



## APPLICATION FOR CREDIT TRANSFER/EXEMPTION FORM

This form is to be used by students applying for credit transfer into an MIT course on the basis of prior studies.

### Applying for Credit

To apply for Credit Transfer/Exemption, you must complete this Application for Exemption/Credit Transfer Form and *supply an original or certified copies of your academic transcripts including a key to results/grades, and detailed unit outlines or syllabus for each unit from your previous institution.*

### Types of credit

- **Specified credit:** Credit granted towards one or more units where a student's prior learning is assessed as substantially satisfying the learning outcomes of the specified MIT unit or units.
- **Unspecified credit:** Credit granted where there is no comparable MIT unit equivalent in learning outcomes but the level of achievement is equivalent to a relevant elective requirement of a students' course.
- **Block Credit:** Credit granted for whole stages or years of a course, such as a trimester, year or credit point equivalent, and may consist of specified or unspecified credit.

### Maximum Credit Granted through Credit Transfer

The Course Coordinator will determine the maximum credit to be granted for each of the courses under their jurisdiction. However, normally, no student will be granted credit for more than one half of the credit points for the course to which they have applied for admission.

### Credit application processing time

Credit transfer application processing time is 2 to 3 working days after receiving the application at MIT. A longer processing time may apply during peak times and for studies undertaken outside Australia.

### Privacy Statement

The information being sought in this form is collected for the purposes of processing your course credit application. The information will be held by Melbourne Institute of Technology and may be accessed and used by people employed or engaged by MIT. Your personal information may be disclosed to the education institution you have attended for verification of your previous studies. In addition, the information may also be made available to Commonwealth and State agencies and to the ESOS Assurance Fund pursuant to the MIT's obligations under the Education Services for Overseas Students (ESOS) Act 2000 and the National Code. The provision of the information is voluntary, but if this information is not provided, MIT may be unable to process your credit application. You have a right of access to, and correction of, your personal information in accordance with MIT's Privacy Policy. Further questions or concerns related to the privacy of your personal information can directed to [admin@mit.edu.au](mailto:admin@mit.edu.au)

#### Section A: Personal Details

Student ID (if known) : MIT \_\_\_\_\_

Date of Birth: (dd/mm/yyyy) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Family Name: \_\_\_\_\_

Given Name(s): \_\_\_\_\_

Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_

Mobile : \_\_\_\_\_

#### Section B:

Name of the Program (in which you are applying credit for): \_\_\_\_\_

My application for credit transfer is on the basis of the following:

Completed University qualification

Incomplete University qualification

TAFE/VET qualification

Other qualification

#### Section C: Declaration:

*I hereby acknowledge that if I seek from Melbourne Institute of Technology Pty Ltd (MIT), and I am granted, a credit transfer for any unit, and that unit is part of a Diploma or Degree qualification delivered by MIT; that MIT makes no representations implied or otherwise that the credit transfer granted by MIT shall meet the requirements for admission or registration or membership of any professional body or other organisation or association. I acknowledge that it is my responsibility to seek independent advice from the said professional body or other organisation or association to which I may seek admission, registration or membership in the future, to ensure that the units I study at MIT meet the requirements for admission, registration or membership and that MIT will not be liable for any loss which may occur if I do not seek such independent advice.*

Signed: \_\_\_\_\_ Date: (dd/mm/yyyy) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**FOR OFFICE USE ONLY:** MIT has received *original or certified copies* of all academic transcripts. Checked by: \_\_\_\_\_

Credits entered in Bigfoot database by: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



**FOR OFFICE USE ONLY:** Applicant's Name: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Section D: Credit Granted**

Institution Name and Qualification/s	Comparability of Overseas Qualification to AQF Qualification (if applicable)	Unit/subjects studied	MIT units for which credit is granted

**Demonstrated basis for the decision:**  
Please explain below the basis of your credit decision. As evidence, attach (or provide links to) course or unit descriptions of the student's prior studies that were used in your assessment. Use compatibility of learning outcomes, volume of learning, level of study, and assessment approaches in your explanation.

Recommended by (Enter Assessor's Name, if the preliminary assessor is not the Course Coordinator): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: (dd/mm/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_

Assessed and approved by (Course Coordinator's Name): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: (dd/mm/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_