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>Previous Studies</th>
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<tbody>
<tr>
<td>Unit Code</td>
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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 ___/___/____

Section D  Approval – SCHOOL USE ONLY

Course Co-ordinator (Block Letters):  Signature:

Head of School (Approval is required if Acad.Reg. 4.7.5 applies) (Block Letters):  Signature:

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 ___/___/____

Form revised 29-06-07

Australian Catholic University LTD, ABN 15050 192 660, CRICOS: 00004G, 00112C, 000873F, 000885B
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 undertaken. Ensure that the Result Code sheet is included. Original documents should not be supplied, as they will not be returned.
- 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 National Campus 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).

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.

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 amount of 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 requirement.

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—
- by studies undertaken at this University; and
- 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.

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.

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.

Signature:
Name in Full:
Appropriate position title:
Registration No: (if applicable)
Organisation: (if applicable)
Address: (if applicable)
Date: