Section A  Personal Details

Student ID ____________________________  Daytime or Mobile Number ____________________________

Family Name ____________________________  Given Name(s) ______________________________________

ACU National Course ____________________________  Major/Minor ____________________________  Campus ____________________________

Applications for credit / recognised prior learning should normally be submitted no later than the census date in the first study period of the student’s enrolments in the course.

Section B  Details of Credit / RPL

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Course Name</th>
<th>Institution</th>
<th>Year Unit Completed</th>
<th>Unit Credit Points</th>
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*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): ____________________________  The RPL policy can be accessed from myACU at the following link: http://my.acu.edu.au/42187

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 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: ____________________________

Approval to withdraw units without academic penalty (after the census date as per Academic Regulations)  □ Yes  □ No

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

Form revised 13-05-2008

Australian Catholic University LTD, ABN 15 050192 660, CRICOS: 00004G, 00112C, 000873F, 000885B
ELIGIBILITY TO APPLY FOR CREDIT – 2008 Academic Regulations

4.7 Credit for Previous Study or Learning

4.7.1 Types of credit

The Course Co-ordinator 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.

Unspecified Credit: credit granted, usually in the form of credit points, if previous study is not acceptable, as it is not an official Academic Record.

Block Credit: credit granted for complete sections, equivalent to a semester or year of the program.

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

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
- two-thirds of the course 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:

(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.

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:

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