

PhD Credit for Previous Study at UC

Candidate Quick Guide

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Type of credit

	DESCRIPTION	APPLY FOR
Previous Study at UC	I want to apply for credit for previous study of equivalent units at the University of Canberra.	Credit Type – Internal

How many Credit Points can I apply for?

You are required to complete 6 credit points of Faculty Restricted Choice units as part of the Course Requirements for the [Doctor of Philosophy \(MXP001\)](#).

If you believe that you have **completed an equivalent unit or units at UC** you can **apply for up to 6 credit points of credit** in lieu of completing the 6 credit points of Faculty Restricted Choice Coursework units.

Where to get advice?

WHO	HOW THEY CAN HELP
HDR Convenor	If you're unsure if the past units you have studied at UC could be eligible for credit in lieu of completing the Faculty Restricted Choice Units , ask 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 Restricted Choice units for which you wish to seek credit.</p> <p>To determine if you can apply for credit, compare the Learning outcomes for that unit with the Learning outcomes in the Unit outline for which you would like credit.</p>
STEP 2 SEEK COURSE ADVICE	<p>Speak to your Supervisor about your intention to apply for credit in lieu of completing a Faculty Restricted Choice Unit in the MXP001.</p> <p>If you are unsure, speak to your Faculty HDR Convenor.</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 Internal credit and Submit.</p>
STEP 4 SUBMIT CREDIT SOUGHT	<p>Select the unit/s that you previously completed at UC* that you believe are equivalent to Restricted Choice Units listed for your faculty, and submit. You have the option to select up to a total of 6 credit points which could be either:</p> <ul style="list-style-type: none">• 1 x 6 Credit Point Unit <i>or</i>• 2 x 3 Credit Point Units <p><i>*Do not select units that total more than 6 credit points in value</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 receive notification of the outcome of their application through their **UC Student Email Address** within 5 weeks of 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 Restricted Choice unit for which they were seeking credit, as per the course Typical Study Pattern.

Part-time enrolment

If you are granted credit, you may be eligible to study part time during the semester for which you received credit.

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

WHO	ELIGIBILITY/CONSIDERATIONS
International Students	<p>The conditions of your student visa will generally require you to study full-time (12 credit points per semester), except during your final semester when you may study part-time (6 credit points per semester).</p> <p>To ensure International Student Support does not flagged you as being under-enrolled, 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)
Domestic: Non-scholarship holders	<p>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.</p>
Domestic: Scholarship holders	<p>Depending on your scholarship, your conditions of award may stipulate that you must be enrolled full-time to continue to receive your scholarship payments.</p> <p>Email Graduate Research graduateresearch@canberra.edu.au to check if you are eligible to be enrolled part-time.</p>

Unit outlines

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
	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

MyUC Student Portal / Credit Application / Application for Credit

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:

Last Name:

Email:

2 UC Course Details

Course Name: *

Course Code: MXP001.1

Enrolment Status: Enrolled

3 Credit Type ?

Credit Application Type: * Internal External Recognition of Prior Learning

4 Credit Sought

Below is a list of the units that you have passed at UC in previously enrolled courses.
Please select the units you wish to apply for credit into your new course, subject to Course Convenor approval.

Unit Details ?	Course Details ?	Year Completed ?
<input type="checkbox"/> 9108.4 - Issues Analysis and Management PG - 3CP - Level P	352JA.1 - Master of Communication	2020
<input type="checkbox"/> 9105.5 - Advanced Marketing Communication Theory PG - 3CP - Level P	352JA.1 - Master of Communication	2020
<input checked="" type="checkbox"/> 9107.4 - Communication and Information Project PG - 6CP - Level P	352JA.1 - Master of Communication	2020
<input type="checkbox"/> 9585.3 - Quantitative Research Practice in Health PG - 3CP - Level P	352JA.1 - Master of Communication	2020
<input type="checkbox"/> 10109.1 - Industry and Community Engagement (Internships) PG - 6CP - Level P	352JA.1 - Master of Communication	2020

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