

Application for Credit Transfer

The Business School– Application Form

This form cannot be submitted electronically. Students must complete all fields, print and then submit form in hard copy with original copies of supporting documentation - Business School staff must sight original supporting documentation and sign copies to verify authenticity.

GROUNDS FOR CREDIT REQUEST

- Completed University qualification**
Attach testamur, academic transcript (showing results and key to results)

Student ID (if known): Date application submitted: _____

PERSONAL DETAILS

Family Name: _____

Given Names: _____

Semester Address: _____
(Postal address or street number and name)

(Town/Suburb) _____ Postcode: _____

Program in which student is enrolled/enrolling: _____

- Incomplete University qualification**
Attach academic transcript (showing results and key to results)
- TAFE qualification**
Attach academic transcript (showing results and key to results)
- Recognition of other study or experience**
Attach relevant documentation/explanation

Institution	Program/Course	Unit/Course	FedUni Courses for which credit is granted <i>FedUni Office use only</i>
<i>eg: Monash University</i>	<i>Bachelor of Commerce</i>	<i>ACC101 Accounting Fundamentals</i>	

PLEASE READ OVERLEAF FOR GUIDELINES REGARDING CREDIT APPLICATION

OFFICE USE ONLY

Recommended by: (Program coordinator)	Approved by (Deputy dean):	Date:	
Approved at Prog. C'ttee No:	(date):	Input into my student centre	
Student advised (date):	sighted:	Original supporting documents	YES / NO (circle)

Basis for Recognition of Credit

Credit may be granted for study, learning or relevant experience in any or all of the following areas:

Credit Transfer

- (a) Previous successful study at Federation University Australia
- (b) Previous successful study at another higher education, tertiary or TAFE institution.

Recognition of Prior Learning (RPL)

- (a) Learning acquired in a credentialed context other than higher education, tertiary or TAFE, such as courses offered by professional organisations, enterprises, private educational institutions and/or any other recognised providers.
- (b) Learning acquired in an uncredentialed context, such as through work experience or through life experience.

Cross Institutional Studies

- (a) Specific studies approved in advance by the Business School Programs Committee, which are successfully completed at another institution. **Students must apply using “Application to Study Courses at another Institution” form.**

Types of Credit

Three categories of credit may be approved by the Program(s) Committee:

- (a) **Block credit:** granted for whole stages or years of a program, such as semester, year or credit point equivalent.
- (b) **Specified credit:** granted for a course deemed to be similar to that for which credit is sought.
- (c) **Unspecified credit:** granted in the form of program credit points or equivalent, which may be used where block or specified credit is inappropriate.

Maximum Credit

Credit may be granted for up to 66 percent of a program (measured in credit points). However, further credit may be granted in cases where:

- (a) Credit transfer arrangements exist between Federation University Australia programs;
- (b) Credit transfer arrangements have been negotiated between Federation University Australia and other institutions and approved by Academic Board;
- (c) Program(s) Committees consider there are exceptional circumstances.

Procedure for Making an Application

- (a) Student should discuss options regarding credit with the Program Coordinator (where possible before commencement of a program);
- (b) Any information concerning credit given prior to enrolment will be provisional and will be subject to confirmation by the Program(s) Committee and for ratification by Academic Board;
- (c) Applications for credit transfer must normally be submitted at the time of first enrolment in a program and credits processed before the relevant semester census date;

(d) At the time of enrolment, the student should complete the application form overleaf and forward it in hard copy, together with supporting documentation (testamur, results and key to results), to the Program Coordinator;

- (e) The Program Coordinator may refer the application to the appropriate member of staff with expertise in the area concerned;
- (f) The recommendation will be based on consideration of the recency of study, assessment grade obtained, scope and depth of equivalent prior study/experience and the similarity of its coverage to the course for which credit is sought;
- (g) The student may be advised by the Program Coordinator to enrol in the course(s) concerned in the event that the credit application is not approved;
- (h) The School will advise the student, in writing, of the School Programs Committee’s recommendation;
- (i) Where credit is granted, the appropriate adjustment to the student’s enrolment will be made by Student Administration and any HECS paid up front will be reimbursed.

Other Relevant Information

- Students should be aware that the granting of credit could affect study load and therefore eligibility for Centrelink payments. Centrelink must be notified of any changes in their study load.
- International students need to check with the Centre for University Partnerships (CUP) that your visa status is not put at risk by the granting of credit.
- If credit is granted, this will be recorded on your academic transcript.

The Federation University Australia’s **Recognition of Prior Learning and Credit Transfer Policy** is available online at: http://policy.federation.edu.au/learning_and_teaching/assessment/recognition_of_prior_learning_he/ch01.php