The University’s credit transfer policy is located at: http://ppl.app.uq.edu.au/content/3.50.03-credit-previous-studies-and-recognised-prior-learning

If you have gained credit for courses comparable to those available at The University of Queensland, you may be eligible for credit based on your previous study or exemption from all or part of a course.

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 will not be processed.

If you have applied for a place in a program and you received advice of credit granted in your acceptance letter, you may not use or rely on this advice. You must apply for credit via mySI-net.

Please note: You must complete your application for credit online using mySI-net. Your application will not be processed until all supporting documentation has been lodged with the University. This must be done before the relevant census date.

Once a decision has been made to grant credit or an exemption, the Executive Dean cannot rescind the decision in the absence of a patent error or fraud.

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.

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.

Where to apply

If you are changing from one UQ program to another, and have lodged your request on mySI-net you will be asked if you want to receive credit.

If you indicate you wish to receive maximum credit, you do not need to complete this form.

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 (www.uq.edu.au/myAdvisor).

Students from other tertiary institutions who have been offered a place at UQ should submit this application form with all supporting documentation to your Faculty. Further information is online via myAdvisor (www.uq.edu.au/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 and you will be issued with a new confirmation of enrolment if required.

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 (original or certified copy).
- If further documentation is required, please check with your Faculty or School.
- If you wish to have original documents returned to you, you must enclose a request with a stamped, self-addressed envelope.

Notification

You will be advised of the outcome of your application by email. Please remember to check your student email address regularly. Credit or exemption granted will be noted on your Studies Report which can be viewed on mySI-net.

International students on a student visa are required, under Commonwealth legislation, to acknowledge acceptance of the credit granted.
# APPLICATION

## CREDIT or EXEMPTION for previous studies

### 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.
- You will be advised of the outcome of your application by email. Please check your student email regularly.
- Credit or exemption granted will be noted on your Studies Report which can be viewed on mySI-net.

### PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Family name: ____________________</th>
<th>UQ Student Number (if known): ____________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given name: ____________________</td>
<td>Are you an International Student? ________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source Institution(s): ____________________</th>
</tr>
</thead>
</table>

### CREDIT/EXEMPTION

- **Current UQ Program Title:**
- **Current UQ Field/Plan/Major:**

#### Credit/Exemption sought:

<table>
<thead>
<tr>
<th>Credit/Exemption</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
</table>

#### Source Institution Information

<table>
<thead>
<tr>
<th>Equivalent UQ Course Code</th>
<th>UQ Course(s) for which credit/exemption is sought</th>
<th>Units</th>
</tr>
</thead>
</table>

#### OFFICE USE ONLY

- **Comment on decision:**

### 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 ___ / ___

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### Head of School/Program Director Recommendation

- **Name of Authority:** ____________________
- **Position Title:** ____________________

Signature ____________________ Date: ____________________

### Faculty Approval

- **Name of Authority:** ____________________
- **Position Title:** ____________________

Signature ____________________ Date: ____________________