth Assistance Form)?".

QUT home Current students Current staff Library

Search results for 'forms'

forms x Q Advanced search

○ Search www.qut.edu.au ● Search all QUT

Web Courses Units Applications Services FAQ Key dates

Refine search ⚙️ 🖨️

Forms ← 点击 ...

Student <https://qutvirtual4.qut.edu.au/group/student/forms>

Forms page listing key forms for current students.

Google forms ...

Student <https://qutvirtual4.qut.edu.au/group/student/it-and-printing/software-and-learning-tools/google-forms>

Information on using Google Forms for learning with technology.

Ask us a question form ...

<https://www.qut.edu.au/study/international/ask-us-a-question>

QUT - Ask us a question form Skip to content Ask us a question form You are here: Home Study International students Ask us a question form ...

Related FAQs

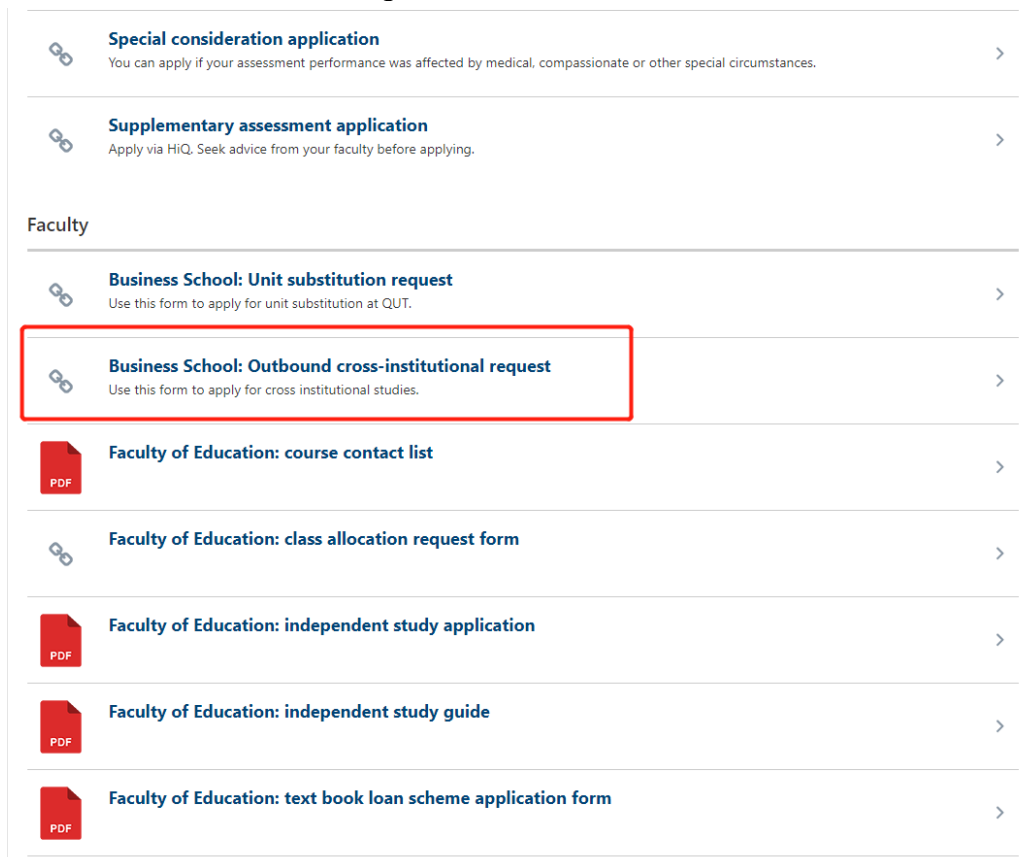
Where do I find HR forms?
You can find all HR forms on the Digital Workplace.

Do you want to run this application: Oracle E_Business Suite
Due to a recent change , some users may be prompted with the following when using "Forms" within the Finance System. The user can click 'Run ...

Where can I find my eCAF (electronic Commonwealth Assistance Form)?

Step 2:


点击“Forms”之后，将页面下拉，在“Faculty”的选项里找到“Business School: Outbound cross-institution request” 的链接，然后点击。



The screenshot displays a list of forms under the 'Faculty' section. The forms are as follows:

- Special consideration application**: You can apply if your assessment performance was affected by medical, compassionate or other special circumstances.
- Supplementary assessment application**: Apply via HiQ. Seek advice from your faculty before applying.
- Faculty** (Section Header)
- Business School: Unit substitution request**: Use this form to apply for unit substitution at QUT.
- Business School: Outbound cross-institutional request**: Use this form to apply for cross institutional studies. (This item is highlighted with a red box in the original image.)
- Faculty of Education: course contact list** (PDF icon)
- Faculty of Education: class allocation request form**
- Faculty of Education: independent study application** (PDF icon)
- Faculty of Education: independent study guide** (PDF icon)
- Faculty of Education: text book loan scheme application form** (PDF icon)

点击链接之后，页面显示如下，此处为申请流程主界面，接下来的步骤会教你如何填写以及上传相应资料：



Outbound cross-institutional request

Submit Request

Complete this request if:

- you are enrolled in a course at QUT but want to study a unit at another university for advanced standing towards your QUT course under the [QUT advanced standing policy](#).

Please note:

- If you want to study at an overseas institution you may be eligible for an [exchange, short term or other overseas program](#).
- You can apply for language cross-institutional enrolment at The University of Queensland or Griffith University through the [Brisbane Universities Languages Alliance \(BULA\)](#).
- You should discuss your planned cross-institutional study with your [faculty](#) before submitting this request.
- If your cross-institutional request is approved, and you are not enrolling in any other units at QUT in the same teaching period, you will need to apply for a [leave of absence](#).
- Students completing cross-institutional studies in their final semester may have their graduation delayed due to results and graduation [cut-off dates](#).
- It is your responsibility to liaise with the other institution in relation to the teaching period commencement dates, external offerings, entry requirements and application processes.

What happens once I have completed my cross-institutional enrolment?

- It is your responsibility to apply for advanced standing. Keep in mind [key dates](#) for graduation and enrolment for subsequent studies if there are pre-requisite requirements.
- Advanced standing will only be granted for units completed with a QUT equivalent of [grade 4](#) (pass) or higher.

When can I expect an outcome?
We recommend you submit your request approximately 4-6 weeks prior to the admission application closing dates at the other institution. This will allow sufficient time for your request to be assessed by QUT before applying at the other institution. You should expect to receive an outcome from QUT within 10 to 15 business days.

Fields marked with * are compulsory.

^ **Request details**

What course is this request for? *

^ **Privacy**

Details of QUT's practices regarding student information and privacy are available from QUT's [privacy webpage](#).

^ **Declaration**

I declare that to the best of my knowledge this information supplied by me is true, correct and complete in every respect. I acknowledge that the submission of false, incorrect, incomplete or misleading information may result in cancellation of my enrolment or delays in processing, or that I may be subject to disciplinary action under the [QUT Student Code of Conduct](#) and the [procedures for management of student misconduct](#).

I acknowledge that I am subject to and must comply with any policies or procedures of the University governing my conduct as a student and academic matters affecting my study.

I accept the above declaration.*

Step 3:

在“Request details”详情页面中依次填入自己的专业信息，如下图所示：

Outbound cross-institutional request Submit Request

- You should discuss your planned cross-institutional study with your **faculty** before submitting this request.
- If your cross-institutional request is approved, and you are not enrolling in any other units at QUT in the same teaching period, you will need to apply for a **leave of absence**.
- Students completing cross-institutional studies in their final semester may have their graduation delayed due to results and graduation **cut-off dates**.
- It is your responsibility to liaise with the other institution in relation to the teaching period commencement dates, external offerings, entry requirements and application processes.

What happens once I have completed my cross-institutional enrolment?

- It is your responsibility to apply for advanced standing. Keep in mind **key dates** for graduation and enrolment for subsequent studies if there are pre-requisite requirements.
- Advanced standing will only be granted for units completed with a QUT equivalent of **grade 4 (pass)** or higher.

When can I expect an outcome?
We recommend you submit your request approximately 4-6 weeks prior to the admission application closing dates at the other institution. This will allow sufficient time for your request to be assessed by QUT before applying at the other institution. You should expect to receive an outcome from QUT within 10 to 15 business days.

Fields marked with * are compulsory.

^ Request details

What course is this request for? *
BS05 (1) - Bachelor of Business

Will you be enrolled at QUT during the outbound period?*

Yes
 No

Will you be studying at an Australian institution? *
No

选择你的专业，
注意：点击方框后可能需要2-3秒钟会自动出现你的专业选择，请耐心等待。

选择：No

Step 4:

在确认需要用 QUT 的哪门课程置换同济的哪门课程后，请填写置换课程的详情信息。

Step 5:

点击“+Add”后会出现填写置换课程信息的表格，请按照下图提示补充相关信息（红框内信息为必填选项）。

请注意，如若选一门课，则填一次表格；选两门课，请填写两次表格。

The screenshot shows a web form titled "Proposed study at an overseas institution". It is divided into three main sections:

- Other institution details:** This section asks for details of the institution. It contains four red-bordered input fields: "Institution *" (filled with "Tongji University"), "Country *" (filled with "China"), "Unit code *" (filled with "010794"), and "Unit title *" (filled with "International Finance"). Red text annotations state: "这四个红框里的内容需要填写同济大学相关信息" (The content in these four red boxes needs to be filled with Tongji University related information) and "Unit code与Unit title均与同济大学课程相对应" (Unit code and Unit title both correspond to Tongji University courses).
- Equivalent QUT unit details:** This section asks for details of the QUT unit. It contains a red-bordered dropdown menu with the text "Select equivalent planned unit from your study plan; or 23844604 (EFB312 (3) - International Finance)". Red text annotations state: "请选择与上面填写的同济大学课程相对应的QUT study plan" (Please select the QUT study plan corresponding to the Tongji University course filled above).
- Proposed enrolment details:** This section asks for details of the proposed enrolment. It contains three red-bordered input fields: "Year *" (filled with "2020"), "Teaching period at QUT *" (filled with "Summer 2"), and "Equivalent teaching period at other institution *" (filled with "Summer").

At the top right of the form, there are "Cancel" and "Save" buttons. The QUT and HiQ logos are visible at the top left.

填完表格并点击“Save”后回到主页，即显示下面两张图所示页面：

The screenshot shows the "Proposed study at an overseas institution" page after saving. It features a table with the following data:

Institution	Country	Unit code
Tongji University	China	010798
Tongji University	China	010794

At the top right of the table, there is a "+ Add" button. The text above the table reads: "If you have discussed overseas study with your faculty and it will not be part of an exchange program add one row to the table for each unit you are seeking to".

Proposed study at an overseas institution

If you have discussed overseas study with your faculty and it will not be part of an exchange program add one row to the table for each unit you are seeking to + Add

Unit code	Unit title	Year
010798	Corporate Finance	2020
010794	International Finance	2020

Step 6:

请在红框内的“Unit outlines”中上传同济的 Offer 和 同济课程的 Course Outline, 注意此处可以直接拖拽上传或者点击“+Add”上传。

QUT | HiQ

Outbound cross-institutional request Submit Request

What do I need to provide?

You will need to attach a copy of the unit outline for **each** unit you requesting to study. This outline must include:

- credit points
- contact hours
- aims and objectives
- texts and references
- assessment details

Unit outlines

Attachments *

Drag new attachments here + Add

上传文件时请简单描述一下附件:

Add from local drive

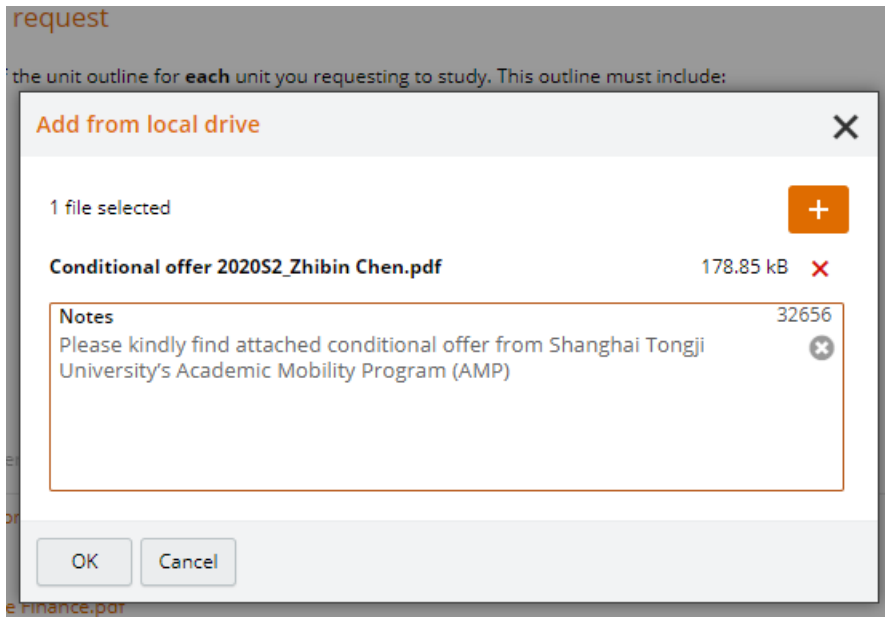
1 file selected +

010794 International Finance.pdf 853.06 kB ×

Notes 32636

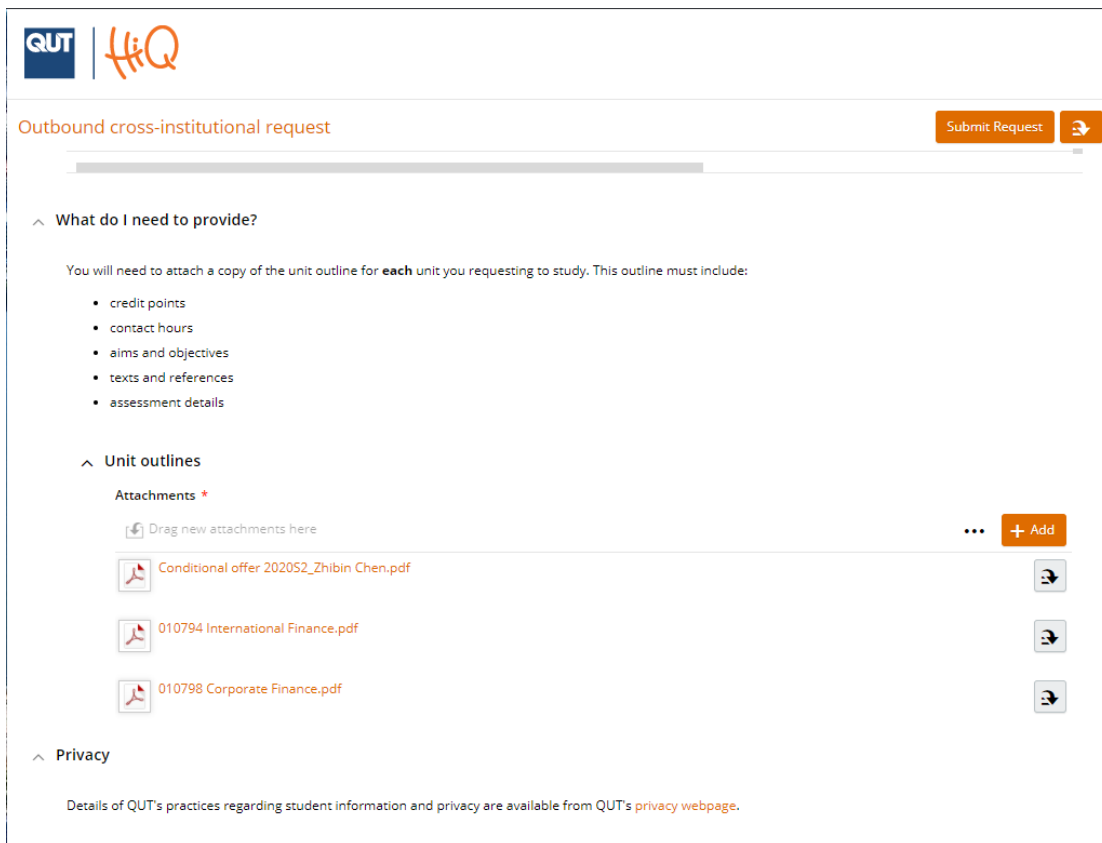
Please kindly find attached international finance course outlines from Shanghai Tongji University's Academic Mobility Program (AMP) ×

OK Cancel



Step 7:

上传成功后，主页显示如下图所示：



Step 8:

请点击红框内所标注的同意条款。

Privacy

Details of QUT's practices regarding student information and privacy are available from QUT's [privacy webpage](#).

Declaration

I declare that to the best of my knowledge this information supplied by me is true, correct and complete in every respect. I acknowledge that the submission of false, incorrect, incomplete or misleading information may result in cancellation of my enrolment or delays in processing, or that I may be subject to disciplinary action under the [QUT Student Code of Conduct](#) and the [procedures for management of student misconduct](#).

I acknowledge that I am subject to and must comply with any policies or procedures of the University governing my conduct as a student and academic matters affecting my study.

I accept the above declaration.*

需要点✓

Step 9:

到这里申请流程已经基本完成，请将页面向上拉，在主页的右上角点击“Submit Request”进行提交。



Outbound cross-institutional request

Submit Request

点击submit

Complete this request if:

- you are enrolled in a course at QUT but want to study a unit at another university for advanced standing towards your QUT course under the [QUT advanced standing policy](#).

Please note:

- If you want to study at an overseas institution you may be eligible for an [exchange, short term or other overseas program](#).
- You can apply for language cross-institutional enrolment at The University of Queensland or Griffith University through the [Brisbane Universities Languages Alliance \(BULA\)](#).
- You should discuss your planned cross-institutional study with your [faculty](#) before submitting this request.
- If your cross-institutional request is approved, and you are not enrolling in any other units at QUT in the same teaching period, you will need to apply for a [leave of absence](#).
- Students completing cross-institutional studies in their final semester may have their graduation delayed due to results and graduation [cut-off dates](#).
- It is your responsibility to liaise with the other institution in relation to the teaching period commencement dates, external offerings, entry requirements and application processes.

What happens once I have completed my cross-institutional enrolment?

- It is your responsibility to apply for advanced standing. Keep in mind [key dates](#) for graduation and enrolment for subsequent studies if there are pre-requisite requirements.
- Advanced standing will only be granted for units completed with a QUT equivalent of [grade 4 \(pass\)](#) or higher.

When can I expect an outcome?

We recommend you submit your request approximately 4-6 weeks prior to the admission application closing dates at the other institution. This will allow sufficient time for your request to be assessed by QUT before applying at the other institution. You should expect to receive an outcome from QUT within 10 to 15 business days.

Fields marked with * are compulsory.

Request details

What course is this request for? *
BS05 (1) - Bachelor of Business

Will you be enrolled at QUT during the outbound period?*

下图为提交申请之后的界面，到此处申请步骤完成：

