1 GENERAL INFORMATION

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 or in the Programs Handbook.

Please allow at least 3–4 weeks for processing. Applications without the necessary documentation 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 the relevant Faculty Office (or School within the Faculty of Health Sciences).

Please note:
It is your responsibility to cancel any course(s) for which you have been granted credit before the relevant HECS/PELS census date.

2 DEFINITIONS

Specified credit: Prior learning outcomes assessed as satisfying the objectives and requirements of the course(s).

Unspecified credit: A specified number of units granted on the basis of assessed learning outcomes judged to be equally acceptable within the structure of the program.

Block credit: A specified fixed number of units may be given on the basis of assessed learning outcomes judged to be equally acceptable within the structure of the program. For example, completion of another award may gain credit for the first year of a degree.

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, first aid certificate, etc.

3 APPLICATION DETAILS

1 When to apply

• Applications (see reverse) 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

• Australian Citizens and Permanent Residents: Applications should be submitted to the relevant Faculty Office (or School within the Faculty of Health Sciences).

• 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 Officer (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.

• Undergraduate Students Changing Program: If you are changing from one UQ program to another, your credit eligibility will be assessed and you will be advised of the outcome via mySI-net.

3 Documentation

• 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 of 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 Office (or School within the Faculty of Health Sciences).

• If you wish to have original documents returned to you, please enclose a request together with a stamped, self addressed envelope.

4 NOTIFICATION

• You will be advised of the outcome of your application 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
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.
- Your Studies Report, which can be viewed on mySI-net, will be amended accordingly if approval has been granted.
- Applicants will be advised by email if the application or part thereof is not approved.

1 PERSONAL DETAILS

Name: ____________________________
Title: ____________________________
Family name: _____________________
Given names: _____________________
Preferred name: __________________

The University of Queensland student number: ____________________________

2 CONTACT DETAILS

Mailing Address:
Country: ____________________________
Street: ____________________________
Suburb/Town: ______________________
Postcode: __________________________
State: ____________________________
Email: ____________________________

Telephone: __________________________
Home: ____________________________
Work: ____________________________
Mobile: ____________________________
Facsimile: _________________________

3 CREDIT DETAILS

Source Institution(s): ____________________________
UQ Program Title: ____________________________

Credit sought:

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Source Institution information UQ information

Attach separate sheet if insufficient space

4 DECLARATION

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

Student’s signature: ____________________________ Date: ____________________________

OFFICE USE ONLY

EMPL ID ____________________________ APPL NO ____________________________
Application received: / / Documentation received: / / Applicant notified: / /