Faculty of Science - Application for Credit Transfer

This form cannot be submitted electronically. Students must complete all fields, print and then submit form in hard copy with original copies of supporting documentation – Faculty of Science staff must sight original supporting documentation and sign copies to verify authenticity.

Student ID (if known): ____________________________ Date application submitted: ________________

PERSONAL DETAILS

Family Name: ____________________________________________________________________________

Given Names: ____________________________________________________________________________

Semester Address: ____________________________________________________________

(Postal address or street number and name) Postcode: ____________________________

(Town/Suburb)

Program in which student is enrolled/enrolling: ____________________________________________________________________________

GROUNDS FOR CREDIT REQUEST

☐ Completed University qualification
   Attach testamur, academic transcript (showing results and key to results)

☐ Incomplete University qualification
   Attach academic transcript (showing results and key to results)

☐ TAFE qualification
   Attach academic transcript (showing results and key to results)

☐ Recognition of other study or experiences
   Attach relevant documentation/explanation

<table>
<thead>
<tr>
<th>Institution</th>
<th>Program/Course</th>
<th>Unit/Course</th>
<th>FedUni Courses for which credit is granted</th>
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</thead>
<tbody>
<tr>
<td>eg: Monash University</td>
<td>Bachelor of Technology</td>
<td>ITE101 Programming 1</td>
<td>FedUni Office use only</td>
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PLEASE READ OVERLEAF FOR GUIDELINES REGARDING CREDIT APPLICATION

OFFICE USE ONLY

Recommended by: ____________________________ Approved by: ____________________________ Date: ____________

(Program coordinator) (Deputy dean):

Approved at Prog. C'tee No: ____________________________ Input into My Student Centre (date):

Student advised (date): ____________________________ Original supporting documents sighted: YES / NO (circle)
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Basis for Recognition of Credit
Credit may be granted for study, learning or relevant experience in any or all of the following areas:

Credit Transfer
(a) Previous successful study at Federation University Australia
(b) Previous successful study at another higher education, tertiary or TAFE institution.

Recognition of Prior Learning (RPL)
(a) Learning acquired in a credentialed context other than higher education, tertiary or TAFE, such as courses offered by professional organisations, enterprises, private educational institutions and/or any other recognised providers.
(b) Learning acquired in an uncredentialed context, such as through work experience or through life experience.

Cross Institutional Studies
(a) Specific studies approved in advance by the School of SITE Programs Committee, which are successfully completed at another institution. Students must apply using “Application to Study Courses at another Institution” form.

Types of Credit
Three categories of credit may be approved by the Program(s) Committee:
(a) Block credit: granted for whole stages or years of a program, such as semester, year or credit point equivalent.
(b) Specified credit: granted for a course deemed to be similar to that for which credit is sought.
(c) Unspecified credit: granted in the form of program credit points or equivalent, which may be used where block or specified credit is inappropriate.

Maximum Credit
Credit may be granted for up to 66 percent of a program (measured in credit points). However, further credit may be granted in cases where:
(a) Credit transfer arrangements exist between Federation University Australia programs;
(b) Credit transfer arrangements have been negotiated between Federation University Australia and other institutions and approved by Academic Board;
(c) Program(s) Committees consider there are exceptional circumstances.

Procedure for Making an Application
(a) Student should discuss options regarding credit with the Program Coordinator (where possible before commencement of a program);
(b) Any information concerning credit given prior to enrolment will be provisional and will be subject to confirmation by the Program(s) Committee and for ratification by Academic Board;
(c) Applications for credit transfer must normally be submitted at the time of first enrolment in a program and credits processed before the relevant semester census date;
(d) At the time of enrolment, the student should complete the application form overleaf and forward it in hard copy, together with supporting documentation (testamur, results and key to results), to the Program Coordinator;
(e) The Program Coordinator may refer the application to the appropriate member of staff with expertise in the area concerned;
(f) The recommendation will be based on consideration of the recency of study, assessment grade obtained, scope and depth of equivalent prior study/experience and the similarity of its coverage to the course for which credit is sought;
(g) The student may be advised by the Program Coordinator to enrol in the course(s) concerned in the event that the credit application is not approved;
(h) The School will advise the student, in writing, of the School Programs Committee’s recommendation;
(i) Where credit is granted, the appropriate adjustment to the student’s enrolment will be made by Student Administration and any HECS paid up front will be reimbursed.

Other Relevant Information
• Students should be aware that the granting of credit could affect study load and therefore eligibility for Centrelink payments. Centrelink must be notified of any changes in their study load.
• International students need to check with the Centre for University Partnerships (CUP) that your visa status is not put at risk by the granting of credit.
• If credit is granted, this will be recorded on your academic transcript.

The Federation University Australia’s Recognition of Prior Learning and Credit Transfer Policy is available online at: http://policy.federation.edu.au/learning_and_teaching/assessment/recognition_of_prior_learning_he/ch01.php