

INFORMATION

CREDIT or EXEMPTION for previous studies

Please read before proceeding with application



THE UNIVERSITY
OF QUEENSLAND

A U S T R A L I A

Brisbane Qld 4072 www.uq.edu.au
CRICOS Provider Number 00025B

1 GENERAL INFORMATION

- The University's credit transfer policy is located at: www.uq.edu.au/hupp/index.html?page=25103
- If you have successfully completed courses similar to those available at The University of Queensland, you may be eligible for credit or exemption based on your previous study.
- If you wish to claim credit towards your current program you should check the Rules for your program on The University of Queensland website at www.uq.edu.au/study
- Please allow at least 3 – 4 weeks for processing. Incomplete applications may be rejected.
- If you have applied for a place in a program and you received advice of credit granted in your acceptance letter, you may not need to complete this form. Please check with your Faculty Office (or School within the Faculty of Health Sciences).
- Please note: It is your responsibility to drop any course(s) for which you have been granted credit using mySI-net. This must be done before the relevant census date.

2 DEFINITIONS

Specified credit	Specified credit is granted when an exact or near exact equivalence to a UQ course can be demonstrated. Specified credit is more commonly granted in set programs and/or for compulsory courses.
Unspecified credit	Unspecified credit is granted when an exact or near exact equivalence cannot be demonstrated. Unspecified credit is also granted for elective courses.
Block credit	Block credit is granted as a specific number of units and may be granted on the basis of studies judged to be comparable to part of a given program. Block credit, sometimes referred to as "articulation credit" is often granted where formal agreements exist (e.g. students who completed polytechnic diplomas may gain credit for the first year or two of a degree program).
Exemption	Recognition of prior completion of compulsory components of a program. Students will be required to substitute courses so that the total number of units for the program are completed.
Milestones	Prior completion of these requirements may be recognised upon submission of satisfactory evidence. For example, work experience records or a first aid certificate.

3 APPLICATION DETAILS

1 When to apply

- Applications (see page 2) should be submitted as soon as all relevant documentation can be provided and by the enrolment closing date for the semester in which the award of credit may affect your program of study. International students must submit the application no later than the first week of semester.
- Enrolment deadlines must be met regardless of whether you have received a response to your application for credit.
- Late applications may not be able to be processed prior to the commencement of semester.

2 Where to apply

- If you are changing from one UQ program to another, and have lodged your request on mySI-net, your credit eligibility will automatically be assessed as soon as possible after the processing of your enrolment.
- If you are changing from one UQ program to another, and have lodged your request through QTAC, please submit this application form to your Faculty. Further information is online via myAdvisor.
- Students from other tertiary institutions who have been offered a place at UQ, please submit this application form to your Faculty. Further information is online via myAdvisor.
- International Students: Generally credit is assessed during the application process. If you wish to apply for additional credit, submit your application to the relevant Faculty (or School within the Faculty of Health Sciences). You must remain enrolled in a full-time load to satisfy visa requirements, regardless of the amount of credit awarded for any given semester.

3 Documentation – students transferring to UQ from other institutions

- Your application must be accompanied by documentary evidence of your previous studies or your application will not be considered.
- Evidence should be in the form of original documents or copies certified by the issuing institution, a Justice of the Peace or Commissioner for Declarations.
- Documentation should include:
 - Course Description: Extended syllabus, aims and objectives, contact hours, texts and references and assessment. An extract from the institution's handbook is usually not sufficient.
 - Official Academic Transcript.
- If further documentation is required, please check with your Faculty (or School within the Faculty of Health Sciences).
- If you wish to have original documents returned to you, please enclose a request with a stamped, self-addressed envelope.

4 Notification

- You will be advised of the outcome of your application by email. Approved applications will be displayed via a noting on your Studies Report which can be viewed on mySI-net.
- International students are required, under Commonwealth legislation, to print out the Studies Report, sign it and return it to the Faculty Office.

APPLICATION

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INSTRUCTIONS

- Please read the information sheet carefully before proceeding.
- Complete all details and supply all required documentation. Incomplete applications will not be processed.
- Please print in BLOCK LETTERS.
- Your Studies Report, which can be viewed on mySI-net, will be amended accordingly if approval has been granted.
- Applicants will be advised of the outcome of their application by email to their UQ student email address.

1 PERSONAL DETAILS

Name:

Your University of Queensland student number (if known):

Title: _____ Family name: _____

Given names: _____

2 CREDIT / EXEMPTION

Source Institution(s):

Current UQ Program Title:

Current UQ Field/Plan/Major:

Credit/Exemption sought: (attach separate sheet if insufficient space)

Please tick applicable box

Source Institution information

Credit	Exemption	Course code	Course title	Units
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
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<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

UQ information (if applicable)

Equivalent UQ Course code	UQ Course(s) for which credit/exemption is sought	Units

OFFICE USE ONLY

Indicate with initials

Approved	Not Approved
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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3 DECLARATION

I have completed all sections and have supplied all supporting documentation.

Student's signature:

Date:

OFFICE USE ONLY

Application received: / /

Documentation received: / /

Applicant notified: / /

Head of School/Program Director recommendation _____

Faculty approval _____