

CR Application for Credit Form



Section A Personal Details

Student ID Daytime or Mobile Number: _____

Family Name _____ Given Name(s) _____

ACU National Course _____ Major/Minor _____ Campus _____

Applications for credit and/or 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

Previous Studies					OFFICE USE ONLY – Course Co-ordinator recommended / not recommended				
Unit Code	Unit Name	Institution	Year Unit Completed	Unit Credit Points	Unit Code	Unit Name	Credit Points	Credit Type S,U or B*	Recommended CC signature

*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).

▪ Date/s of relevant experience undertaken (RPL): _____

▪ 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 authorize 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 a cancellation of my enrolment.

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

Section D Approval – SCHOOL USE ONLY

Head of School or nominee (Block Letters) _____ Signature _____

Credit Approved [Y/N] _____ Reason if not approved _____

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

Office use only (Enrolments)

SHATRNS SHADEGR DATA ENTERED STUDENT NOTIFIED _____ DATE ___/___/___

APPLICATION FOR CREDIT

Application

- Attach a **certified** copy of your Academic Transcript of Results from the institution where your previous studies were undertaken. 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 National.

- Relevant completed units must be listed on the Application for Credit 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.
- 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 form are complete. If your application is incomplete processing will be delayed.

When to submit the Application for Credit (CR) form

- Direct Entry applicants seeking credit should return this form with the 'D' Direct Entry Application form to the ACU National Admissions office (PO Box 456, Virginia Qld 4014).
- Applicants made an offer through UAC or VTAC should lodge this form with their enrolment

material on their designated on-campus enrolment session (as advised on the UAC/VTAC offer letter) or prior to the census date in the first study period of their enrolment in the course.

- Applicants made an offer through QTAC should lodge this form at the ACU National Brisbane Student Centre (PO Box 456, Virginia, Qld 4014) 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 National Student Centre.

Certification of Documents

ACU National will accept copies if they have been properly certified by one of the following:

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 – 2007 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. 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, equivalent to a semester or year of the program.

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

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.

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 for retention of 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, the maximum period during which credit granted under this Regulation may be retained will be –

(a) for an undergraduate course, one year more than twice the minimum duration of the course; or

(b) for a postgraduate course, four times the minimum duration of the course.

4.7.6 Credit once only

Credit for prior study or learning may be granted once only towards any completed 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 Application for review of credit granted

A student who is dissatisfied with the decision concerning credit may write to the Head of School seeking a review of the decision. The decision of the Head of School will be final.