General Information

This application for credit is for the course you are applying to, or are currently enrolled in (as listed in Section B). An original or certified copy of your academic results and course syllabus (units, synopsis, assessment, number of hours, textbooks used) for the year the unit was studied is required for all studies not completed at Federation University (including antecedent institutions).

Any information concerning credit will be provisional and will be subject to confirmation by the Program(s) Committee and for ratification by Academic Board;

The recommendation will be based on consideration of the date of completion, 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;

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;

The student will be advised, in writing, of the Programs Committee’s recommendation within four weeks of submitting the completed form..

Where credit is granted, the appropriate adjustment to the student’s enrolment will be made by Student Administration and where appropriate financial liabilities will be revised.

Lodgment

Completed forms should be submitted to Student HQ, either by email to info@federation.edu.au or in person or by mail (go to www.federation.edu.au/StudentHQ for campus locations and addresses).

Credit policy

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

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 relevant Faculty Programs Committee, which are successfully completed at another institution.

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.

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 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 with a TC (transfer credit) grade
# Application for Credit Transfer

## Section A  Personal Details

<table>
<thead>
<tr>
<th>Family Name:</th>
<th>Given Names:</th>
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<tbody>
<tr>
<td>Preferred phone number:</td>
<td>FedUni Student ID:</td>
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</tbody>
</table>

**Email Address:**  
(FedUni email for current students)

## Section B  FedUni program for which you are applying for credit

<table>
<thead>
<tr>
<th>Program Name:</th>
<th>Program Code:</th>
<th>Campus location:</th>
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## Section C  Details of credit – Details of previous study/experience for which credit is sought

**Program name:**  
**Institution name:**  
*(where you completed your studies)*

<table>
<thead>
<tr>
<th>Did you complete program?</th>
<th>Y / N</th>
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### Details of previous study

<table>
<thead>
<tr>
<th>Course/Unit studied code</th>
<th>Course/Unit studied title</th>
<th>Year completed</th>
<th>FedUni Code (optional)</th>
<th>Specified Credit Y / N</th>
<th>Unspecified Credit Y / N</th>
<th>Block Credit Y / N</th>
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### Office Use Only

- **Details of previous study:**
- **Faculty Approval:**
  - **Approved by (Program Coordinator):**
    - Name: ____________________________  
    - Title: ____________________________  
    - Date: ____________________________
  - **Approved at Prog. C’ttee No:**
    - Input into my Student Centre: Y / N (date):
  - **Student advised:** Y / N (date)
  - **Original supporting documents sighted:** Y / N (date)

CRICOS Provider No. 00103D  
Credit Application Form – last update 13-01-2016