

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 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 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.
- 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.

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

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. In this case you need not 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, submit this application form 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 within the Faculty of Health Sciences). You will be issued with a new confirmation of enrolment.

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 within the Faculty of Health Sciences).
- 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 print out the Studies Report, sign it and return it to the Faculty Office to acknowledge acceptance of the credit granted.

Privacy statement

The information on this form is collected for the primary purpose of assessing your application for credit or exemption for previous studies. Personal information may be disclosed to the education institutions you have attended for verification of your previous studies or your employer(s) to make an informed decision about the application. Otherwise your information will remain confidential and will not be disclosed to a third party without your consent unless disclosure is authorised or required by law. For further information please consult the UQ Privacy Management Policy at: <http://www.uq.edu.au/hupp/index.html?page=24999>.

APPLICATION

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1 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.

2 PERSONAL DETAILS

Name: _____ Your University of Queensland student number (if known): _____

Title: _____ Family name: _____

Given names: _____ Source Institution(s): _____

3 CREDIT/EXEMPTION

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

UQ information (if applicable)

OFFICE USE ONLY
Indicate with initials

Credit	Exemption	Course code	Course title	Units	Equivalent UQ Course code	UQ Course(s) for which credit/exemption is sought	Units	Approved	Not Approved
<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>							<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"/>							<input type="checkbox"/>	<input type="checkbox"/>

OFFICE USE ONLY

Comment on decision: _____

4 DECLARATION

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

Student's Signature: _____

Date: _____

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Application received: ___ / ___ / ___ Documentation received: ___ / ___ / ___ Applicant notified: ___ / ___ / ___

Head of School/Program Director recommendation		Faculty approval	
Name of authority _____	Position title _____	Name of authority _____	Position title _____
Signature _____	Date ___ / ___ / ___	Signature _____	Date ___ / ___ / ___