

APPLICATION FOR CREDIT

Please read the instructions on the reverse before completing this form.



**UNIVERSITY OF
CANBERRA**

Australia's Capital University

STUDENT DETAILS

Student ID Title Surname First Name

Are you an international student? YES NO

If your address has changed, please update your details on OSIS under 'Addresses' before submitting this request.

UC COURSE DETAILS

Course code Course Name

Have you previously submitted an application for credit towards this program? YES NO

UC Unit in which credit is sought					Basis of claim (previous study)			Unit Convener's Approval		
	Unit Code	UC Unit Name	Credit points	Level	UC/ Other institution Unit Name	Institution (eg. UNE)	Year (eg. 2006)	Unit Convener's signature	Decision (Yes/No)	Reason code (see reverse)
1										
2										
3										
4										
5										
6										
7										
8										

STUDENT DECLARATION

1. I confirm that I have attached all supporting documentation and that I have consulted my Course Convener and considered the effects that the credit will have on my study program.
2. I have read the information on the back of the form.
3. If I am an international student, I acknowledge that the above credit may result in a change to the duration of my course and that I am now responsible for obtaining a new visa to reflect this change if required.

STUDENT'S SIGNATURE

CONTACT NO. _____ DATE __/__/__

Course Convener's Recommendation

1. I recommend that the units marked "yes" be granted as credit for this course.
2. Documentary evidence to support this application is enclosed.
3. If the applicant is an international student, I confirm the student can maintain a full-time study load for the remainder of their course.
4. Is this a Variation to Course Requirements? YES NO

COURSE CONVENER: (signature)

PRINT NAME: DATE:

APPLICATION FOR CREDIT INSTRUCTIONS

WHAT IS CREDIT?

It is the recognition by the University of Canberra (UC) that prior learning undertaken by a student satisfies part of the academic requirements of a course.

EFFECT OF CREDIT

- If you are eligible for credit, the length of time to complete your studies at UC may decrease and the tuition fees could be reduced.
- As credit is course specific you will need to re-apply for credit if you change to a different course.

CREDIT POLICY

- Credit is not normally granted for learning completed more than 10 years prior to the time of the application of credit.
- The minimum qualification recognised by UC as the basis for credit towards a Bachelor's degree is normally a Diploma.
- No credit may be granted towards a postgraduate course on the basis of undergraduate studies.
- Credit for credentialed (formal) learning may be learning undertaken at UC (internal credit) or at another institution (external credit), refer to RPL policy.

RESTRICTIONS

- Credit granted for a previously completed course cannot count towards any subsequent courses.
- Credit is not granted for a conceded pass grade or equivalent (eg. PX, Terminated Pass, CP).
- There are limitations on the amount of credit that can be granted and minimum study requirements that must be completed at the University. For further information, please go to the credit policy web page: <https://guard.canberra.edu.au/policy/search.php?q=CREDIT>

LODGING YOUR APPLICATION FOR CREDIT

1. Documentary evidence to support your application **MUST** be provided and should include:
 - An official transcript of results (original or certified copy).
 - The unit outline(s) showing the scope and the content of the work completed.
2. Submit your application signed by your Course Convener to the Student Centre in Building 1B150.

NOTE: If granted, the credit will appear on your academic record, which can be viewed on OSIS, within 30 days of receipt by the Student Centre.

STAFF USE ONLY - REASON CODES FOR REJECTION

- I There is inadequate breadth and/or depth of content covered in the completed unit to allow the credit.
- V A verified transcript of units and results was not included with the application. The applicant should re-apply, providing certified transcripts.
- S A description of the completed unit(s), including content and contact hours, used as a basis of claiming credit is required.
- Q The qualification was obtained beyond the maximum number of years allowed.
- A The qualification was obtained at an institution not recognised by the University of Canberra.
- M The student has already been granted the maximum amount of credit on the basis of previous study.
- R Other reason (in sentence form please):
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