

PhD Credit for Previous Study at Another Institution Candidate Quick Guide

Type of Credit	1
How many Credit Points can I apply for?	1
Where to get advice?	2
Application steps	2
What happens next?	3
Part-time enrolment	3
Unit outlines	4

Type of credit

	DESCRIPTION	APPLY FOR
PREVIOUS STUDY AT ANOTHER INSTITUTION	I want to apply for credit for previous study of equivalent units at TAFE, CIT, a private college or another university.	Credit Type – External

How many Credit Points can I apply for?

As part of the Course Requirements for the [Doctor of Philosophy \(MXP001\)](#) you are required to **complete 12 credit points** of coursework units, as listed below. You can apply **for up to 12 credit points of credit** if you believe that you have **completed equivalent coursework units at another institution**.

Faculty Specific Restricted Choice Units

- 1 x 6 Credit Point Unit
or
- 2 x 3 Credit Point Units

Required Units - Credit for these units is only available to candidates who have completed **confirmation in a different doctoral degree at UC or at another university**. Credit (6 credit points) will be automatically granted at admission. You do not need to submit a [credit application form](#).

- 1 x 3 Credit Point [Principles of Research PG \(11681\)](#)
- 1 x 3 Credit Point [Practice of Research PG \(11682\)](#)

Where to get advice?

WHO	HOW THEY CAN HELP
HDR Convenor	If you're unsure if the past units you have studied at another institution could be eligible to receive credit in lieu of completing the Faculty Restricted Choice Units , contact your Faculty HDR Convenor who can provide specific course advice.
Student Centre	The Student Centre process all Credit Applications . For questions on how to apply, technical issues with the form in MyUC or updates on the status of your credit application please contact the Student Centre .

Application steps

STEP 1 VIEW UNIT OUTLINES	<p>View the unit outlines for the units you wish to seek credit not to complete.</p> <p>You will need to determine if you can apply for credit by looking at the Learning outcomes in the Unit outline for the unit you are planning to apply for credit.</p>
STEP 2 SEEK COURSE ADVICE	<p>Speak to your Supervisor about your intention to apply for credit in lieu of completing certain coursework units.</p>
STEP 3 OPEN MyUC FORM	<p>Navigate to the Apply for credit form in MyUC under Course > Enrolment > Course credit</p> <p>Under Credit Type select > External credit.</p>
STEP 4 COMPLETE CREDIT SOUGHT	<p>Under Credit Sought select > Add Section:</p> <ol style="list-style-type: none">Enter the unit code from the Typical Study Pattern you want to seek credit forUnder > Basis of Claim > Add the unit information from your previous institution <p>If you want to apply for credit for multiple units, you will need to > Add Section > for each of the units and follow steps a) and b) above.</p>
STEP 5 UPLOAD SUPPORTING DOCUMENTS	<p>Upload the following supporting documents and Submit the form*:</p> <ul style="list-style-type: none">Official Transcript from your previous institutionCopy of the Unit Outline/s for the units you completed at that institution. The Unit Outlines must include Learning Outcomes. <p><i>*All supporting documents must be in English.</i></p>

What happens next?

1. Your Faculty Associate Dean Research will review your application and either **Approve, Partially Approve or Reject**.
2. Candidates will be notified of the outcome of their application to their **UC Student Email Address** within 5 weeks from the date of submission of the application.
3. If **Approved** the **Student Centre** will finalise the application. It takes **up to 28 days** for the Student Centre to process credit applications in line with the [University of Canberra's Credit Procedures](#).
4. If **Rejected** the **Candidate** will have to [self-enrol](#) in the unit, they were seeking credit for as per their course [Typical Study Pattern](#).

Part-time enrolment

If you are granted credit, you may be eligible to study part time for a semester depending on your circumstances.

To [self-enrol](#) part-time in MyUC you must enrol in the total number of units for the semester no more than 6 credit points in total.

WHO	ELIGIBILITY/CONSIDERATIONS
	<p>The conditions of your student visa will generally require you to study full-time (12 credit points per semester) excluding your final semester when you may study part-time (6 credit points per semester).</p> <p>To ensure you are not flagged as being under enrolled by International Student Support you may enrol in the following study pattern:</p> <p>Standard Full Time, Semester 1 Commencing</p> <ul style="list-style-type: none">• Year 1/Semester 2 (Full-time)<ul style="list-style-type: none">○ Doctoral Thesis R FT (12cp) (11680)• Year 4/Semester 2 (Part-time)<ul style="list-style-type: none">○ Doctoral Thesis R FT (6cp) (11678) <p>Standard Full Time, Semester 2 Commencing</p> <ul style="list-style-type: none">• Year 2/Semester 1 (Full-time)<ul style="list-style-type: none">○ Doctoral Thesis R FT (12cp) (11680)• Year 5/Semester 1 (Part-time)<ul style="list-style-type: none">○ Doctoral Thesis R FT (6cp) (11678)

International Students

Domestic: Non-scholarship holders
(Non-scholarship Holders)

You are **eligible to study part-time**. Please email **Graduate Research** graduateresearch@canberra.edu.au so your **Maximum Submission Date** can be adjusted based on a part-time study load.

Domestic: Scholarship holders
(Scholarship Holders)

Depending on your scholarship, your **conditions of award** may stipulate that **you must be enrolled full-time** to continue to receive your scholarship payments.

Email **Graduate Research** graduateresearch@canberra.edu.au to check if you are eligible to be enrolled part-time.

Unit outlines

You will need to determine if you can apply for credit by looking at the **Learning outcomes** in the **Unit outline** for the unit you are planning to apply for credit.

Restricted Choice Units

Click the unit links below for the restricted choice units. Scroll down to the **Unit outlines** section and **click on the unit outline for the semester of Credit you are applying for**.

FACULTY	UNIT NAME/CODE
Faculty of Arts & Design	<ul style="list-style-type: none">Arts and Humanities Research PG (9682) 6 credit points — Level PCreative Practice Research PG (9683) 6 credit points — Level PSocial Research Design PG (9684) 6 credit points — Level P
Faculty of Business, Government & Law	<ul style="list-style-type: none">Research Fundamentals PG (10386) 6 credit points — Level PReading and Critiquing Literature PG (10387) 6 credit points — Level PResearch Design PG (10388) 6 credit points — Level P
Faculty of Education	<ul style="list-style-type: none">Introduction to Statistics G (6554) 3 credit points — Level GEducation Research Project PG (7784) 3 credit points — Level PEducation Research Perspectives PG (9087) 3 credit points — Level PResearch Methods in Language Teaching and Learning PG (9630) 3 credit pointsResearch Fundamentals PG (10386) 6 credit points — Level PProfessional Project in TESOL/FLT PG (11394) 3 credit points — Level P
Faculty of Health	<ul style="list-style-type: none">Research Planning PG (6486) 3 credit points — Level PQualitative Research Practice in Health PG (9583) 3 credit points — Level PQuantitative Research Practice in Health PG (9585) 3 credit points — Level PEpidemiology and Principles of Research PG (9594) 3 credit points — Level P
Faculty of Science & Technology	<ul style="list-style-type: none">Inf. Sc. Research Methodology PG (6797) 3 credit points — Level PInf. Sc. Research Proposal R (6798) 3 credit points — Level R

Key Links

PHD Plus (MXP001.1) Course information:

<https://www.canberra.edu.au/course/MXP001/1/2022>

MyUC > Course credit information:

<https://www.canberra.edu.au/content/myuc/home/course/enrolment/course-credit.html>

MyUC > Apply for credit form:

[https://www.canberra.edu.au/content/myuc/home/course/enrolment/course-credit/apply for advanced standing credit form.html](https://www.canberra.edu.au/content/myuc/home/course/enrolment/course-credit/apply_for_advanced_standing_credit_form.html)

MyUC > Unit enrolment (Self-enrol)

<https://www.canberra.edu.au/content/myuc/home/course/enrolment/unit-enrolment.html>

International Students – Changing your study load to part time

<https://www.canberra.edu.au/content/myuc/home/course/course-changes/change-study-load.html>

Got Questions?

Contact the Student Centre to check your Credit Application Status: student.centre@canberra.edu.au

Application for Credit Form

It is recommended that you seek course advice before submitting this application. Once submitted, this form will be sent to your course convener for approval.

The maximum amount of credit that can be sought using this form is 12 units. If you are seeking credit for more than 12 units, please complete and submit a second form.

All credit applied to your record must comply with the requirements set out in the Credit Procedures.

Required fields are marked with an asterisk ()*

1 Personal Details

First Name: [Redacted]
Last Name: [Redacted]
Email: [Redacted]

2 UC Course Details

Course Name: * Doctor of Philosophy
Course Code: MXP001.1
Enrolment Status: Enrolled

3 Credit Type

Credit Application Type: *
 Internal
 External
 Recognition of Prior Learning

4 Credit Sought - Specific Units

UC Specific Unit 1

Unit Code: * 11682

Unit Details: Practice of Research PG - 3 CP - Level P

Basis of Claim 1

Unit Code: * EDU40018
Unit Title: * Research in Practice
Institution: * Swinburne University of Technology
Year Completed: * 2018
Country: * Australia

5 Credit Sought - Unspecific Units 1

Add Section

6 Supporting Documents

IMPORTANT TO NOTE: The University of Canberra cannot accept credit applications without full supporting documents. If you do not provide all required supporting documentation to cover all basis of claims listed above, your application will be automatically rejected.

Transcripts 1

Supporting Document 1: *

Max allowed file size 5MB

Supporting Document 2:

Max allowed file size 5MB

Supporting Document 3:

Max allowed file size 5MB

Unit Outlines 1

Supporting Document 1: *

Max allowed file size 5MB

Supporting Document 2:

Max allowed file size 5MB

Supporting Document 3:

Max allowed file size 5MB

7 Acceptance

- I have read and accept the [Privacy Statement and Declaration](#). *
- I have provided all Transcripts and Unit Outlines for UC to process my application. *