

# CR Application for Credit / Recognition of Prior Learning (RPL)



## Section A Personal Details

Student ID          Daytime or Mobile Number \_\_\_\_\_

Family Name \_\_\_\_\_ Given Name(s) \_\_\_\_\_

ACU Course \_\_\_\_\_ Major/Minor \_\_\_\_\_ Campus \_\_\_\_\_

**Applications for credit / recognised prior should normally be submitted no later than the census date in the first standard study period of your enrolment in the course.**

## Section B Details of Credit / RPL

Previous Studies- ALL FIELDS MUST BE COMPLETED						TO BE COMPLETED BY COURSE CO-ORDINATOR			
Unit Code	Unit Name	Course Name	Institution	Year Unit Completed	Unit Credit Points	Unit Code	Unit Name	Credit Points	Credit Type S,U or B*

\*Credit Type - S=Specified Unit / U=Unspecified / B = Block - if recording "U" or "B" credit in a particular subject area at a particular level indicate this in the Unit Name column (eg Hist 2).

■ RPL : Date/s of relevant experience undertaken (RPL) \_\_\_\_\_ Visit [http://www.acu.edu.au/about\\_acu/publications/handbooks/handbook\\_2010/general\\_information/2010\\_academic\\_regulations/enrolment](http://www.acu.edu.au/about_acu/publications/handbooks/handbook_2010/general_information/2010_academic_regulations/enrolment) to access the RPL policy from myACU.

■ CREDIT Have you previously applied for credit for these studies/prior learning: a) in the course in which you are currently enrolled?  Yes  No b) in any other course?  Yes  No

## Section C Student Declaration

I understand that if this application for credit is approved the units specified will be credited towards the course I am enrolled for unless I advise in writing, within (7) working days, that I wish to withdraw this application for credit.

I declare that to the best of my knowledge, the information supplied herein is correct and complete and that the documentary evidence supporting this application is authentic. I authorise the University to obtain further information with respect to my application and, if necessary, to investigate the legitimacy of the documentation I have provided. I acknowledge that the submission of incorrect or false information may result in the cancellation of my enrolment.

Student Signature: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_  I approve the withdrawal of units from my enrolment for which SPECIFIED credit is granted (tick box)

Prior to lodging to Student Administration, THIS FORM WITH SUPPORTING DOCUMENTATION ATTACHED MUST BE SUBMITTED TO THE COURSE CO-ORDINATOR FOR APPROVAL.

## Section D Approval – SCHOOL USE ONLY

Course Co-ordinator (Block Letters): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Credit Approved [Y/N]: \_\_\_\_\_ Reason if not approved: \_\_\_\_\_

Head of School (Approval only required if credit is outside time limit outlined in Acad.Reg. 4.7.5) (Block Letters): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# APPLICATION FOR CREDIT / RECOGNITION OF PRIOR LEARNING (RPL)

## Application

- Attach a **certified** copy of your Academic Transcript of Results from the institution where your previous studies were completed. Ensure that the Result Code sheet is included. Original documents should not be supplied, as they will not be returned.

**Note:** An Academic Transcript downloaded from a website is not acceptable, as it is not an official Academic Record.

**Note:** You do not need to supply academic transcripts if your previous studies were completed at ACU.

- Relevant completed units must be listed on the Application for Credit/Recognition of Prior Learning form. The units must coincide with units as listed on your Academic Transcript of Results.
- Attach a course description and structure, including information indicating the fraction of the course that the unit/s you completed made up.

- Attach photocopies of coded unit outlines/descriptions for previously completed studies relevant to your application for credit and/ or recognition of prior learning.
- Copies of unit descriptions can be taken from the handbook of the institution where previous studies were undertaken.
- Ensure all sections on the Application for Credit/Recognition of Prior Learning form are complete.
- **If your application is incomplete processing will be delayed.**

## When to submit the Application for Credit/Recognition of Prior Learning (CR) form

- Applicants made an offer through Admissions, UAC, VTAC, or QTAC should lodge this form with relevant documentation at the designated ACU Campus Student Centre prior to the census date in the first study period of their enrolment in the course

- Enrolled students seeking credit should consult with their Course Co-ordinator and return the completed and authorised form to their local ACU Student Centre.

## Certification of Documents

Your documentation must be certified using one of the two methods listed below:

### 1) Present the original(s) and a photocopy to the Student Centre at any ACU campus for certification.

Student Centre staff will check the documents, verify the copy (or copies) and then endorse with a University approved stamp.

### 2) Certification of documentation by authorised persons outside the University.

Bank Manager, Barrister, Commissioner for Declarations, Doctor, Dentist Justice of the Peace, Minister of Religion, Marriage Celebrant, Pharmacist, Police Officer, School Principal, Shire Secretary, Solicitor, Town Clerk, Veterinary Surgeon, Accountant – (must be either a member of the Institute of Chartered Accountants, the Australian Society of Practising Accountants or the National Institute of Accountants).

The copy will need to be endorsed by any of the persons listed with the following information (or a stamp containing the following information):

*I certify that this is a true and accurate copy of the original document, which I have sighted.*

*Signature:*

*Name in Full:*

*Appropriate position title:*

*Registration No: (if applicable)*

*Organisation: (if applicable)*

*Address: (if applicable)*

*Date:*

## ELIGIBILITY TO APPLY FOR CREDIT – 2010 Academic Regulations

### 4.7.1 Types of credit

The Course Coordinator may grant credit towards a program of this University for previous tertiary studies and/or recognised prior learning. Credit may be in the form of any one or more of the following:

- **Specified Credit:** credit granted for one or more units of the program. Specified Credit will only be granted if the student has previously passed units substantially the same as the unit/s for which Specified Credit is sought.
- **Block Credit:** credit granted for complete sections of the program, equivalent to at least one semester.
- **Unspecified Credit:** credit granted, usually in the form of credit points, if previous study does not correspond precisely with components of the program or for recognised prior learning. Unspecified credit is granted only for elective or general studies components of programs. It cannot be granted in programs which do not contain such components.
- If Block or Unspecified Credit is granted the amount of credit granted will be expressed in terms of credit points and identified in terms of the program completion requirements.

Credit will not be granted for segments of a unit.

### 4.7.2 Credit applications

Applications for credit and/or recognised prior learning should normally be submitted no later than the census date in the first semester of the student's enrolment in the program.

A student who has failed a unit may not subsequently seek credit for that unit unless the application is based on tertiary studies successfully completed after the student had failed the unit.

### 4.7.3 Maximum allowable credit

The maximum credit that may be granted on the basis of previously completed qualification(s) (other than a designated suite of courses) or recognised prior learning is:

Bachelor's [4th Year Upgrade]: one-half of the course

- Bachelor's degree: two-thirds of the course

- Honours requirements: 30 cp

- Associate degree: 100 cp

- Diploma: one-half of the course

- Dual bachelor degrees: one-half of the dual course

- Graduate entry bachelor degree: one-half of the course

- Postgraduate/Graduate Certificate: one-half of the course

- Postgraduate/Graduate Diploma: one-half of the course Master's degree excluding theses, dissertations or research projects:

- two-thirds of the course in the case of a 120 credit point degree
- 100 cp in the case of a 160 credit point degree
- one-half of the course in the case of an 80 credit point degree

Non-award course: one-half of the non-award course requirements.

### 4.7.4 Minimum level of studies required for an award of this University

Normally a student must complete at least one-third of the units required for a program and at least one-quarter of the units required for a major, double major or specialisation -

- a. by studies undertaken at this University; and
- b. in units not credited towards another completed award.

The amount of credit granted to a student holding more than one award must be no more than the maximum which would have been available for any one such award.

If a student has been granted the maximum available credit, in accordance with Regulation 4.7.3, for studies undertaken at another institution or for recognised prior learning, approval will

not normally be granted for other units to be undertaken elsewhere on a cross-institutional basis.

### 4.7.5 Time limit on credit for prior studies

Unless the Head of School otherwise approves on the basis of evidence of subsequent development and life or work experience in the discipline, credit will be granted only for work completed within the last ten years and such credit will lapse ten years from the date of passing relevant units (or completing other learning) on which the credit was based.

### 4.7.6 Credit once only

Credit for prior study or learning on the basis of any completed award may be granted once only towards any other program of this University.

### 4.7.7 Level of prior studies for which credit may be granted

In an undergraduate or graduate entry pre-service course, credit may be granted on the basis of prior appropriate and successful undergraduate, graduate entry pre-service or postgraduate studies. In a postgraduate course, credit may be granted on the basis of prior successful postgraduate studies only.

### 4.7.8 Study undertaken during period of termination, suspension or exclusion

A student may not be granted credit towards any program for any study or learning undertaken elsewhere during any period of termination of enrolment, suspension or exclusion from this or another University or other educational institution.